

# Student/Parent Handbook

Students are expected to abide by these standards throughout their enrollment,  
whether at home, school, or elsewhere



**THE ROCK CHRISTIAN ACADEMY**

An Academic School of Excellence  
built upon Faith in the Truths found  
in God's Word.

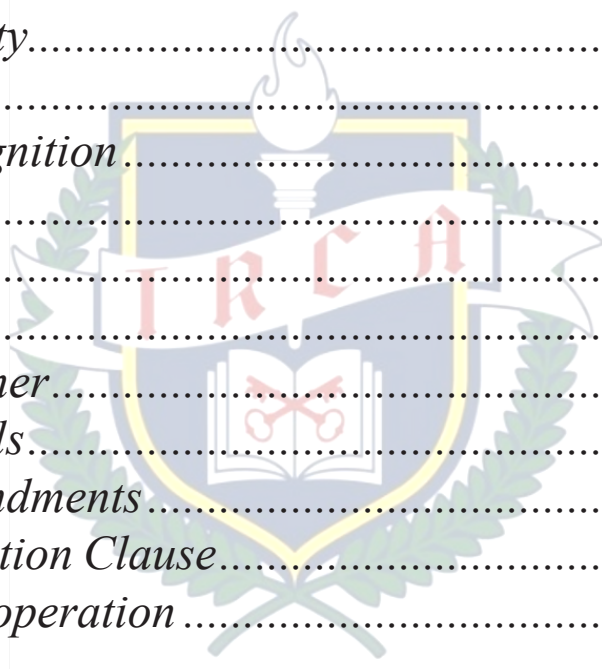
SEEK YE FIRST THE KINGDOM OF GOD  
MATTHEW Chapter 6

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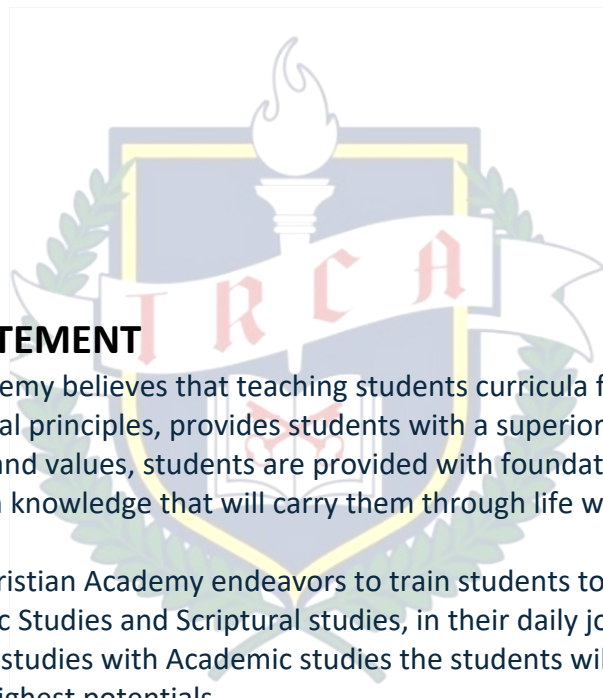


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## VISION

**To create an environment in which a student can reach their full potential both  
Spiritually and Academically.**



### PHILOSOPHY STATEMENT

The Rock Christian Academy believes that teaching students curricula from a Biblical perspective, using Biblical principles, provides students with a superior education. Drawing from Biblical absolutes and values, students are provided with foundational truths upon which to build skills and obtain knowledge that will carry them through life with strength and confidence

The staff of the Rock Christian Academy endeavors to train students to utilize the learnings from both, the Academic Studies and Scriptural studies, in their daily journey. By utilizing and balancing the Scriptural studies with Academic studies the students will be better equipped to succeed in life at their highest potentials.

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## Standards of Conduct

To achieve the desired goals for students that attend The Rock Christian Academy, a spiritual and academic environment must be established that replicates the principles found in the Bible. Therefore, **TRCA has adopted the following standards and requests each student, whether at home, school, or elsewhere, abide by the following standards:**

- Students must have the right attitude and respect for leadership and authority (to be subject to and accept correction from all members of the faculty or church staff).
  - Students are to address all TRCA staff utilizing the staff's surname; last name
- Students must abide by The Rock Church standards of dress
  - A Uniform Policy has been implemented
    - This uniform policy has been instituted to instill a sense of pride in the students and their school. It will additionally serve to help provide students with a sense of structure and belonging.
  - No tight or immodest clothing
    - No skinny pants
    - No low necklines
  - Sleeves below elbows
  - Dresses, skirts, jumpers to be below the knees
    - Skirts 2 inches below bottom of knees
    - Jumpers 1 inch below bottom of knee
  - Leggings cannot show below skirts
  - Uniforms are to be clean and wrinkle free
- Male and female students must abide by the hair policy and sign associated pledges accordingly:
  - Girls: Must sign a pledge to not cut or alter their hair in any manner.
  - Boys: Must sign a pledge to:
    - Maintain a haircut that includes a neat trim,
    - Off the collar and ears, no long bangs, or extended sideburns.
    - Hair must be combed off of the forehead.
    - No extreme, immoderate, or other styles determined by the administration to be inappropriate for a Christian, including extreme fades or undercuts.
    - Must be clean shaven.
- No use of makeup, including self-tanner, tanning beds, or fingernail polish of anykind.
- No use of false nails.
- To stay within The Rock Christian Academy property limits at all times during school hours unless express permission has been obtained from a member of the faculty to leave campus.
- Students are to refrain from:
  - Cheating, swearing, indecent language
  - Listening to or playing ungodly music (rap, rock, country, pop, etc.)
  - Watching television/video, movies, or attending movies

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- Talking about ungodly sports figures, actors, singers, or celebrities
- Attending any ball games; high school, college, semi, or professional games.
- To comply with rules which are deemed to be necessary to be added in the future

## PARENT/STAFF COMMUNICATIONS

We ask that any communications with the staff be professional and courteous. Also, the staff is encouraged to enjoy their families and time at home in the evening. As a result, they are encouraged to answer any communications received after 6:00 in the evening the following day. All text communications to teachers or parents shall have the principal included in the message.

## Responsibilities of the Parent

Parents, please get involved in your child's Spiritual and Academic education. It is one of the greatest investments you will ever make; It not only impacts their future, but yours as well.

Moses was very adept at understanding the importance of a Parent when it comes to their role in a child's life and ways to teach them. Ref. Deut. 11:18-21

Our TRCA staff strive to ensure your children receive the very best Spiritual and Academic education but the parent's role can never be underestimated. While the school is a catalyst for learning, the home and parents are the basic elements that hold everything together. Your support and help will be required at times to support and at other times to assist the training process. Your child will need your encouraging words as well as your wisdom to work through some of their academic work just as you help them in their Spiritual walk with God.

- Please ensure your child has completed their homework daily.
- Please ensure your child is wearing their complete uniform and the child's uniform is neat and well kept. Please help us build a sense of pride to wear a TRCA uniform.
- Please ensure your child's hair is combed/brushed off forehead/away from face.
- Ensure your child attends school daily and on time
- Notify the school of an absence by 9 am on the day of the absence
- Present documentation of the absence to the school within 48 hours of the absence
- Petition the school in writing for special arrangements to address the student's absences, before the 12th absence.

## ATTENDANCE

### Absences

Absences for sickness explained by a doctor's note, an accident, or death in immediate family are excused. All other absences are unexcused. All absences count against a student's total, but excused absences are more favorable in regard to make up work. A total of 13 or more absences may result in denial of credit and/or promotion. Excessive absences beyond 13 may result in suspension from TRCA for the rest of the year; for students in grades 6-12, this guideline applies to missing a single class for 13 times.

**Absences should be reserved for unavoidable events such as sickness or family emergency.**

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## **Tardiness/Early Checkout**

A tardy or early checkout is excused for sickness explained by a doctor's note, an accident, medical emergency in immediate family, or death in immediate family. A tardy or early checkout for any other reason is unexcused.

On the third unexcused tardy or unexcused early check-out, a disciplinary sanction will be assigned from the following alternatives:

Early morning, after school, lunch, or recess detention

In-school time out, or in-school suspension

At the beginning of each quarter, the tardy/early checkout count starts over.

## **CHURCH ATTENDANCE**

Students must faithfully attend The Rock Church, sit in the designated areas, and conduct themselves properly. Younger students through age nine are expected to sit with parents.

Church attendance is taken regularly and reported to school administration. Upon missing 9 or more services in a quarter, a student will not be able to return to The Rock Christian Academy the following quarter. Upon missing more than 12 services in a quarter, a student will not be allowed to return to TRCA for the first 4 weeks of the next quarter

If a student misses more than 12 services for 2 quarters, he/she will not be allowed to return to TRCA for the rest of the school year. We allow up to 12 absences per quarter to account for sickness, vacations, and other situations that arise.



## **HEALTH AND SAFETY**

### **HEALTH SCREENINGS**

To provide new students with the best chance of success, it is highly recommended all new students receive a vision and hearing screening. Scoliosis screening is mandated by the state of Arkansas for sixth and eighth grade girls and eighth grade boys. This documentation from a licensed physician or a certified examiner must be provided to TRCA at the beginning of the school year

### **ILLNESS**

Parents are required to keep students at home when they are ill. Fever, diarrhea, and vomiting are considered symptoms of contagious illnesses. Students must be fever free and/or symptom free for 24 hours without the aid of medication and return to a normal diet before returning to school. The benchmark for fever is >100 degrees Fahrenheit. Students that become ill at school will be sent to the School Office. If it is determined that the student is too ill to remain at school, the Office will call the parents. Parents are required to pick up sick students as soon as possible. A doctor's note may be requested for the student to return to school

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## INJURIES

When a student incurs an injury at school that needs further treatment, the parent will be notified immediately by the School Office. If the parents cannot be reached, the school will do what is expedient and safe for the injured or seriously ill student, which may include transportation of the student to the preferred hospital. It is very important for parents to update all telephone numbers, including emergency contacts, should a crisis situation arise. The school does not assume responsibility for treatment

## HOMEWORK

Education experts say homework is important. It enriches learning and reinforces material covered in school. It also improves reading skills, raises grades, and teaches responsibility and self-discipline resulting in longer term learning.

According to “What Works,” a U.S. Department of Education report, student achievement rises significantly when teachers regularly assign homework and students do it.

In keeping with sound educational policy, homework is an important part of our curriculum. From reading to parents, providing additional individual attention for younger students, to independent studies to enrich and broaden learning for older students, homework meets important academic needs.

Daily, each student writes their assignments in a planner or a stenographer’s notebook as directed by teacher.

The average student should spend from thirty minutes in lower grades to possibly two hours in high school, depending upon individual age and need. Homework is based upon actual need. (Although there are days on which hard-working students may be able to complete homework assignments at school, **no responsible student will consistently have no homework.**)

We do not encourage excessive time spent upon homework, which would eliminate recreational and family time, or keep students up too late at night. To make it easier to arrive to church on time, no homework assignments are given on Tuesday or on alternate church nights.

Assignments must be complete, on time, and written properly. Acceptable excuses for incomplete homework are illness or emergencies, which must be explained in a written note.

Discipline for consistently failing to complete homework includes the following:

- Daily notification to parent
- Staying in at breaks to do the make-up work
- Assignment of extra work as directed by teacher
- Detention
- Penalty points from grade

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## ACADEMIC RECOGNITION

Each semester, The Rock Christian Academy recognizes students who have excelled in either their studies or participation in various extracurricular activities. Achievements students can strive for include the following:

- Principal's List (all As),
- "A" Honor Roll (A's and one B),
- "B" Honor Roll (B's and one C),
- Exceptional Attendance
- Lamp of Knowledge
- Second Milestone Christian
- Most Improved Academically
- Shining Light Award (Most Improved Spiritually)

Valedictorian/ Salutatorian are extremely special and sought-after recognitions. In light of this, we take these two awards very seriously. Three main guidelines are observed;

- adherence to TRCA standard of conduct;
- attitude towards staff, students and any other TRCA constituency
- GPA; 3.5 and up and 4.0

For a student to be considered for valedictorian and salutatorian, he/she must have a solid standing in all three of these areas

## TECHNOLOGY

All persons using computers, tablets, or other digital devices are expected to use the devices in accordance with the school mission and guiding principles for the promotion of learning, creating, and connecting.

As Internet access is readily available, all members of the school community are expected to use it responsibly and within the framework of the class lesson or task. Students and faculty should use the Internet to expand their knowledge and to enrich and support the curriculum.

While the school uses reasonable efforts to restrict certain access, the tools are not 100% guaranteed. Computers are intended to aid in the learning process. Non-authorized usage of school computers is considered a violation of trust. The offending student will be referred to the principal's office where the student and principle will consult with parents and determine appropriate discipline.

## Social Media

Social media can be used for good or bad. Psalm 133:1 says, "*Behold, how good and how pleasant it is for brethren to dwell together in unity!*" We ask that any social media posting in regard to The Rock Christian Academy parents, students, administration, faculty, and other staff be positive. Should any family member of a TRCA student who is a member of TRC or any TRCA student post anything negative towards TRCA families or staff, we will ask the responsible party to remove the post. Should the issue not be resolved, we will ask the family involved in the negative posting to withdraw their child from the school.



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Social Media: all students who use Instagram or other social media platforms are required to follow and be followed by The Rock Christian Academy social media accounts. Students will be required to follow only accounts that reflect the values and principles of the Bible and will not be allowed to create alternative accounts using other names. If a student follows accounts that do not reflect these principles and values or uses an alternative account using another name, the student will be referred to the principal's office. Should the student continue to follow inappropriate accounts, the student will be suspended for a day or more depending on the scope of the infraction. We want our students to fulfill Philippians 4:8 "Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things." By following the appropriate accounts, students can fulfil this Scripture. A list of all student social media accounts will be required to be provided to the school office by the first day of school each year. All accounts added during the year will also be registered at the school office.

TRCA students may not use controversial social media platforms that limit accountability (i.e. TikTok or Snapchat). If a student is found using such platform or has existing content that can still be viewed, he/she will be suspended for a week for the first offense.

To maintain a distraction-free environment, the following are NOT permitted in school

- Cell phones,
- CD players,
- Smart watches,or
- Ear buds.
- Students are not permitted to have electronic devices in their possession during school hours.

**Students must leave devices in their cars or admin office. Should a student have any of these devices in their possession during school hours without permission from a staff member, the student will be assigned detention.**

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## DISCIPLINE

The primary reason for the existence of a Christian school is for spiritual training. Our primary objective is to train students in the way of life presented in the Bible. Essential to this character training is guidance and direction in respect for, and obedience to authority. Promoting self-discipline is a strong goal.

To maintain an orderly atmosphere conducive to learning, it is necessary to set boundaries by reasonable rules. It is important for parents and students to understand those rules and the associated consequences for disobeying the boundaries/rules. By understanding the boundaries, rules, and associated consequences the student has control of their own destiny based on their decisions. Order and structure are essential for training.

The teacher is the authority in the classroom. Correction of routine offenses may be detention, time out, assigned work, and such like.

Major offenses and character problems such as cheating, lying, and disrespect will be referred to the principal.

There are many forms of consequences/correction/discipline. TRCA will use a graded approach to discipline based on severity of infraction. Teacher's verbal correction, teacher's and principle's verbal correction, lines written by student, detention, ...

Suspension from school is another form of consequence/correction for more serious offenses or repeat offenders. On rare occasions expulsion may be necessary.

We are committed to administering correction with prayerfulness and fairness.

For discipline to be effective, the confidence and support of the parents is imperative. This is so necessary that we request that you not place your children in the school unless you have that confidence in the staff.

Just as students must meet certain requirements and conditions for enrollment, parents must meet this condition of full support and cooperation (founded on faith in God and the power of prayer). Should a parent at any time lose this confidence, we ask that you request a conference with the principal. Should the problem fail to be resolved to your complete satisfaction, we request that you withdraw your child from the school. (We feel that this will be most unlikely since we have a great determination to work together in Biblical unity).

Consequences are the results of taking an action or not taking an action and knowing what is expected to happen afterward.

A few examples of Consequences include:

- Fail to meet Uniform requirements; either daily or Chapel.
  - 100 lines for first offense with a doubling for repeat offenses.
    - Example: 200 lines for second offence, 400 for third, 800 for forth...
    - The offence count resets with the beginning of the new school quarter.
- Lying
  - 500 Lines with a doubling for second offense.
  - For a third offense the consequence is a 3-day suspension

## SUSPENSIONS

How suspensions affect students' attendance record:

- In-school suspension student will be marked present.

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- Out of school suspensions— all assigned suspension work must be completed.

## Forbidden Activities

- Tobacco use, vaping, drinking alcohol, drug use (including any marijuana product or illegal prescription drug use):
  - Any student who does any of the above will be expelled from The Rock Christian Academy for a quarter for the first offense.
- **Pornography:**
  - Any student who sends any kind of pornographic or indecent material through cell phones or other modes of communication will be expelled for a quarter for the first offense.
  - Any student who intentionally views pornography will be expelled for a week for the first offense.
- **Fornication:**
  - Any student who commits fornication will be expelled for a semester for the first offense. In the event of a pregnancy, the couple involved will not be allowed to return to The Rock Christian Academy.
- **Cutting hair (young ladies):**
  - Any young lady who cuts, trims, or alters the length or color of her hair in any manner, will be expelled for a semester for the first offense.
- **Inappropriate behavior:**
  - One day suspension for the first offense.
- **VANDALISM & THEFT**
  - One of the most important rules at The Rock Christian Academy is to treat the property of the church, school, and other students with respect. Therefore, vandalism of any kind or theft will not be tolerated at The Rock Christian Academy.
  - Any student caught stealing or vandalizing any property on school or church premises will be subject to disciplinary action and will be required to pay for the costs of damaged or missing property

**Upon expulsion for any of the above forbidden activities, if a student engages in additional forbidden activities, the consequences will increase. Our guiding principle for allowing a student to return to The Rock Christian Academy after more than one offense comes from Matthew 3:8 “Bring forth therefore fruits meet for repentance.” The Rock Christian Academy is committed to producing Godly young people who have not been defiled by the world and is committed to maintaining a Godly environment where young people can grow up in the “nurture and admonition of the Lord.”**

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## **INCLEMENT WEATHER**

The Rock Christian Academy draws students from several counties. A storm can leave in its wake a variety of road conditions across the areas from which our students commute. For the safety of our students, the school administration will make the decision when to close due to inclement weather.

If the school district outside of Boone County in which a student lives is closed due to weather, the said student will be exempt from attending school.

To find out if The Rock Christian Academy is closed due to the weather, go to [ArkansasMatters.com](http://ArkansasMatters.com), or listen to KY3

## **EMERGENCY DRILLS**

Fire, tornado, earthquake, and lockdown drills will be held on a regular basis. Drills will be scheduled at random times so students, faculty, and staff have an opportunity to practice evacuation or lockdown procedures from various locations within the building

## **Handbook Amendments**

**Amendments to the handbook may be made throughout the course of a school year or the following summer. Amendments to the handbook may be made throughout the course of a school year or the following summer. We will communicate these changes as they are made**

## **NON-DISCRIMINATION CLAUSE**

The Rock Christian Academy admits students of any color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of color, national, or ethnic origin in administration of its educational policies, scholarship programs, and other school administered programs.

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## STATEMENT OF COOPERATION FIELD TRIPS/ACTIVITIES

By signature, I certify that I am the parent/legal guardian of the student listed below (“my child”) and thereby complete this Statement in such capacity and on the terms set forth herein. As the parent/legal guardian of my child, unless I otherwise advise The Rock Christian Academy in writing with respect to a specific activity, I give The Rock Christian Academy permission for my child to take part in all of The Rock Christian Academy activities, including bus trips, sports activities, and school-sponsored trips away from The Rock Christian Academy premises. My child and I agree that my child will abide by school regulations for dress and conduct and be subject to supervision by The Rock Christian Academy faculty and staff at all time while under the supervision and care of The Rock Christian Academy agents.

I believe that discipline is necessary for the welfare of each student of The Rock Christian Academy, both on an individual and collective basis. Therefore, I consent to my child’s teacher and/or other authorized agent of The Rock Christian Academy to make and enforce classroom regulations consistent with Christian principles and discipline as set forth in the Scriptures.

I further agree to hold The Rock Christian Academy, its agents, employees, successors and assigns (individually, “other indemnified party” and collectively, “other indemnified parties”) harmless from and for any liability to me or my child arising from any claim on my behalf or on behalf of my child against The Rock Christian Academy and other indemnified parties based upon any circumstance covered by this Statement. Should legal action (including administrative claims) be taken against The Rock Christian Academy or any other indemnified party based upon a claim raised by me or my child or on my behalf or on behalf of my child, and such action results in the determination of no liability on the part of The Rock Christian Academy or the other indemnified party, I shall reimburse The Rock Christian Academy and the other indemnified party for all costs of defending the action, including attorney fees, court or administrative costs, or any other expense incurred by The Rock Christian Academy and/or the other indemnified party in defense of such action.

This Statement shall be effective from the date set forth on the attached signature page, until the earlier of my child no longer being enrolled in The Rock Christian Academy or my written notification of withdrawal of this Statement delivered to The Rock Christian Academy. Further, should my marital status or legal relationship to my child change, I agree to provide to The Rock Christian Academy an updated Statement within ten business days of the effective date of the change noting the nature of the change. During such change period, this Statement shall remain in full force and effect

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**Signature**

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**Date**

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**Printed Name**