Handbook

R.O.C.S.

Redeemed Outreach Christian School



A ministry of :



Administrator:

Pastor Jennifer Lyndall

 Redeemed Outreach Christian School (R.O.C.S.) is a ministry of Redeemed Outreach Church in Grand Bay, Alabama. Redeemed Outreach Church has been in existence since 2014. R.O.C.S. is a homeschool covering and Co-op available to assist families in K-12th grade. We are a ministry in support of Christian parents that have been called of God to educate their children at home.

Statement of Faith

1. We believe the Bible is the inspired and only infallible & authoritative Word of The Almighty God. (2 Timothy 3:16)
2. We believe that God speaks through the Holy Spirit to men, and when He does so the message will come into alignment with the Bible. (1 Corinthians 2:9-16, Acts 17:11)
3. We believe there is one God, eternally existent in three persons: God the Father, God the Son (Jesus Christ) and the Holy Spirit. (1 John 5:7, 2 Corinthians 13:14)
4. We believe in the deity of the Lord Jesus Christ. He was God in human flesh, being fully God and fully man, except without sin.
5. We believe in Jesus Christ’s virgin birth, sinless life, miracles, atoning death, bodily resurrection & ascension to the Right Hand of God the Father. His instruction to man through The Holy Spirit and His personal future return to this earth to rule and reign in power and glory.
6. We believe the only means of being cleansed from sin is through repentance and faith in the power of the Blood of Jesus Christ. (1 Peter 1:18-20, Act 4:12)
7. We believe being born again and filled with the Holy Spirit is absolutely essential for personal salvation and will be evident in our lives through the fruit of the spirit in manifestation. (John 3, Matthew 25: 34-40)
8. We believe in the resurrection of the believers in Christ to everlasting life, and unbelievers to everlasting condemnation. (John 5: 28-29)
9. We believe the creation of man is a direct act of God. (Genesis 1:26-28, Genesis 5:1-2)
10. We believe that not only was our eternal salvation purchased on the cross but we have become the righteousness of God in Christ Jesus and we have been given supernatural health and healing through the Blood of Christ. (Isaiah 53:5)
11. We believe in biblical marriage between one biological man and one biological woman. (Romans 1:27, 1 Corinthians 6:9-11, 1 Timothy 1:8-11)
12. We believe when you become born again you are a new creation In Christ the old sin nature of man is gone and the new man In Christ is now who you are (1 Corinthians 5:17)

Enrollment Agreement

Redeemed Outreach Christian School accepts students from May to July each year. You may visit our website @ irochomeschool.com or the Redeemed Outreach Christian School Facebook to better understand the personality of our group.

In order to join Redeemed Outreach Christian School parents and students of enough maturity to understand the following must agree to the enrollment agreement:

1. Meet with school administrators for an interview and fill out background check.
2. Fill out all paperwork completely and truthfully.
3. Must attend kick off meeting at the beginning of the year.
4. We recommend each family maintain attendance and lesson records for each child.
5. We recommend you have 180 days of education per 365 day year for accountability.
6. We require each family to turn in curriculum yearly and, attendance and report cards quarterly, to the ROCS office.
7. Instruct your child in the basic courses of academic study as stated in the elementary , middle or high school criteria presented in the handbook.
8. Once a year we will host standardized testing at parents expense. Children are encouraged to take these test every other year after 3rd grade for educational accountability.
9. Parents agree to commit to help with classes, field trips and or admin duties associated with this Co-op covering.
10. Pay tuition, turn in all paperwork and pay all applicable fees by the annual kickoff meeting. Pay with cash, check or through the website with paypal.
11. Both parents and/ or guardians must completely fill out and pass all background checks.
12. Redeemed Outreach Christian School reserves the right to approve or deny anyone’s membership.
13. Agree to be on time and commit to your classes for the full school year. If you are unfaithful to your commitment your students and position will go lacking.

FAILURE TO COMPLY WITH THE ENROLLMENT AGREEMENT WILL RESULT IN DISMISSAL FROM REDEEEMED OUTREACH CHRISTIAN SCHOOL COVERING.

Parents must clearly understand the following guidelines…

1. Applicants may be denied or enrollment terminated if teachers or students fail to exhibit Biblically moral conduct.
2. Any missed deadlines or failure to comply with the above enrollment requirements will result in notice of delinquency. If the situation is not remedied within ten days of the notice, enrollment will be terminated. Unless special arrangements have been made.
3. For new parents: It is the parents responsibility to formally withdraw from public school and notify the school board of their intent to homeschool. Parents must type a letter with name, address, kids names, grades and ages, former school location, and a letter stating your intent to homeschool and send it to the school board Attn: Superintendent.

Mobile County Board of Education Baldwin County Board of Education

P.O. Box 180069 2600-a North Hand Dr

Mobile, AL. 36618 Bay Minette, AL. 36507

Saraland City Schools City of Chickasaw Board of Education

943 Hwy 43 201 N. Craft Hwy.

Saraland, AL. 36571 Chickasaw, AL. 36611

City of Satsuma Board of Education Jackson Co. MS School District

P.O. Box 939 4700 Col Vickery Rd

Satsuma, AL. 36572 Vancleave, MS. 39565

For all other counties and states please check your local School Board for local guidelines, Please send your letter certified and give Redeemed Outreach Christian School a copy of your letter and a copy of the return receipt.

Please inform our staff what district you are filing to because ROCS will be turning in a list of enrolled families each year to the school board to back up your information.

1. Redeemed Outreach Christian School, the administration and board, Redeemed Outreach Church, it’s Senior Pastors and staff are in no way financially responsible for legal action that may be taken against your family; nor are they responsible for any physical conditions or accidents that may occur during school activities.
2. If your family has a truancy issue with your previous school Redeemed Outreach Christian School will need written official proof that all legal matters have been cleared up prior to enrollment with our covering.
3. Redeemed Outreach Christian School is not your child’s teacher, YOU are. We are a supplement to help you along your families homeschooling journey. We will provide progress reports as needed for your Co-op classes but you are in charge of accountability of your child’s grading, attendance and full education. We do require grades and attendance to be turned in quarterly to be kept on file for accountability since we are your covering and or Co-op.
4. We have a zero tolerance policy for drug and alcohol abuse. We may conduct random drug test, If you fail or refuse the test you will be dismissed without refund.

R.O.C.S. Policies and Procedures

Tuition & Registration

Cover School Fees: There is a $150 cover school fee, each year for ALL families. All cover school and Co-op families are required to pay this.

Building Fees: All Co-op families that attend any classes will be required to pay $100 year building fee, paid by the last day of July. This helps cover the building expenses such as power, water, insurance etc. This fee remains the same for full or partial Co-op day enrollment.

HSLDA Fee: A membership to HSLDA (Homeschool Legal Defense Association) is a recommendation for families. This fee will be paid directly to HSLDA. The cost of this yearly membership can be found at their website [www.HSLDA.org](http://www.HSLDA.org) .

Class Fees: Redeemed Outreach Christian School offers Co-op classes once a week during the school year, on Mondays. Each class will require its own individual registration fee and or materials needed to teach the class. These fees will vary depending on what each curriculum requires. Parents will also need to provide the curriculum books and personal supplies such as pencils and folders for each class. Co-op classes will be held on Mondays. Your class syllabus will be presented at the beginning of the year and after Christmas break.

Withdrawal and Refund Policy: Once your child is enrolled into Redeemed Outreach Christian School and have paid your fees there will be no refunds available. Most materials will be ordered immediately in order to receive them in a timely manner. For any family withdrawing for the ROCS Co-op and covering it will be your responsibility to establish future covering and reinstating with the school board. Upon withdrawal of our covering we will send an updated letter to the school board stating end date of coverage responsibility.

Policies, Purpose, and Expectations

Purpose

Redeemed Outreach Christian School is an educational and social network for Christian homeschooling families, providing an opportunity for parents to come together to share their talents and resources for mutual benefit of all participants. Our Co-op is decidedly Christian with Christian, Biblical, and creation based classes. Our goal and mission is to offer quality classes, in a friendly safe environment.

Policies and Expectations

We need your help to make this an effective and successful program that benefits all of our children. Parents are required to serve in a teacher/helper roll each year that their child is enrolled in Co-op. The attending parent or guardian is required to remain on campus while students are present.

Code of Conduct

1. Students and parents should conduct themselves as to reflect the virtues of Christ. Children should honor the Lord’s house and respect authority. Parents are ultimately responsible for their child’s behavior. It is the parents responsibility to handle misbehavior.
2. No weapons, alcohol or legal/illegal drugs will be permitted.
3. No fighting, bullying, defiant, or deceitful behavior.
4. No foul language or obscenities.
5. No unapproved electronic devices will be permitted. On a campus this size your child should have access to you if they are in need of a phone call so students may not have phones in classes.
6. Students may not leave campus without parent or guardians permission.
7. No vulgar or obscene material may posted on parent or children’s social media pages.
8. A parent or guardian is required to remain on campus while students are in attendance.
9. All clothing must be modest and appropriate for a Christian environment.

Discipline Policy

If any of the above discipline policies are violated, the student and or family may be asked to leave the program. The discipline policy will be addressed in a case by case situation. The severity of the infraction will be determined by staff as to how the child will be reprimanded.

Dress Code

Parents and student must wear appropriate and modest clothing. Any outfits or accessories that are distracting to the learning environment are prohibited (i.e. costumes, animal accessories, bulky costume jewelry or toys) If a student or adult wears clothing that is inappropriate or offensive in nature (i.e. immodest/too revealing or tight or with offensive language or graphics) they will be asked to change clothes before attending classes. If your child cannot acquire appropriate clothing before classes begin they may return home until proper clothing can be acquired or the school may provide an article of clothing to assist in covering the out of dress code item.

All dyed hair should be natural in tone.

Wearing facial piercing are prohibited in class due to safety concerns.

Makeup and nails should be maintained in a natural manner.

Attendance

We recommend each student have 180 days of school instruction per 365 day school year.

For families signed up for Co-op classes attendance is required. Attendance and punctuality are crucial to the success of Co-op. By enrolling you understand you are committing to the entire year. For record keeping purposes, three absences will result in an incomplete on a students progress report. A late arrival of 15 minutes or more is equivalent to an absence unless prior arrangements are made. It is your responsibility to contact the teachers about missed assignments as soon as possible, and all work must be turned in the following week so teachers can keep their records current.

For parents teaching a class, it is your responsibility to contact admin staff and a substitute teacher to inform them of your absence so your class will not suffer.

Cover School Accountability

For families only using our cover school and not our Co-op we require quarterly paperwork be turned in promptly to be kept on file. Each quarter we require an update of classes, curriculums, attendance, and a report card. As a cover school it is our job to be sure we are holding you accountable to your homeschooling schedule so we do require quarterly communication so we can confidently say we know you are meeting standards if any truancy request were to arise.

Mandatory Kick Off Meeting

All available parents / guardians are strongly encouraged to attend this meeting scheduled at the beginning of the year. All required fees and documents must be submitted at this meeting. We work very hard to have a notary in site during this meeting to assist with your notarized paperwork.

Parent as Teacher Responsibilities

1. Commit to the whole year.
2. Turn in receipts for class expenses to be reimbursed totaling up to the cost of the class fees have covered.
3. Provide a class syllabus schedule.
4. If a teacher is absent they must coordinate substitute plans AND notify administration as soon as possible.
5. All teachers must complete a background check.

Parent as Helper Responsibilities

1. Assume full responsibility for your children at all times while at Co-op. (Make sure they are where they are supposed to be, doing what they are supposed to be doing, and not disrupting other classes or creating a mess for other people to clean up)
2. Stay on campus the entire time unless you have designated another responsible adult to look after your children.
3. Commit to the whole year.
4. If you must be absent, find another helper to fill in and notify administration as soon as possible.
5. Do whatever you can to help out in the classroom such as: Assist students, help maintain order and discipline in the classroom, help put away supplies, leave a clean and orderly classroom at the end of class.
6. All parents must complete background checks.

Student Responsibility

1. Respect the Co-op facilities (i.e. do not damage property, clean up after yourself)
2. Come to class prepared and be respectful of teachers, helpers and fellow students.
3. Follow discipline and dress code policies.
4. Commit to the whole year and put forth your best efforts to learn as much as your can.

Special Needs Children and Nursing Mothers

If you have a child with special needs, please be aware that our teachers are parents who are not trained adequately to handle severe learning disorders. If you are not sure if classes are appropriate for your child, please do not hesitate to reach out to our administration. Parents must clearly communicate students needs with teachers and helpers in the class. Parents must attend classes with special needs students until it has been determined the child is able to participate independently.

We absolutely support nursing mothers on campus. We offer a cry room in the back of the sanctuary for some quiet and privacy but we also support your right to discretely nurse wherever you please.

Holidays

Spirit Week: Each year we will host a series of weeks called spirit weeks, to create excitement around the school environment. We will assign a unique dress code for each of these weeks which will be posted on the calendar. We encourage participation but standard dress code rules still apply such as no crop tops, reveling or vulgar attire)

Junior Senior Gala: Each year we will host a Junior Senior Gala in the fall. This is not a couples or dating event. Students will dress up in tea length or longer dresses and suits or tuxes. The location will vary from year to year and be designated by a planning committee. We do not approve slits up the leg, plunging necklines open for cleavage or open backs below bra strap level. If you have questions about appropriateness of your attire please contact staff for inquiries. ONLY gender appropriate clothing will be permitted.

Halloween: R.O.C.S. does not celebrate Halloween. What your family does for this holiday is up to you but we do not corporately acknowledge this in our calendar or dress up to honor this event. We do not promote projects or curriculum that celebrate Halloween. (Isaiah 5:20-21, Ephesians 5:11 & 15, Ephesians 6:10-19, 1 Thessalonians 5:21-23)

Christmas: Although historically Jesus’ birth may not have been on December 25 we focus our Christmas holiday attention to Jesus’ birth as opposed to Santa and elves. Please be respectful of other families traditions. Some families in attendance celebrate Santa and some do not. It is not your job to cause another family to celebrate as you do so please give grace for them to parent as they wish in the holiday season.

 Chivalry Banquet and Dance: In February of each year we will host a Chivalry Banquet and dance. The purpose of this event is to promote high standards in future relationships. Each young lady will be escorted by her father or another responsible male that will be able to elevate the standard of how a lady should be treated. He will treat her with utmost respect and present how a gentleman should treat her so she will be able to discern relationships in the future. Young men will be escorted by their mother or another responsible female that will honor him and be able to teach him how to treat a lady courteously and respectfully as we wish his to treat his wife one day. Each child must have their own escort so families with multiple children may need to employ the help of uncles, aunts or grandparents. The age of the students attending will be determined by the parents view of their current maturity, there will be no horse play or cutting up at this event. Attire will be Sunday best or better. All dancing will be to instrumental or classical music and not inappropriate dancing will be permitted. There will be a cost per couple to cover catering and event set up. Cost will be determined a few weeks in advance to give time for budgeting.

Graduation: A graduation ceremony will take place in May of each year. Graduation fees will be no more than $150 due in January. Seniors must have met the schools minimum requirements for graduation and have approval from the school administrator prior to graduation day to receive a diploma signed by school staff. Parents and students must participate in planning of the event. Graduation information letters will be sent out in January of each year.

Problems and Concerns

If an issue arises, please bring it to the administration for a resolve. Please do not go to teachers of fellow parents to change something about a curriculum, lesson plan or teaching method. Reminder that little ears are always around, Please, be careful with your conversations and keep them positive.

Social Media: Please keep in mind that you are a representative of Redeemed Outreach Christian School. Please make sure your post and your children’s post are God honoring in all ways. If any vulgar or obscene posts are made by you and your children it may result in dismissal from R.O.C.S. . Keep in mind many colleges review your social media platforms when awarding scholarships so high integrity can reward your family in the future.

Please complete the photo release form if you will allow the school to post pictures of your children in their social media. If you post pictures from Co-op that include other children, please ask the parent if they are ok with their children’s photos being shared prior to your post.

Vaccines and Illnesses : Redeemed Outreach Christian School does NOT require Blue Cards or any Vaccine records. We do require each family to fill out a vaccine form in the start up packet. By filling this form out you are acknowledging that some children are vaccinated and some are not. Such medical decisions are left to the parents discretion. Redeemed Outreach Christian School will not be held liable for any communicable illnesses passed between students, teachers and staff.

Our illness policy is as follows. If someone in your home has presented with fever vomiting or diarrhea within the last 24 hours, please do not attend school events. If your family has had the flu, covid, chicken pox or any other communicable illness please make sure all family members are healthy before returning to school events.

Field Trips

The covering will make every effort to schedule a minimum of one field trip per quarter. All of these events are optional, but we encourage families to join in on the fun whenever possible.

Field Trip Etiquette

1. Respect the facilities rules. Observe the guidelines given for eating, drinking, smoking, petting/ feeding animals, and remaining in authorized areas.
2. Respect the age restrictions. These are given to enhance the learning for all children.
3. Be on time for events. This usually means arriving 30 minutes before scheduled time of event to allow for gathering of students together, taking roll, and purchasing tickets. Anyone arriving after the group is checked in may forfeit their event fee and be on their own to check in.
4. Be respectful and courteous to the speakers, tour guides, and employees of the facility. It is possible they are volunteering their time. We want to make a good impression.
5. Keep comments positive during the event. Avoid critical comments. Use pleasant and friendly language.
6. Parents watch your students, at all times. They should never be left unattended. You are responsible for your child’s actions. Remember that we represent Jesus Christ, and everything should glorify Him. If you must discipline child, please do so in a private manner. If anyone is misbehaving or being disruptive it is at the discretion of the coordinator to ask the family to leave, and the cost of the trip will not be refunded.
7. Prepare your student for the event. Let them know as much as possible about what they will encounter. This will help your student know what is expected of them and the day in general.
8. Families are responsible for their own transportation to and from the events. Parents are welcome to carpool amongst themselves, but the school is not responsible for making these arrangements.
9. Remember we are setting an example for our children. Smoking, drinking, alcohol and use of vulgar language are strictly prohibited.
10. These trips are planned with student’s interest in mind. Questions are encouraged but please allow the children to do most of the interaction with tour guides and instructors. Adults should quietly encourage participation by students rather than monopolize their time.

Elementary and Middle School Information

The subjects we recommend each family do are as follows: Bible, Language Arts (Reading, Phonics, Spelling Grammar, Writing), Math, History, Science and Physical Education (P.E. is a requirement of the state and must be logged into lesson plans showing a minimum of 120 minutes per week).

Alabama (Your State) History is required by 8th grade but is typically taught in 4th grade.

We also recommend your child take some type of achievement test throughout their elementary and middle school career. You have options to find your own testing website or facility but some recommendations are CAT test at [www.christianlibertypress.com](http://www.christianlibertypress.com) or Iowa test at [www.bjupresshomeschool.com](http://www.bjupresshomeschool.com) .

High School Information

R.O.C.S. gives two options for diplomas presented at graduation. Parent Signed Diplomas and Dual signed diplomas. As a homeschooling parent you are responsible for maintain your child’s education. Under the covering of our school you may independently sign your child’s diploma and attend our graduation ceremony. In this case Redeemed Outreach Christian School will not provide your child’s diploma but we will host the graduation ceremony each year to formally present your child with their diploma which you have attested to with your signature.

For the dual signed diploma we will offer our assistance in your child’s educational planning and once your family has met the requirements, upon graduation our staff will sign your child’s diploma along with your signature. With this option we will guide you with some helpful requirements that will assist with your child’s diploma and testing and keep you accountable to this schedule as they enter into higher education. If you would like your child to participate in our dual signed diploma program you will need to meet the following criteria.

Four Year Plan

We recommend you schedule a meeting with your advisor prior to entering high school to create a four year plan for your child. This will be a tentative schedule of classes to take during the high school years to make sure all necessary courses and credits are fulfilled. Changes and updates can be made each year as needed.

Required Testing

Students in High school are advised to take the ACT at least once before graduation. If your child plans to attend college after graduation please check with the college minimum ACT score requirements. You can register for this test at [www.ACTStudent.org](http://www.ACTStudent.org). A copy of the results should be turned in to the school administrator to keep on file. Students that are not taking the ACT are encouraged to take the CAT test during the course of their high school years to gauge academic progress and determine where additional instruction may be needed.

Criteria for R.O.C.S. Graduating Seniors

1. Meet with your family’s advisor prior to entering high school to create a 4 year plan of courses.
2. You must be in good standing with R.O.C.S. with records, attendance, payments, etc.
3. Students must meet the course requirements for one of the diploma plans offered.
4. Students must have ACT or CAT test taken and recorded in our records at least once during the high school years.
5. Parents must provide transcripts of approved classes and credentials and credits earned at the end of each year.
6. All graduation fees must be paid by the deadline if students want to participate in the graduation ceremony.

High School Diploma Plans

Courses listed are based on Alabama requirements. Substitutions can be made with school admin approval. 1 Carnegie Credit = 175 hours of academic study

**Academic Diploma**

**Bible 4 Credits English 4 credits**

**Math 4 Credits History 4 Credits**

Algebra 1, Geometry, Elective Math World History 1 credit, US History 2 credits

Pre Cal, Algebra 2, or Trig, 1 credit each Government ½ credit, Economics ½ credit

**Science 4 credits Physical Education 1 credit**

Physical science, Biology, Chemistry, **Health 1 credit**

Botany, Elective Science, 1 credit each **Foreign Language 1 credit**

**Career Prep Electives 3.5 credits Other electives 3.5 credits**

Computer courses, work study classes Fine arts, Music, foreign Language, home ec.Shop sustainable living

**Total Credits 28**

If your child is planning to attend college. It is your responsibility to make sure the courses they take during high school meet the minimum requirements for enrollment into their chosen university.

**Basic Graduation Plan**

Bible 4 credits Science 4 credits

English 4 credits History 4 credits

Math 4 credits P.E. 1 credit

Health ½ credit Electives 2 ½ credits

**Total Credits 24**