

ROCK COUNTY CHRISTIAN



HOME OF THE EAGLES

# Family Handbook

## 2017-2018



*"... choose this day whom you will serve, ... But as for me and my house, we will serve the Lord."*

*Joshua 24:15*

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# **Psalm 25:12**

***Who is the man who fears the LORD? He will instruct him in the way he should choose.***

*Rock County Christian School  
PK-Elem: 5122 Driftwood Dr., Janesville, WI 53546 (608)757-1000  
MS/HS: 916 Bushnell St., Beloit, WI 53511 (608)365-7378  
Tim Befus, Administrator*

## **Positional Statements**

**RCCS CORE VALUES:** (Our deep-rooted beliefs that drive us)

**C**hrist-centered

We strive to do all through Christ and to please Him (Galatians 2:20)

**A**cademically driven

We seek to educate students and guide them to academic success (Proverbs 1:5)

**R**elationally focused

We are a family committed to caring and protecting each other (Colossians 3:12)

**E**xcellence in all areas

We pursue excellence in all that we do (Philippians 4:8)

## **MISSION STATEMENT (*Tagline- Shaping hearts & minds in the Truth*)**

Rock County Christian School glorifies God by partnering with parents and churches to equip students to thrive spiritually, academically, socially and physically.

## **PHILOSOPHY OF EDUCATION**

The educational philosophy of Rock County Christian School is dedicated to the task of developing a spiritually and academically integrated person. A person prepared to serve, honor, and glorify God.

The very cornerstone of our philosophy consists of the Bible. God's Word must be integrated into every area of the curriculum. All subjects are taught from a Christian perspective. A Christ-centered education must consider every aspect of the student's growth: spiritual, intellectual, physical, social, and emotional (Luke 2:52).

Rock County Christian School encourages creativity, critical thinking, self-motivation, self-control, and diligence in study habits. Parents and teachers cooperate in encouraging these qualities. Prayer by parents and teachers is a significant factor in helping students attain these qualities.

Rock County Christian School is a private, not for profit K-12th grade school.

Students at Rock County Christian School-

- need to experience personal joy in positive achievement
- need to feel secure and successful
- need to honor and obey their parents
- need to be responsible members of their church
- need to demonstrate respect for authority
- need to become effective citizens of our government

*This section is condensed from the Rock County Christian School Association Constitution (October 2013). Please see pages 3-4 in the constitution. Copies of the constitution are available upon request from either school office or on our website ([www.rccs.us/aboutus](http://www.rccs.us/aboutus)).*

## **STATEMENT OF FAITH**

1. We believe the Bible is the only inspired, infallible, and authoritative Word of God in the original text. It is the only rule of faith and practice for our lives.
2. We believe in the one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that fallen man is in need of a complete regeneration by the Holy Spirit which is obtained only by grace through faith in Christ without any work or merit of his own.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life and the lost unto the resurrection of damnation.
7. We believe in the spiritual unity of those who trust in Jesus Christ as Savior and Lord.
8. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.
9. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
10. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
11. We believe that in order to preserve the function and integrity of Rock County Christian School as the local Body of Christ, and to provide a biblical role model to the association's members and the community, it is imperative that all persons employed by Rock County Christian School in any capacity, or who serve as volunteers, agree to

and abide by this Position Statement on Marriage, Gender and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

12. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Rock County Christian School.

13. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

### ***Final Authority for Matters of Belief and Conduct***

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Rock County Christian School's faith, doctrine, practice, policy, and discipline, our RCCS Board of Directors is the association's final interpretive authority on the Bible's meaning and application.

## **SCHOOL STANDARDS**

In the event the moral atmosphere or permissible conduct within a particular home is found to be in opposition to the biblical lifestyle the school teaches, RCCS reserves the right to refuse admission or discontinue the enrollment of a student.\* This course of action will be seriously considered if the home or individual fails to support the school's position specifically in areas such as sexual purity and homosexuality.

It is the responsibility of the parents, staff, and administration to enforce the school standards. It is our desire to see our students follow the school standards willingly.

## **PARENT INVOLVEMENT**

Rock County Christian School encourages parent involvement in our school. The school holds to the belief that the education of children is the responsibility of the parent. We are very pleased to have parents as active participants in the educating of children at RCCS. If you have any questions about your degree of involvement at RCCS, please contact the school administrator.

## ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL

Rock County Christian School is a member of the Association of Christian Schools International (ACSI). Our school receives numerous benefits from being a member of this organization. Our staff benefits from teacher in-service and staff development opportunities offered by ACSI. Our students participate in regional ACSI activities such as Spelling Bee, Speech Meet, and athletic competitions. RCCS is also accredited by WRISA(Wisconsin Religious and Independent School Association)..

## GRADUATION REQUIREMENTS

Wisconsin Law establishes a minimum number of credits required to graduate. District credit requirements can exceed the minimum in the subject areas listed. The following is a listing of graduation requirements established by the school board of Rock County Christian School:

| Subject            | RCCS Requirements | State of Wisconsin Requirements |
|--------------------|-------------------|---------------------------------|
| English            | 4.0               | 4.0                             |
| Foreign Language   | 1.0               | 0.0                             |
| Computer Science   | 1.0               | 0.0                             |
| Mathematics        | 3.0               | 2.0                             |
| Science            | 2.0               | 2.0                             |
| Social Studies     | 4.0               | 3.0                             |
| Fine Arts          | 1.0               | 0.0                             |
| Physical Education | 1.5               | 1.5                             |
| Health             | 0.5               | 0.5                             |
| Bible*             | 4.0               | 0.0                             |
| Electives          | <u>2.5</u>        | <u>8.5</u>                      |
| Total Requirements | 24.5              | 21.5                            |

### **Community Service:**

All high school students are required to perform 20 hours of community service each year as part of their courses.

**Dropping a Course:** A student may drop a course with no notation on the transcript no later than the second week of classes unless otherwise recommended by the teacher. Courses dropped after 2 weeks will appear in transcripts with a "W".

### **Teacher Recommendation:**

Students who have not met the previous stated graduation criterion may be eligible to graduate by meeting basic criteria for academic performance, attendance, citizenship, and effort as defined by the Teacher Recommendation Team (TRT).

Following a student's junior year, a student whose records indicate that he or she may be in jeopardy of not graduating shall be sent written notification to that effect.

A Teacher Recommendation Team shall convene not later than two weeks after first semester grades have been posted for seniors in danger of not graduating. The team shall consist of the high school principal and two of the student's current teachers. The student and his/her parent/guardian shall be invited to attend the TRT meeting. At this time, a contract will be drafted that outlines basic expectations for academic performance, attendance, citizenship and effort. The contract will be signed by the student, parent/guardian, and members of the TRT. Prior to graduation, the team will convene once again to determine if the terms of the student's contract have been sufficiently met.

*Note: Students who have an Individualized Education Plan who need to meet the Teacher Recommendation Criterion shall do so by meeting the graduation related goals set forth therein, and may have curriculum modified to accommodate disabilities.*

## **RESIDENCE REQUIREMENT**

RCCS seniors may earn dual credits by enrolling in local college courses. The minimum residence requirement for seniors to receive a RCCS diploma is being present for weekly chapel times as well as taking the following foundational courses at our school: Understanding the Times, History, English. Dual credit students are still considered full-time RCCS students and must pay full tuition.

## **STUDENTS OF DIVORCED, LEGALLY SEPARATED OR UNMARRIED PARENTS:**

Our law enforcement liaison has asked that we obtain copies of all custody decisions regarding divorced parents. This will expedite any issues that may arise. RCCS will maintain neutrality between parents who are involved in an action affecting the family, unless otherwise directed by a court order or other legal documentation. It is the responsibility of the parents to provide the school with the necessary court orders that specify that a parent has been denied periods of physical placement of a child or otherwise restricts involvement with his/her child. RCCS cannot carry out any order that is not directed by the court system. Either parent of a student affected by divorce or legal separation may receive school mailings, progress reports, report cards, view student records and account information, visit the school and attend parent/ teacher conferences of their child. Unless a parent has been denied physical placement with his/her child, both parents may have access to such information.

## **CHANGES IN REGULATIONS**

Circumstances may require modifications to the regulations in this handbook. If any changes are made, parents and students will be informed of the changes by the administration.

## **General Information**

### **LATE PAYMENTS:**

Tuition is due by the 10<sup>th</sup> of every month. If payments are not made by the 15<sup>th</sup> a late fee is assessed. If the account is not paid before the 10<sup>th</sup> of the following month (30 days past due), your student(s) will not be able to return to school until all charges are brought up to date.

## **SCHOOL COMMUNICATIONS**

The school website ([www.rccs.us](http://www.rccs.us)) is updated weekly with announcements, calendars, schedules and other current information. Also, a weekly update is emailed to parents and interested parties. The purpose of these two tools is to keep our families informed on activities in and around the school. They are written to encompass the activities of all students in K-12th grades.

## **SCHOOL DAY**

### **Beloit Campus -**

The school day runs from 8:00 AM to 3:00 PM Monday through Friday. Students may arrive as early as 7:15 AM. Carpool parents need to be here no later than 3:45 PM to pick up their child. The shuttle bus from the Janesville Campus arrives at 3:20 PM. Parents of elementary bus riders should promptly pick up their child. Only students directly involved in sports, clubs, and special events will be allowed to stay after 3:30 PM. All other students will be expected to leave school or be placed in a supervised classroom and charged a \$5 fee.

### **Janesville Campus -**

School runs from 8:15 AM to 3:00 PM Monday through Friday. Teacher supervision is available at 7:30 AM for students who must arrive early. Carpool parents need to be here no later than 3:15 PM to pick up their child. Only students directly involved in sports, clubs, and special events will be allowed to stay after 3:15 PM. All other students will be expected to leave school at the regular time. Students not picked up by 3:15 will be placed in a supervised classroom and charged a fee of \$5 per visit.

## **ROCK COUNTY CHRISTIAN SCHOOL VISITOR POLICY**

Rock County Christian School welcomes parents to visit our school at any time.

As with any School, we do ask that you follow the guideline set forth in this policy.

All visitors must sign in and out of the office. They should wear a visitors' badge which is issued at reception.

Please notify the office in advance to gain permission and determine length of visit. This is to assure that the teacher whose room you will be visiting will be available (he/she may be out due to illness or emergency). Also, the students may be doing some testing that requires them not to be interrupted.

We suggest that you plan to visit in the morning or the afternoon. It is our experience that an all day visit tends to put stress on our students.

We appreciate the interest you are showing in your child's education and encourage the observation of your child and the teacher, but we remind you that the other students in the school are not to be a topic of conversation.



Each teacher will have an area designated for their guests and we ask that you cooperate with this arrangement since it is difficult to keep students on track if they are distracted. Please sit back, relax, and observe, after all; you are our guest. Please do not bring children with you.

Failure to comply with these rules will result in being asked to leave.

### **EMERGENCY SCHOOL CLOSING**

Seasonal weather changes may make it necessary to close schools due to transportation hazards. Announcement of school closing will be made via School Messenger as well as on the following area television stations (also check the school website):

Madison: WMTV, WKOW, Channel 3000

Rockford: WREX, WIFR, WTVO

In the event that weather conditions require early dismissal during the school day, the school will call the numbers listed on your enrollment forms. Please contact the people you have listed as emergency contacts and make them aware that they may be called during such weather conditions or other emergencies. Please be sure your child knows that these people may be picking them up at school if the need arises.

### **MEDICATION**

If you want your child to take any medication during the school day, please send the prescribed medication in the prescription bottle, which gives the child's name and dosage information. Please send the medication authorization form in order for the school to administer it. The school cannot give any medication without parental permission.

**STUDENTS MAY NOT HAVE ANY PRESCRIPTION OR OVER-THE-COUNTER MEDICATION IN THEIR POSSESSION. ALL MEDICATION SHOULD BE TURNED INTO THE SCHOOL OFFICE WITH THE STUDENTS NAME AND DIRECTIONS FOR ADMINISTERING MEDICATION.**

### **HOT LUNCH PROGRAM**

A hot lunch program is available at each of our campuses. A menu will be posted online (Sycamore) for you to review. If you would like your child to participate, please make your selections in Sycamore by the 28<sup>th</sup> of the previous month and send your payment to the school office. Lunches must be prepaid. Lunches will not be billed to tuition accounts. If you had ordered a lunch on a school day cancelled by inclement weather you may notify the school office for a lunch credit. This credit is your responsibility to claim and based on the honor system. There is no credit given for sick days.

## **OPEN CAMPUS LUNCH PROGRAM**

Students in grades 11-12th are eligible to participate in an open lunch program. These students may leave school property (or order in) on one designated day per week throughout the school year for their lunch period. Students may only be gone during the lunch period. If a student is late returning to school, he/she will lose the privilege of open lunch the following week. Each student must have a parent permission form on file in the school office, which will be given to each 11-12th grade student during the 1<sup>st</sup> week of school.

## **MESSAGES**

Students will not be called from their classes to receive telephone calls, except in the case of emergencies. The school office will gladly give your child a message between classes. Students should come to the office if it is necessary to make a phone call during the school day.

## **PERSONAL USE OF COMMUNICATION DEVICES**

Students are prohibited from using any electronic communication device (ECDs) including, but not limited to, cell phones and pagers during the school day in school buildings, school vehicles, and at all school sponsored activities that occur during the regular school day. Any ECD will be confiscated if it is seen or used between the hours of 8:00 A.M. and the final bell at the end of the school day. Any confiscated ECD will ONLY be returned to the parent/guardian of the student. Students who have an electronic communication device confiscated will also receive a behavior detention.

## **TRANSPORTATION**

Parents are responsible for the transportation of their child to and from school. Shuttle bus service between campuses is provided for a nominal fee. The morning shuttle bus leaves the Janesville Campus at 7:25 AM, arrives at the Beloit Campus at 7:40, and then returns to the Janesville Campus before 8:00 AM. The afternoon shuttle bus leaves the Janesville Campus at 3:00 PM, arrives at the Beloit Campus at 3:20 PM, and then returns to the Janesville Campus at 3:40 PM. Students riding the shuttle bus must abide by the rules enforced by the bus driver. The privilege of riding the shuttle bus may be lost if a student continues to disobey the rules.

IF STUDENTS ARE RIDING HOME WITH SOMEONE OTHER THAN THE NORMAL ASSIGNED PERSON, YOU MUST LET THE SCHOOL OFFICE KNOW BY SENDING A NOTE OR TELEPHONING. IF THE SCHOOL OFFICE IS NOT NOTIFIED, YOUR CHILD WILL RIDE HOME VIA REGULAR TRANSPORTATION.

## **BACKGROUND CHECKS FOR DRIVERS**

The school will conduct background checks on all adults that drive students for any school related activity. Should a report have a criminal record the following procedure will take place: 1. The Head of School and building Principal will be notified of the

content on the report. The contents of the report will not be discussed with any other employees; however, employees affected by the applicant's participation will be notified that they are not cleared to participate. 2. The applicant will be notified and given the opportunity to bring in documentation that may excuse or justify the report, allowing the school to grant the desired petition. 3. The applicant will not be allowed to drive until they are cleared to do so and the Head of School signs off on their participation. This document will then be filed with their original background check.

## **ASSOCIATION MEETINGS**

In the fall and in the spring of each school year, the school board conducts association meetings. Parents are automatic members with voting rights in the association. The meetings are held to inform school families about the operations of RCCS. Questions, comments, and suggestions from our school families are appreciated by the school board.

## **SCHOOL BOARD MEETINGS**

Meetings of the Rock County Christian School Board are held monthly. Specific date and time is listed in the school website. Parents are welcome to attend school board meetings.

## **PARENT-TEACHER FELLOWSHIP**

RCCS has established an active Parent-Teacher Fellowship group. This group has worked to promote fellowship opportunities for the staff, the students, and the families of Rock County Christian School. The PTF also works to raise funds for special projects around the schools. Fundraising projects have supplied equipment and materials for each campus that our general school budget would not have been able to provide. Parents are encouraged to be active participants in the PTF.

## **Y.E.S. HOURS**

The school board of Rock County Christian School has developed a requirement for family volunteer hours to be donated to the school. Volunteer hours, or Y.E.S. (Your Essential Support) have served as a great opportunity for families to be involved in the school. K-12 Families are required to perform **10 hours per parent** of service for the school. One parent may fulfill the total volunteer hours for the family. The opportunities to fulfill these hours are almost limitless. Please contact the school administrator for suggested opportunities to meet the volunteer hour requirement. It is your responsibility to submit fulfilled Y.E.S. hours to the school office. It is not necessary to list the exact date and times of your volunteer hours – the event and the approximate time is sufficient.

If the family, at the close of the school year, has not fulfilled the required number of volunteer hours, a charge of \$7.50 per unfulfilled volunteer hour will be added to the family's tuition account.\*

## **PARENT-TEACHER CONFERENCES**

Regularly scheduled conferences are held at the end of the first and third quarter grading periods. Conferences are scheduled during one evening and one morning session during the week following the end of the grading period. We strongly encourage parents to attend parent-teacher conferences. Clear communication between the parents and the teacher is very valuable in the education of your child.

Parents are encouraged to visit their child's classroom. If you wish to visit a classroom, please make an appointment with the classroom teacher and the principal.

## **FUNDRAISING PROJECTS**

The operating expenses of Rock County Christian are totally funded by tuition, donations, and fundraising projects. Parent and student involvement in the school's fundraising projects is crucial to the financial operations of our school. The school conducts the following fundraising projects during the school year:

Fellowship Banquet –

A banquet is planned each year to challenge our families and those who have a heart for Christian education in our community to pledge funds toward the operation of Rock County Christian School.

Pie Sale –

The school organizes an apple pie sale in the fall. This is a 3 day, intensive fundraiser which requires the participation of both parents and students.

Candy Sales –

The candy sale is conducted in the spring. Door-to-door sales by students alone are not encouraged. A responsible adult should accompany all door-to-door sales. The school does encourage parents to sell at their workplace.

## **LOST AND FOUND**

If your child loses an item, please have them check with the school office. We urge parents to place the student's name on all personal items so that these items can be easily identified. We also encourage parents to check the lost and found items if you suspect your child has misplaced an item. Items remaining in the lost and found will be donated periodically.

## **Registration Information**

### **ADMISSIONS REQUIREMENTS**

1. Immunization records and medical examination forms are necessary prior to entrance into school and for participation in sports activities to satisfy safety requirements.

2. Report cards and school records from previous schools are required when a student is enrolled. RCCS does not admit students who have been expelled.
3. An application form must be completed before a student is enrolled.
4. A registration fee must be paid before a student is enrolled.
5. Interviews with the parents are conducted by school administration.
6. At least one parent must sign and agree with the Statement of Faith and the Philosophy of Education each year.
7. Parents must read the Family Handbook. After reading the handbook, the parents should sign and return the back page in the handbook to the school.
8. Parents and students are expected to attend church on a regular basis. Rock County Christian School is not to become a replacement for a family's church attendance.

## **ADMISSIONS AND REGISTRATION**

Attendance at the Rock County Christian School is a privilege -- not a right. The goal of the school is not to reform or rehabilitate, but to train Christian youth in the principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. Transfer applicants with questionable behavioral issues with their previous school and/or on judicial probation will be reviewed by an ad hoc admissions committee.

RCCS is strongly committed to partnering with parents and the local church to equip students in the proper manner. This partnership requires that parent(s) and students be connected and regularly worship at a local church.\*

Rock County Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin. It does reserve the right to select and retain students based on academic performance, religious commitment\*, and personal qualifications, including a willingness to cooperate with RCCS staff and administration and to abide by its policies and decisions.

## **AGE REQUIREMENTS**

Those enrolling in kindergarten must be five years old on or before September 1.

## **REGISTRATION FOR CONTINUING STUDENTS**

Registration is an annual requirement. Near the beginning of third quarter, applications for re-enrollment will be provided to families currently enrolled at RCCS. Students may be evaluated academically, socially, and spiritually by their teachers to determine his/her standing for the upcoming school year. In the event that there are concerns about any student by our staff, parents will be notified and a conference will

be arranged with the school administrator. Jr/Sr High school students are asked to sign a Christian commitment form upon re-enrollment.

All delinquent accounts must be paid in full prior to the first day of school for the upcoming year. Families with outstanding accounts will not be permitted to enroll for the upcoming school year.

### **ACCEPTANCE OF HIGH SCHOOL TRANSFER CREDIT POLICY**

Students transferring into Rock County Christian School from another school, private or public, a home school, or an alternative school may receive credit toward graduation for courses successfully completed in the sending school. No credit toward graduation can be earned prior to completion at 8th grade; however, high school courses taken prior to 9th grade qualify the student for placement at the next appropriate level in such course(s).

Students transferring from another school system into RCCS will receive:

- A. Credit for all courses approved by the sending school.
- B. Weighted credit for a course designated by the sending school system as Honors/AP.

Upon review and approval by the principal, students transferring into RCCS from a non-accredited school or from a home school may receive credit toward graduation for courses successfully completed in the non-accredited school within the following guidelines:

A. Documentation must be provided by the sending school as to the course of study the student followed, materials used, total number of contact hours per course, and scores of any standardized tests the student has taken.

B. Grades will be recorded as "Pass" (P) or "Fail" (F) and will be identified on the transcript as non-RCCS grades.

C. Grades and credits will not be included in the calculation of GPA nor class rank.

To the extent possible, students who transfer into RCCS in the middle of an academic year will be enrolled in courses that are similar to those in which they had been enrolled at their previous school. In the event that, due to course offerings, a student is unable to enroll in a course that is similar to one in which he or she had been enrolled, the student will be given the opportunity to enroll in an alternate course that will not result in the denial of credit to the extent practical in the school setting; for example, if the student can "catch up" in the class or perform adequately without having completed the first part of the class. Determinations of credit for transfer students will be based on a review of individual circumstances. The school system does not guarantee course credit if a student is unable to complete a course due to a transfer.

### **APPLICATION APPEALS PROCESS**

Denied applicants for admission to RCCS may request a second review by the School Board. The student should complete the appeal form, available in the school office. Appeals will be considered at the next scheduled school board meeting.

## **PARENT ORIENTATION**

Before the beginning of the school year, the school conducts an evening Parent Orientation at both campuses. We encourage parents to attend the Orientation to meet their child's teachers, to visit their child's classroom, and to fellowship with other parents of the school.

### **Attendance Requirements**

#### **ABSENTEE POLICIES**

Good attendance is an essential part of a quality education and helps prepare students for adult life. When students miss class or are late, it brings disruption to learning and may form poor future patterns. Per Wisconsin Statutes Sec. 118, all school-aged children are mandated to attend school each and every day required. Ten days of parent excused absences are allowed for the year per state statute. Therefore, after the 10th absence, the absence must be verified through written documentation of a medical professional. If no professional documentation is provided, absences will be considered unexcused, barring extenuating circumstances as determined by school administration.

Habitual Truancy Definition and Procedures: "Habitual Truant" 118.16 (1)(a) means a pupil who is absent from school without an acceptable excuse for part or all of ten (10) or more days on which school is held during a school year. When a student is identified as a habitual truant, the school shall notify the parent/guardian by mail. This notice shall include:

- a. A statement of the parent's/guardian's responsibility under 118.15 (1)(a) to cause a child to attend school regularly.
- b. A request that the parent/guardian meet with appropriate school personnel to discuss the child's truancy.
- c. A statement of the penalties under 118.15(5) that may be imposed on the parent/guardian if he/she fails to cause the child to attend school regularly.

#### **EXCUSED ABSENCES**

Excused absences are those absences for illness of the student or bereavement in the family. Students with excused absences will be allotted two days for every full day absent to make up missed work. Parents must call the school office by 8:30 AM to report the child's absence. Work assignments will be made available either in the school office at 3:30pm or via email during the course of the day. Students are to bring a note from home explaining the reason for their absence **on the day that they return to school**. Failure to provide a note will result in an unexcused absence(see next page).

## **UNEXCUSED ABSENCES**

Unexcused absences will be those such as truancy (no parent or medical professional note) or suspension. A student will receive a zero for all assignments, which were given on the day of the unexcused absence.

## **ABSENCES BY PARENTAL REQUEST**

Parental request absences are those requests which parents have made to the school principal for permission for their child to be away from school. While we do not encourage this practice, we recognize there are times when parents will wish to exercise this right. Parents are asked to inform the school of all planned absences at **least 3 days in advance** in order to receive work assignments. For these types of pre-arranged absences such as family trips or family business, all work will be due on the day the student returns to school - including tests and quizzes.

We discourage medical appointments being made during the school day; however, if you must take your student out of school for a medical appointment, please inform the school office ahead of time with a note or a phone call and send a doctor's note with the student when he or she returns to school.

## **ILLNESS AT SCHOOL**

An ill student cannot stay at school. Parents will be contacted if their child is running a fever of 100 degrees or higher. Parents are expected to make immediate arrangements to pick up the student when the need arises. Parents should not allow their child to attend school when they are running a fever, are experiencing a contagious illness, or are not sufficiently recovered from an illness. Children must be fever free without medicine for at least 24 hours before returning to school.

## **TARDINESS**

Punctuality is an important life skill. Therefore, any student, grades K-12, who accumulates six tardies (excused or unexcused) to school in the morning, over the course of a semester will lose recess/hallway or lunchroom privileges for a week. Students who amass a total of 9 tardies in a semester will be asked to meet with the school board.

### **Beloit Campus -**

All students are expected to be in their seats ready to begin school when the bell rings at 8:00 AM. Students that are more than 20 minutes tardy for a class will receive an unexcused absence for that class. Three such unexcused absences in one semester will result in a one-day suspension. Unexcused tardies of up to 20 minutes will result in a 15 minute detention. Please plan ahead so tardies do not occur.



Janesville Campus –

All students are expected to be in their seats ready to begin school when the bell rings at 8:15 AM. When a student reaches five tardies in the same semester, the building principal notify the parent(s) of the student to discuss how the tardiness problem can be solved and warn of the pending suspension. Please plan ahead so that tardies do not occur.

**Academic Information**

**GRADE REPORTING SYSTEM**

Report cards are issued each nine weeks. The purpose is to inform the parents and the student of progress made through the grading period, as well as track attendance information. Report cards may be withheld from families with an outstanding balance with the school. The following grading scale has been adopted by Rock County Christian School:

| <b>1st-12 GRADING SCALE</b> |            |                  |
|-----------------------------|------------|------------------|
| 100-97 = A+                 | 86-83 = B  | 72-70 = C-       |
| 96-93 = A                   | 82-80 = B- | 69-67 = D+       |
| 92-90 = A-                  | 79-77 = C+ | 66-63 = D        |
| 89-87 = B+                  | 76-73 = C  | 62-60 = D-       |
|                             |            | 59 and below = F |

- I = Incomplete (Unless completed within two weeks, an I automatically changes to an F)
- E = Excellent (Outstanding performance)
- S = Satisfactory (Performs at expected level)
- N = Needs Improvement (Exerts effort but is not reaching expected level of achievement)
- U = Unsatisfactory (Is not exerting effort to reach expected level of achievement)

Any student who fails to receive a passing grade in a core academic course required for graduation will be required to retake the class during summer school. Both the original grade and the summer grade will appear on the student’s transcripts. It will be the responsibility of the student and their family to make the necessary arrangements with the teacher. Appropriate charges will be billed to the families' student account for the summer instruction.

Student grades can be accessed via the internet, which are updated weekly by teachers. Parents are welcome to schedule a parent-teacher conference to discuss grades. Please contact the teacher and the principal to schedule this conference.

## **HONOR ROLL**

Students at the high school campus are eligible to be named to the Honor Roll. At the end of each grading period, a student's grade point average will determine his/her inclusion on the Honor Roll. The names of students earning Honor Roll status are submitted to local newspapers for publication, as well as on the schools website.

## **VALEDICTORIAN/SALUTATORIAN HONORS**

The valedictorian and salutatorian honors will be awarded to graduating seniors with the two highest GPA's based on eight completed semesters of grades. They will receive medallions commemorating their achievement at the ceremony and will be expected to give an appropriate address during graduation. In order to qualify for consideration of this honor, students must attend RCCS for all of their sophomore through senior years.

## **GRADUATION HONORS**

In order to promote academic excellence and achievement among our students, RCCS will award the following honors at graduation to qualifying students:

|                 |              |                             |
|-----------------|--------------|-----------------------------|
| Cum Laude       | GPA 3.5-3.69 | Gold Tassel                 |
| Magna Cum Laude | GPA 3.7-3.89 | Gold Tassel & 1 Honor Cord  |
| Summa Cum Laude | GPA 3.9 +    | Gold Tassel & 2 Honor Cords |

## **SEMESTER EXAMS**

Students in high school are required to complete semester examinations for their core academic courses, while students in middle school may also be given a semester exam. Semester exam grades are included on the report cards and included in the calculations for semester grades. Quarter exams may be required for 5<sup>th</sup> grade students.

## **RETENTION**

While it is the goal of the faculty and administration of RCCS to see students advance through their academic years, occasionally it becomes necessary to explore the option of retention in a grade for a student. Each student's unique and special academic situation will be individually evaluated. The academic equivalent to failing grades in two core subjects throughout an entire school year will trigger an examination of the student's academic ability to succeed in the next grade. Retention decisions will always be made with the best interest of the student's future academic success as the goal.

## **Literary Content**

"The educational philosophy of Rock County Christian School is dedicated to the task of developing a spiritually and academically integrated person", (pg 3, Family Handbook). Literary topics and content are chosen to comply with this statement.

At the elementary level students study examples in literature of Christians making good choices or receiving the consequences of poor choices. Chapter books/novels reflect strong Christian values. Students need to study and understand godly philosophy/truth before being exposed to counterfeit ideologies.

Junior/Senior High school literature includes examples which build on a Christian worldview. Classics in literature are included for gaining knowledge of other cultures and for comparing/contrasting with the Christian worldview.

Age appropriate content and discussion must be considered. During the elementary years an emphasis is put on building a foundation of the Christian worldview; the junior high grades focus on understanding and analytical thinking; high school puts more of an emphasis on expression and abstract thinking.

The school has designed rubrics for different grade levels that follow the above philosophy.

Concerns or questions regarding the appropriateness of the content of a particular book, presentation, or video must be addressed to the academic excellence team.

### **INTEGRITY & PLAGIARISM POLICY**

Integrity is important at Rock County Christian School. Integrity can be defined as 'moral soundness; honesty; freedom from corrupting influence or motive' (source: Webster's Revised Unabridged Dictionary, © 1996, 1998 MICRA, Inc.). It is the desire of the RCCS 'Community' (staff, parents, students) to be genuine, integrating our Christian faith into all aspects of life.

#### **Integrity in Academics:**

Each student is expected to complete his or her own homework. No copying of others' work is permitted, nor the use of unauthorized technology. Plagiarism is unethical and will not be tolerated at any grade level.

We strongly encourage parental involvement with homework at the elementary level. But it needs to be evident that the child did their own work, and it needs to be done in their own handwriting.

#### **Plagiarism defined:**

In our age of computers and internet it is much easier to fall into the 'copy and paste' mentality. The result is a serious offense called plagiarism. A simple definition of plagiarism is taking someone else's work or ideas and using them as ones' own.

Plagiarism can take various forms. The most serious types are:

1. Directly copying of a material from a source without giving credit to that source. This may include buying or downloading a paper from the internet, copying entire papers or small sections.
2. Use of a false citation to try and meet specific requirements of a paper.

Other forms of plagiarism include:

3. Inaccurate or incomplete citations.
4. Merely changing around a few words from someone else's work without giving credit to the other individual.
5. Paraphrasing someone else's spoken or written work without giving credit.
6. Copying the order or organization of information from a written work without giving credit.

### **Consequences for Violating the Integrity/Plagiarism Policy:**

#### **ELEMENTARY:**

Serious offenses (#1 & #2 as listed above):

The teacher will show the student what has constituted the plagiarism. The student will be required to re-do the assignment, and the grade will be lowered by 10%. The parents will be notified. If the student commits the same offense again, the assignment will be given a "0", and the parents will be notified.

Other offenses (#3,4,5,6 as listed above):

The teacher will show the student what has constituted the plagiarism. The assignment will be returned to the student to be re-done. The parents will be contacted.

#### **JR. HIGH SCHOOL:**

Serious offenses (#1, #2 as listed above): The teacher will show the student what has constituted the plagiarism. The assignment will be returned to the student to be re-done with a lower grade (25%), parents will be notified by the teacher and the offense will be documented. If the student commits the same offense again the assignment will be given a "0", parents will be notified by the administration and the student will receive an out-of-school suspension.

Other offenses (#3-#6 as listed above): The teacher will show the student what has constituted the plagiarism. The assignment will be returned to the student to be re-done with a lower grade (10%), parents will be notified by the teacher and the offense will be documented. Should the student decide not to redo the assignment he/she will be given a 0 and the parents will be notified. Repeated plagiarism offenses of this nature will be treated as 'Serious Offenses' (see above).

#### **HIGH SCHOOL:**

Serious offenses (#1, #2 as listed above): The teacher will show the student what has constituted the plagiarism. The student will receive a "0" on the assignment, parents will be notified by the teacher and the offense will be documented. If the student commits the same offense again during their high school career, the assignment will be given a "0", parents will be notified by the administration and the student will receive an out-of-school suspension.

Other offenses (#3-#6 as listed above): The teacher will show the student what has constituted the plagiarism. The assignment will be returned to the student to be re-done with a lower grade (25%), parents will be notified by the teacher and the offense

will be documented. Should the student decide not to redo the assignment he/she will be given a 0 and the parents will be notified. Repeated plagiarism offenses of this nature will be treated as 'Serious Offenses'.

Cheating on tests or quizzes will result in a zero and include a behavioral detention (see pg 21).

## **HOMEWORK**

Students are given specified times during the school day to work on assignments. Students are expected to have these assignments completed at required times. Work that is not completed during the school day should be completed at home.

Jr/Sr HS Campus-

Assignments not completed at the required time are considered late. Late assignments receive a 25% reduction of the grade. A student will serve a homework detention if the late assignment has not been completed by the end of the school day. At the end of the after school detention the assignment will be collected by the teacher and graded as is. Habitual offenders may face additional consequences, which will be agreed upon by the teacher and Principal and communicated to the parents.

Elementary Campus-

Assignments not completed at the required time are considered late. Late assignments receive a 25% reduction of the grade. Students are required to complete late assignments during recess breaks. At the end of the school day the assignment will be collected by the teacher and graded as is.

- If larger projects such as book reports or research papers are late, the student's grade is reduced by 10% for each day that the project is not completed.
- Homework detentions do not count as detentions that accumulate towards school expulsion.
- Please feel free to contact your child's teacher if homework load seems to become excessive. The teacher may be able to share some tips to help alleviate this problem.

## **STANDARDIZED TESTING**

Parents will receive information on testing dates at the school. Parents will also receive a copy of the results of these tests.

## **SUPPLY LISTS**

Both of our campuses will supply each family with a school supplies list for their child (also on webpage). Please purchase these supplies before the first day of school so your child will be prepared for the first day of classes.

## **TEXTBOOKS**

All textbooks are property of Rock County Christian School. Students are encouraged to take good care of their textbooks. At the end of the school year, students return their books to their classroom teacher. Books are checked for soiled and torn pages, broken bindings, and other damages that exceed normal wear during the school year. Parents will be charged for damages that have occurred to their child's textbooks.

## **Spiritual Emphasis**

### **BIBLE**

Biblical integration is emphasized in every class, not just Bible class. The memorization of the Scriptures is a required learning activity for all students.

There are certain doctrines (such as baptism, spiritual gifts, eschatology, etc.) on which the school will not take a stance. Instruction on these doctrines will be referred to parents and pastors.

### **CHAPEL**

Chapel services or small group Bible studies are held each week. The purpose of chapel services is to encourage and challenge students in their relationship with God. The school invites area pastors, missionaries, Christian college representatives, our staff members, and our students to speak in chapel services. Parents are always welcome to attend chapel services. Upcoming speakers/topics will be posted on our webpage.

## **Christian Conduct & Discipline**

Rock County Christian School is dedicated to developing young people of Christian character and integrity. We recognize that our role is to support the home and church in fulfilling this commission to...*"Train up a child in the way he should go"*(Proverbs 22:6). We believe certain character attributes should be identifiable in every student's life. These attributes include the following:

1. Respect for the property of the school and others
2. Promptness in attendance
3. Completion of homework assignments
4. Obedience to authority
5. Courtesy and respect for other students
6. Cooperation with teachers and students
7. Cleanliness in the classroom and around the school
8. Truthfulness throughout the school day
9. Service in local churches and the community

Rock County Christian School applauds parents who are fully aware of their child's activities at home, at church, in the community, and at school. RCCS does not promote unsupervised use of television, movies, music, internet, and literature.

## **GENERAL RULES**

1. Students may not use tobacco, alcoholic beverages, or illegal drugs at any time on or off campus. Violators may be suspended or expelled.
2. No weapons of any kind are allowed at the school.
3. Elementary students are not allowed to bring radios, CD/tape players, MP3's, stereos, skateboards, video games, toys, trading cards, etc. to school.
4. No obscene or suggestive literature or materials are allowed at the school.
5. Energy drinks are prohibited at both campuses. No gum chewing is allowed for grades K-8.
6. All materials, such as book covers, notebooks, folders, lunchboxes, etc. should reflect Christian standards of good taste and modesty.
7. Desks and lockers are the property of Rock County Christian School and inspection can be made at any time.
8. Lost or damaged school equipment or materials will be paid for by the one responsible.
9. The practice of holding hands, kissing, or other displays of affection between young men and young women are inappropriate at school and school activities. Male and female students will be expected to keep an appropriate distance between one another. Parents will be notified of such situations. Any student involved in any form of sexual activity may be dismissed from Rock County Christian School.

### **Acceptable Use Policy:**

Students are responsible for using common sense, ethical standards, and good manners when online or texting. "Online" includes email, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. Students who post or send inappropriate material will face disciplinary action, including probation, suspension or expulsion.

Unacceptable communication is forbidden at all times and includes:

- profane, lewd, obscene, vulgar, rude language
- statements to or about another student that may be interpreted as
  - harassing (persistently acting in a manner that distresses or annoys another person),
  - sexually provocative
  - threatening or disrespectful

- knowingly post false or defamatory information about a person or organization

If you are told by another person to stop sending messages, you must stop. Students should report all such incidents of misconduct to a teacher or parent immediately.

Social Networking Sites- Social networking sites such as MySpace and Facebook are not allowed at school. However, the school realizes many students have access to these sites outside of school. Students are reminded that regardless of where their posting originates, any text, photographs or videos they put on these sites or similar sites which would be derogatory to the school or the school community, or threaten, demean, or bully faculty or other students, is strictly prohibited.

**Note:** Students will only be allowed to use social networking to communicate with RCCS staff/faculty if their parents have signed the “Social Networking Parental Permission” portion of the Registration Form.

Website Postings- Due to the public access and nature of a web domain, students must only post items that are in line with the moral values of the Word of God.

#### Plagiarism and Inappropriate Access to Material

Students must not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Internet sources must be cited following MLA guidelines. Students should not access material that is profane or obscene (i.e., pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

The computers, hard drives, network files, storage devices issued to the student belong to RCCS. The school reserves the right to inspect the contents as needed. These materials are school property, and students and parents have no expectation of privacy.

#### **Student Declaration of Appropriate Use:**

- I understand that I continuously represent Christ Jesus and Rock County Christian School whenever and wherever I use e-mail, the Internet, or send text messages.
- I will not annoy, hinder, or harass others with offensive, obscene, abusive, or threatening language in any electronic communication.
- I will not access, download, store, or print obscene or pornographic material.
- I will not plagiarize works that I find on the Internet. (Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.)
- I will follow the posted and/or handbook rules regarding the internet and texting.

If I violate any of these rules or knowingly enable others to violate these rules, I will be subject to disciplinary actions including expulsion.



## **ANTI-BULLYING POLICIES, PROCEDURES, AND PRACTICES**

The Anti-Bullying Policy prohibits bullying on “all school grounds and in all school buildings; at all school -sponsored activities; and on all vehicles used for transportation to and from school and school sponsored activities.”

Incidences of bullying that occur outside of school grounds and during activities not sponsored by the school can carry over and have an impact at school. School staff is available to assist individual students with challenges outside the school environment and provide conflict mediation.

Parents/guardians can access “Report of Bullying/Harassment Incident” forms in their school’s main office. The forms can be submitted to any staff member and they will turn it in to the principal.

Parents/guardians can also verbally communicate concerns about bullying incidences to any staff member, who will then complete a “Report of Bullying/Harassment Incident.”

You will be notified following the investigation of the determination that was made – meaning, whether the report was determined to be unfounded or founded and, if founded, whether the incident was determined to be bullying or bullying/harassment.

You will be notified of the possible interventions available to your child and provided with a description of steps taken to assist your child, including a safety plan, if appropriate. The school can NOT share information regarding disciplinary action and/or interventions implemented with other students (i.e. the student engaging in the bullying behavior) due to policies around confidentiality.

Students and/or parents/guardians can appeal the determination made regarding the incident if they are unsatisfied with the determination and intervention given. To make an appeal, file a written letter of complaint, including the date and a signature, with the school administrator.

## **DISCIPLINE PROCEDURES**

Parents will be informed concerning any student behavior problems. Parents and the school staff will work together to help each student display appropriate behavior at school. Our aim is to develop self-control in each of our students.

### **1. Detention:**

To help our students learn the importance of respect for authority and self-control, RCCS has developed an after school detention policy. Detentions will be served at the conclusion of the school day and last for 30 minutes. Students will serve their detention within two days after it is received or at the discretion of the administration. Detentions may be given by faculty and administration if certain behaviors occur.

Examples of such behavior include talking back or arguing with a staff member, swearing, name calling, throwing things, showing disrespect, or other such infractions.

## Accumulation of Behavioral Detentions (per quarter)

1<sup>st</sup> Detention – ½ hour and notification of parent by the office.

2<sup>nd</sup> Detention – ½ hour detention and a meeting with the student, parent, and principal.

3<sup>rd</sup> Detention – the school office informs the parent of a one-day suspension and a possible meeting with the administrator. At this point the student will be placed on probationary status.

4<sup>th</sup> Detention – will result in a longer suspension and a possible expulsion.

## **2. Suspension:**

Suspensions may be given by the administration (principals in conjunction with the administrator) if certain behaviors occur. Examples of such behavior include fighting, kicking, cheating, stealing, playing with matches/fire, firecrackers, defacing school property, showing gross disrespect, use of profane language or obscene language, skipping school, possession of harmful items, extreme lack of self-control during school, habitual problems with school related policies, or other such serious infractions.

Should a suspension become necessary, the administration will inform the parents that a suspension will be given for a designated amount of time (e.g., one full day, two full days, etc.) Suspensions can be assigned by the administration to be served at-home, and, in some cases, served in-school.

During suspensions students are given an assignment to help them to take responsibility for their behavior and to identify other, more positive, solutions to his/her problem. These assignments typically require the student to describe the offending behavior or incident, explain why his/her solution was not appropriate, identify more positive solutions, and integrate a biblical point of view.

All class work (including tests) assigned during the suspension will result in 0's for the student.

## **3. Probation:**

Probation is a set period of time during which school personnel closely monitors a student. Probation can culminate in expulsion from school.

Some problems for which probation is incurred include: insufficient academic progress due to lack of effort, an attitude which is antagonistic to the basic goals of the school and which produced an adverse effect upon the other students, or deliberate, continued disobedience of school rules and behavioral guidelines, as evidenced in an accumulation of behavioral detentions.

During the probationary period, a student who has committed a serious or chronic offense will relinquish positions of trust and responsibility. During this time the student will be encouraged and directed to correct the problem. At the conclusion of the

probationary period, if the student's behavior has significantly improved, full status can be restored. If the problem still persists, the administration may extend the probation or recommend expulsion to the school board. The student and parents are to be advised of the school's action and may, after the parent conference, appeal to the decision of the school board.

#### **4. Expulsion:**

Expulsion is the most serious disciplinary step a school can impose on a student and has serious implications on the student and his/her family.

Some examples of the need for expulsion are ineffective suspensions and probations, severe behaviors, or chronic discipline problems.

It is the responsibility of the school board to make the final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit a recommendation of expulsion by the administration, the following procedure will be followed:

- a) The school administration will communicate to the student and parent(s) the reason(s) for a recommendation of expulsion.
- b) The administration will notify the school board as to the recommendation. A date and time will be established for the school board to hear the recommendation.
- c) The parent(s) and student will be notified as to the date and time of the meeting.
- d) The school board will then meet with the administration, involved teachers, parent(s), and student for a hearing.
- e) The teacher, parent(s), and student will then be excused; at which time the board will make a final decision regarding the expulsion.

#### **CLASSROOM RULES**

1. Students should be in their seats when class begins.
2. Students should seek permission from the teacher to speak.
3. Students must get permission from their teacher before leaving the classroom.
4. Please do not sit on desk or table tops. Please do not sit on the backs of chairs or lean back in chairs.
5. Please do not write on the chalkboards unless directed to do so by the teacher.
6. Please help keep the classrooms and hallways clean and neat.
7. Students should bring their books, paper, and pencils to each class to be prepared for the class period.
8. No food or drink(except water in a clear container) is allowed in the classroom unless special permission is given by administration.

## **PLAYGROUND RULES**

### **At the Elementary Campus**

1. Children are to only play games which do not include **tackling, pushing, or wrestling**.
2. Be careful how you speak to others - **cheer** rather than boo and **compliment** rather than call names!
3. When students are asked to line up, they should line up quietly and promptly.
4. All students are asked to walk inside the building.
5. Dress appropriately for outside recess during the winter season.
6. Help to keep our school property free of litter!

### **RECESS (At the Elementary Campus)**

Recess is a part of our daily school schedule at the elementary campus. It is designed to give our students an outlet for physical energy and a time for socializing with classmates. It benefits the health and work habits of our students.

Children will not be permitted to stay inside for recess unless the school office receives a doctor's note from the parents requesting the child stay inside. When actual temperature or wind chill is below zero, ALL children will be kept inside. The school office will check local weather conditions to insure that the temperature is not too cold for children to be outside.

## **LUNCHROOM RULES**

1. Use good table manners while eating.
2. Do not throw food and other items.
3. Students are expected to clean up their area after lunch.
4. Lunch should be eaten in the lunchroom only. Do not take food to the playground or to the classroom.
5. Students should remain in the lunchroom during the lunch period. Ask the duty teacher for permission to leave the lunchroom.
6. Elementary students are not allowed to drink soda pop at lunch.

## **BIRTHDAYS AT THE ELEMENTARY CAMPUS**

Children may bring treats on their birthday or half birthday. Please contact the classroom teacher to let them know the treats are coming. If you are having a birthday party for your child please send out invitations by mail or email. This information can be gotten from your sycamore page. Go to school home, front desk, family directory, and then pick students last name to get the information you need for the invitations.

## Appearance Standards

### DRESS GUIDELINES

School dress is primarily the responsibility of the home. In order that our students dress neatly and modestly, we have established these guidelines for dress and grooming. We depend on parents to make sure their child is dressed properly for school. Staff and administration will enforce the dress code from 7:30am until 3:30pm. RCCS has a coordinated dress code for grades K-12 with the following goals:

- Provide a standard of dress that is easy to maintain and accessible to all.
- Promote unity among students.
- Promote neat, comfortable dress in a cost-efficient manner.

#### GIRLS

**Skirts/Jumpers** (worn with approved shirt, see below) Girls may wear pleated or non-pleated style skirt or jumper in tan, red, grey, or black (no shorter than 3" from the floor when kneeling). Solid white, red, grey or black leggings or tights may be worn underneath.

**Capris-** Docker style, loose fitting capris. No jean style, no low-rise hip huggers. Length must be past the knee. Tan, or black.

#### GIRLS/BOYS

**Shorts-** Docker/uniform or cargo style shorts. No jean style, no low-rise huggers. In black or tan. (no shorter than 3" from the floor when kneeling)

**Pants-** Must be tan, grey or black. Must be properly sized, not baggy or too tight (no leggings, jeggings, yoga pants, sweats, or any other tight fitting stretch pants or other close form fitting apparel). No low-rise pants. Must not be frayed or have holes.

**Shirts-** Loose-fitting, uniform style polo with 2-3 buttons(long/short sleeves), or Oxford(dress) shirt. No t-shirts. Bras and camis worn under white shirts/blouses must either be white or flesh-tone. Shirts/blouses must be solid in color, not see-through, and must be white, black, grey or red and may be embroidered with the official RCCS coordinated dress logo or another logo no larger than 1 inch in size. Long sleeve shirts may be worn under the shirt and sweaters/fleeces may be worn over the shirt. Must be solid white, black, grey or red.

Official RCCS Hoodies/Sweatshirts-May be worn over the shirts Monday-Friday. Must include school logo(either embroidered or screen painted). Black, white, red, or grey.

#### FRIDAY'S- SCHOOL SPIRIT WEAR

Every Friday is "School Spirit Wear" Day. Students must wear either school spirit attire(including t-shirts) and jeans or remain in accordance with the weekly standard coordinated dress policy. RCCS logo/name must be worn on outer layer and clearly visible. No tears, holes or frays.

Students who have unacceptable dress will be asked to call a parent for suitable clothing. If a parent is not available, the student will be loaned appropriate clothing for the day.

Three Dress Code violations will result in a behavioral detention.

### **MISCELLANEOUS**

- All clothing should be clean, neat, and in good repair (without holes, tears, ragged seams). Students should be dressed appropriately for the weather conditions or the activity they are involved in during the school day.
- Shorts for athletic contests must be no shorter than half way up the thigh.
- During practices for athletics and during physical education classes, clothes should be changed for the activity at the middle and high school age levels.
- Nose rings and other body piercings are not permitted, other than pierced ears for girls.
- Head coverings (hats/caps, sweatbands, bandanas, etc.), jackets, coats, and sun glasses may not be worn in the building during school hours (7:30am-3:30pm).
- Extreme hairstyles(such as mohawks, shaved designs) or colors are not acceptable.
- Girls at the elementary school should not wear cosmetics. Cosmetics worn at the High School campus should be in good taste and not draw attention to the wearer.
- Boys hair should be off the eyebrow and above a standard dress shirt collar.

### **Dress for Special Activities-**

The following are not allowed at school sanctioned events(athletic contests, special activities, etc.): spandex, clothes with holes or tears, tank tops, see through clothing, shorts or skirts shorter than 4 inches from the knee, sagging pants, clothing with objectionable messages, or other attire that is considered immodest or inappropriate.

### **MUSIC**

Rock County Christian believes that music is a gift from God to man. It is the aim of music education to develop the potential within a student to perceive, produce, enjoy, and direct music to the honor of God. The school does not promote music, which is not honoring to God. Lyrics, which promote sexual immorality, drugs, alcohol, suicide, rebellion, hatred, and the occult, are not promoted or permitted at RCCS or at RCCS functions away from our campus. We highly encourage parents to be aware of the music interests of their child.

### **DANCING**

Social dancing is not promoted nor sponsored by Rock County Christian School. Social dancing is not permitted at school functions. Social dancing is understood to mean dancing with an intentional, personal, individual focus on another member of the opposite sex.

### **MATTHEW 18 PRINCIPLE**

As a Christian school, we support the use of the Matthew 18 principle to resolve conflicts. This means that the problem should be solved at the lowest level possible. The preferred method for resolving conflict between a parent and any RCCS personnel is for the parent to meet with the personnel individually. However,

sometimes there are reasons why a parent is uncomfortable in such a setting. In such a case, the parent shall ask the principal to join the meeting as an intercessor and mediator if necessary. In the event the conflict is not resolved at the first step, a second step shall include a meeting with the principal if the principal was not involved in that first meeting. Following every such second step meeting the principal shall record notes of the meeting and provide a copy of such notes to both the parent and to the personnel involved. Furthermore, the principal shall provide a report to the board of such meeting at the next scheduled board meeting. The board will not be expected to address the issue reported, unless one of the parties to the conflict or the principal asks the board to address the issue. The school highly promotes clear, honest communication between parents, student, and teacher. Miscommunication or the total lack of communication will destroy the relationship that should exist between parents, student and staff and faculty.

**Extra-Curricular Activities**

**EXTRACURRICULAR ACTIVITIES**

Rock County Christian School athletics include volleyball, soccer, basketball, golf and baseball. Yearbook publishing is offered to students in JH/HS. The school will attempt to perform a drama each year that will be open to all JH/HS students. Special clubs will also be offered based on availability of sponsors.

**EXTRACURRICULAR ELIGIBILITY**

All students participating in athletics and drama must maintain a passing grade in all subjects. Any student who has an "F" in any subject will be ineligible for participation in extra-curricular activities until the "F" becomes a passing grade. All student athletes are required to read and sign the *RCCS Athletic Handbook* where eligibility requirements are clearly defined. Any eligibility requirements imposed by the parent at home, which are stricter than the school's requirements, will be enforced by the school's athletic department. RCCS is fully supportive of parental authority.

**FIELD TRIPS**

The staff at Rock County Christian School believes that field trips are a great opportunity for our students to have their classroom learning enhanced. Field trips are scheduled to extend a topic presented in the classroom. Parent chaperones are encouraged to attend field trips with their child. Please contact the classroom teacher if you are interested in acting as a field trip chaperone.

**VOLUNTEERS**

Volunteers are an extremely important part of the success at RCCS. We appreciate all the time and energy invested by all who serve at the school. For volunteers working directly with children we ask that you fill out the volunteer application (includes background check).

## **JH/HIGH SCHOOL RETREAT**

Nearly each year during the first month of school, students from the Jr. high school and the high school attend a two-day retreat. The purpose of the retreat is twofold:

1. To build unity amongst the student body
2. To challenge each student in their Christian walk

The retreat is held at an area Christian camp facility. Students are challenged from God's Word by an area youth pastor or Christian worker. Students also enjoy a variety of activities offered at the camp.

## **STUDENT COUNCIL & HOMECOMING**

RCCS seeks to train our students to be world impacting leaders for the Kingdom of God through leadership development, Christian character qualities, and academic discipline. It is therefore expected that all student council representatives as well as the homecoming king and queen at RCCS be students who consistently reflect these qualities before the staff and their peers.

## **SENIOR CLASS TRIP**

During the school year, our senior class conducts fundraising projects to earn money towards their senior class trip. The senior class trip is taken during the month of May. The senior class is allotted one week from school to attend their trip. The planning of the senior class trip is supervised by the class sponsor and is approved by the school administration. The trip must include service and educational components in equal proportion to the purely recreational activities (at least half the trip should be service/educational). The split must be approved by administration.

*\*May not apply for students in the voucher program.*

***Some trust in chariots and some in horses, but  
we trust in the name of the Lord our God.  
Psalms 20:7***





## IMPORTANT DATES FOR THE 2017-2018 SCHOOL YEAR

### **August 2017**

- 17 Parent Night BC
- 21 Parent Night JC
- 23 First day of school

### **September 2017**

- 4 Labor Day (no school)

### **October 2017**

- 16 Fall Association Meeting
- 12-13 Teacher In-service(no school)
- 20 Pie Day
- 27 End of Qrt 1 / Fall Festival

### **November 2017**

- 2 Parent/Teacher Conferences
- 3 Parent/Teacher Conference (No school)
- 10 Grandparents Day
- 22-24 Thanksgiving Break

### **December 2017**

- 8 Christmas Program
- 21-Jan 2 Christmas Break

### **January 2018**

- 15 Teacher work day (no school)
- 22-27 Homecoming Week

### **February 2018**

- 15 Parent/ Teacher Conferences
- 16 Day Parent/Teacher Conferences (No school)

### **March 2018**

- 1 Spring Banquet
- 5-9 Spiritual Emphasis Week
- 16 End of Qrt 3
- 19 No school
- 28-April 2 Easter Break

### **April 2018**

- 9 Spring Association Meeting
- 13 MS/HS Speech Meet
- 25 Pastor Appreciation

### **May 2018**

- 4 Cleanathon
- 11 Spring Concert
- 25 Last day of school year
- 26 Senior Graduation

