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# Parent/Student Handbook

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**REV. 8/2020**



**The mission of Rockford Christian Schools is**

**to challenge young people to:**

**KNOW Christ as Lord**

**APPLY God's truth to all areas of life**

**LOVE others sacrificially, and**

**ACHIEVE the highest level of knowledge and skill**

**in order to SERVE God and others.**

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## **Mission Statement of Rockford Christian**

The mission of Rockford Christian Schools is to challenge young people to know Christ as Lord, apply God's truth in all areas of life, love others sacrificially, and achieve the highest level of knowledge and skill in order to serve God and others.

## **Statement of Faith**

1. We believe in the Scriptures of the Old and New Testaments as wholly inspired by God and are inerrant in the original writings, and that they are the supreme and final authority in faith and life (2 Tim. 3:16-17).
2. We believe in One God, Creator of all things, eternally existent in three persons: Father, Son, and Holy Spirit (Deut. 6:4, Matt. 3:16-17, 1 Cor. 8:6, Rev. 1:4-5).
3. We believe in the deity and humanity of our Lord Jesus Christ, in His Virgin birth and 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 future personal and bodily return in power and glory (Rom. 1:1-4, 1 Pet. 2:22, Acts 2:22, 1 Pet. 2:24, 1 Cor. 15:3-8, 1 Pet. 3:22, 2 Thes. 1:10).
4. We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of the lost and sinful person (John 3:1-8).
5. We believe that all who receive by faith the Lord Jesus Christ are regenerated by the Holy Spirit and thereby become the children of God (John 3:1-8).
6. We believe in the bodily resurrection of both the saved and the lost; for those that are saved it is a resurrection into everlasting joy with Christ, and for those that are lost it is a resurrection into everlasting suffering (Dan. 12:2, John 5:29).
7. We believe that people were created in the image of God; that they sinned, and thereby incurred both physical death and spiritual death, which is separation from God; and that all human beings are born with a sinful nature, and indeed sin in thought, word, and deed (Gen. 1:26, Eph. 2:1-3, Rom. 5:12).
8. We believe in the spiritual unity of all believers in our Lord Jesus Christ (Rom. 12:5, Gal. 3:28).

## **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 Rockford Christian Schools' faith, doctrine, practice, policy, and discipline, our Board of Directors is Rockford Christian Schools' final interpretive authority on the Bible's meaning and application.

## **Statement on Marriage, Gender, and Sexuality**

We believe that God offers redemption and restoration to all who confess and forsake their sin OF ANY KIND, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10)

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.

We believe that God wonderfully and immutably (unchanging) creates each person as either biologically male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.)

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 any form of sexual immorality (such as adultery within marriage, consensual sexual intercourse between two persons not married to each other, homosexual behavior, and use of pornography) is sinful and harmful. (Matt 15:18-20; 1 Cor 6:9-10 and 18.)

We believe that in order to preserve the function and integrity of Rockford Christian Schools as a biblical role model to the students of Rockford Christian Schools, their families and the community, it is imperative that all persons employed by Rockford Christian Schools in any capacity support in word and action this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

### **Statement on the Sanctity of Human Life**

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. (Ps 139.)

## **Philosophy of Rockford Christian Schools**

Education at Rockford Christian Schools promotes spiritual, intellectual, creative, social, and physical growth guided by a family-school concept, which supports and challenges students of varying abilities. A shared belief in cooperation and involvement among students, faculty, and parents/guardians provides a basis for each child’s individual development. Rockford Christian seeks to build confidence and self-esteem within an environment where acceptance of responsibility, respect and concern for others, respect and love for God, and love for learning are actively fostered values. Every subject, whether scientific, historical, mathematical, literary, or artistic, is taught with the consciousness that Jesus Christ is to be central in all living and learning. Rockford Christian Schools is a three-campus facility housing students from Pre-Kindergarten 3 years olds through 12th grade, which encourages continuity of our academic program and enhancement of the family-school tradition.

## **Spiritual Life at Rockford Christian Schools**

### **Spiritual Expectations**

As a private Christian school, classroom academics are integrated with Christian commitment. The student’s growth in faith is of utmost importance. The student body worships together in our weekly chapels where attendance is required. Students are expected to worship regularly with their parents/guardians in a local church of their choice. Rockford Christian Schools partners with parent(s)/guardian(s) in the spiritual training of their children. Therefore, the school cannot accept sole responsibility for the Christian education of students but rather shares that responsibility with

the home and the local church. Because the study of God's Word is so vital to the Christian life, Bible is a required class each year for students enrolled full time at Rockford Christian Schools.

As a private Christian academic institution, Rockford Christian Schools places a high value on the learning experiences for students. It is our desire to develop the God-given talents and abilities within each student to his/her highest potential spiritually, academically, physically and socially. With this in mind students are expected to appreciate the opportunity to be a part of Rockford Christian Schools by behaving correctly and responsibly in the classroom setting and on the school campus.

## **Chapel**

Chapel is held on a regularly scheduled basis. Attentive, courteous conduct that is honoring to the Lord and respectful toward others is expected at all assemblies. Chapel is an integral part of the curriculum, and attendance is required. Throughout the year, different ministries and individuals in the community are invited to share at Chapel.

## **Biblical Integration**

At Rockford Christian Schools, we believe the Bible is the infallible Word of God, and, therefore, the standard by which all values, as reflected in all school programs, policies, and traditions, are measured. Bible classes are required as an integral part of our curriculum. In addition, biblical concepts are integrated into every other curricular area within the school. The Bible is the foundation and the strength of Rockford Christian Schools, which sets us apart from public and many private schools.

The content and instruction presented in our Bible classes encourage students to develop strong Christian character, offer them a vision for lives of service to Jesus Christ, and educate them in sound doctrine and a defined faith. This is so they can give an answer to the hope that is within them no matter what occupational pursuits they follow.

In addition to Bible classes as a core subject, students will have learning experiences appropriate to their age levels. These experiences emphasize the concept of a loving heavenly Father, creation of human beings in the image of God, the fall of humanity, and the redemptive work of God's Son, Jesus, and the absolute trustworthiness of God's written Word, the Bible.

## **Creation**

Genesis 1:1 states, "In the beginning, God created the heavens and the earth". At Rockford Christian Schools, we take an unwavering stance that God is the master designer and creator of the universe and all forms of life that inhabit it. Within this position, there is instruction and discussion that allows for a variety of possibilities concerning the exact manner and time frame of the creation. At the high school level, students learn about the major theories of the origins of the universe and of life and the arguments scientists use in attempting to support these theories.

## **Community Service**

In keeping with our mission statement, Rockford Christian Schools will provide various service opportunities in the local community as well as opportunities for mission trips and global outreach. For graduation requirements, high school students will complete 20 hours of community service each year. It is the desire that each student invests some of his/her energies and time in programs that serve the needs of other people. Students needing information or ideas about where they might enjoy serving can meet with the school's community service director.

Community service could include, but is not limited to the following areas:

- The hungry and homeless
- The elderly

- Children
- People with disabilities
- Refugees
- Local churches
- Local nonprofit organizations
- Community events
- Environmental concerns
- World missions

Community service hours are volunteer hours, so students should not attempt credit for services for which they were paid. Community service hours are also to be done for the benefit of the community and not the student's individual family. Therefore, students will most likely not receive credit for services such as:

- Babysitting jobs
- Household chores
- Helping family members such as grandparents
- Helping at a family business

It is the responsibility of the student to submit a community service form to the office for their hours of service to be counted towards their requirement. To do so, the student must obtain a signature from the person/organization for which services were rendered and be able to give an explanation of the type of service performed. Hours will be updated throughout the school year and will be listed on each quarter's report card for parents and students to view. ***Any hours completed over the summer will be recorded on the first quarter's report card. Hours completed during the school year will be recorded towards the corresponding quarter in which service occurred.*** To ensure that students develop a habit of service, it is encouraged that services be done throughout the school year.

### **Service Day**

The school will coordinate at least one service day each year, where high school students will serve in groups of 15-20 with at least one faculty advisor. Student participation is required for any sponsored service day. Parents/guardians are encouraged and welcomed to participate. ***The hours completed on these days will be recorded toward the hours of community service for the quarter in which service day took place.***

### **Exemplary Service Award**

Often times, community service goes unnoticed and unrecognized. As a school, we believe it is important to highlight students that have served in exceptional capacities. The school will honor students that have gone above and beyond the 20 hour requirement per year by presenting a silver cord at graduation to all students that serve an average of 100 hours over the course of each year they are in high school. Student's names will also be engraved on a plaque to be displayed in the school building.

### **Casual for a Cause**

Multiple times per year, the student body will be given the opportunity to support local and global causes through Casual for a Cause days. Students bring in the specified donation (usually \$2 or an item of need) in order to dress casually for the school day. Our goal is to bring awareness and support to local organizations, alumni in ministry, and global relief efforts. Students are often presented with a particular cause or organization as part of a presentation in chapel.

## Standards of Student Conduct & Guidelines for Christian Living

In understanding the purpose and mission of Rockford Christian, we believe the Word of God provides insights for daily living. We believe that our lives will be enriched by the application of these truths in a consistent manner.

In keeping with these beliefs, as a student at Rockford Christian, I agree to:

**Actively work at building and nourishing a personal relationship with Jesus Christ.** Studying God's Word, maintaining an active prayer life, worshipping with fellow believers, making oneself accountable to others, and sharing one's faith are vital components of a growing relationship.

**Think about things that are true, noble, right, and pure (Phil. 4:8).** Avoid influences that distract one's mind, recognizing that what occupies the mind will sooner or later determine one's speech and actions.

**Choose friends and associations carefully (Psalm 1:1).** One tends to become like the people with whom one associates. Understand the progressive nature of sinful activities.

**Encourage one another and build each other up (I Thes. 5:11).** Avoid destructive, unkind, and unnecessary words or deeds. Take care that one's attitudes and actions positively influence others, and do not become a stumbling block (Romans 14:13).

**Communicate directly with one another in the spirit of love (Matthew 18:15-17).** Avoid gossip, talking behind one another's back, or holding bitterness.

**Respect authority (I Peter 2:17).** Honor God, obey and respect the laws of our country, the standards of one's parents/guardians, and the expectations of one's school and communities.

**Be honest and above reproach (Proverbs 8:7).** Always speak the truth and avoid even the appearance of dishonesty. Refrain from stealing, lying, cheating, and gambling.

**Care for the body as a "temple of God" (I Cor. 6:19).** Refrain from the possession and use of alcoholic beverages, tobacco, illegal drugs, abusing prescription drugs, or any other harmful substance or activities. Students are expected to "flee" from the presence and association of any inappropriate or illegal activities (Eph. 5:3-7).

**Maintain biblical standards of morality (I Cor. 6:18).** Save sex for what and when God intended, within the sanctity of marriage.

**Demonstrate self-control (James 1:9).** "Be quick to listen, slow to speak, and slow to become angry." When you sin, seek forgiveness and make amends.

## School Health & Safety at Rockford Christian Schools

### Health Office

The school employs a registered nurse who is responsible for maintaining all health records. Rockford Christian Schools follow state mandates for vision and hearing screening. The school nurse works cooperatively with parents/guardians, private physicians, and all school personnel to improve and maintain the health of all pupils. Rockford Christian Schools are a smoke-free environment.

For allergy safety please do not bring the following into the school:

1. Latex balloons.
2. Pets

### For students with food allergies:

Classroom treats and school lunches may not be safe for your child to consume. Please discuss with your child the necessary precautions he/she needs to take to prevent exposure while in school.

## **Vision and Hearing Screening**

Appropriate Vision and Hearing screenings are performed annually as mandated by the State of Illinois: Vision screening is provided for all students in Pre-K, Kindergarten, (who have not submitted an eye exam), grade 2, new students, and all students with an IEP. Hearing screening is provided for all students in Pre-K, Kindergarten, grades 1-3, as well as new students and students with an IEP. According to the State of Illinois School Code (section 27-8.1): "Vision screening is not a substitute for a complete eye and vision screening by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Vision screening is NOT an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened."

**Students enrolling in school for the first time must present proof of an eye examination by a licensed optometrist or physician licensed to practice medicine in all its branches and does eye examinations as defined by the law within the previous year before October 15<sup>th</sup> of the school year.**

## **Illness**

If a student is ill, or has been ill during the night, the student must remain at home. If the student has been vomiting and/or running a fever, the student must remain home for 24 hours. This time will allow the student to feel well physically and thereby be productive in the classroom. Also, this time helps keep other students from being exposed to sickness. If a student becomes ill at school, we will call the parent/guardian to determine what should be done. If a student is suspected to have a communicable health problem (mono, pink eye, etc.), please have the student checked by a physician prior to sending the student to school.

## **Injuries**

In the event that a student is injured at school, the following steps will be taken:

- Administer first aid to the best of our ability.
- Telephone the parent/guardian regarding what further should be done for the student.

## **Emergencies**

In the event a student believes emergency professionals should be called, the student must communicate with a staff member regarding the situation.

**Parents are encouraged to view an instructive video on "Hands-Only CPR" at the following website:**

[http://www.heart.org/HEARTORG/CPRAndECC/HandsOnlyCPR/Hands-Only-CPR\\_UCM\\_440559\\_SubHomePage.jsp](http://www.heart.org/HEARTORG/CPRAndECC/HandsOnlyCPR/Hands-Only-CPR_UCM_440559_SubHomePage.jsp)

## **Medications**

Per the State of Illinois, parents are required to work out their child's medication around the school schedule to the best of their ability. The administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. Medications should be limited to those required during school hours which are necessary to maintain the student in school and those needed in the event of an emergency.

Medications will be dispensed at school under the following guidelines:

- All medication(s) that are to be taken by a student at Rockford Christian must be dispensed through the nurse's office.
- No student is to carry his/her medication (including over-the-counter medication).

- No student may dispense medication to another student.
- Any student requiring medication should bring the medication and the form with the attending physician and parent/guardian signature indicating the amount and time that the student is to receive the medicine. This policy includes over-the-counter medications. Forms are available in the health office.
- Students not following the above procedures may be subject to disciplinary action.
- Students with asthma are permitted to carry and self-administer their rescue inhaler. Parents/guardians must provide the health office with the original prescription labeled bottle, detailing the name and dosage of the medication and circumstances under which the medication is to be administered. Parents/guardians must sign a statement acknowledging that Rockford Christian Schools and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of medication or use of an epinephrine auto-injector.
- Students at risk of anaphylaxis are permitted to carry an epinephrine auto-injector as long as the proper medication forms have been provided to the health office. Medication authorization from the prescribing physician identifying the student's ability to self-administer the epipen must be provided. This authorization must also be signed by the parent.
- Rockford Christian Schools has instituted a standing protocol for the use of undesignated epinephrine auto-injectors. Any student exhibiting signs/symptoms of anaphylaxis may be administered epinephrine by the school nurse or trained personnel. Parents have the right to refuse this emergency medication by submitting their refusal in writing to Rockford Christian Schools.
- Parents of students with asthma need to provide the school nurse with an Asthma Action Plan completed by the child's physician.
- Rockford Christian has instituted a standing protocol for the use of an undesignated albuterol rescue inhaler. Any student exhibiting signs of respiratory distress may be administered albuterol by the school nurse or trained personnel. Parents have the right to refuse this emergency medication by submitting their refusal in writing to Rockford Christian Schools.
- Rockford Christian has instituted a standing protocol for the use of Narcan (naloxone). Any student exhibiting the signs of opioid overdose may be administered Narcan by the school nurse or trained personnel. Parents have the right to refuse this emergency medication by submitting their refusal in writing to Rockford Christian Schools.

### **Dental Examination Requirement**

All children in kindergarten, second, sixth and ninth grades shall have a dental examination performed by a licensed dentist (Section 27-8.1(1.5) of the School Code). Parents must present proof of the examination prior to May 15<sup>th</sup> of the school year. The dental exam must have been completed within the 18 months prior to the May 15<sup>th</sup> deadline.

### **Health Exam**

All students, upon initial enrollment in ANY grade, who have not been previously enrolled in an Illinois school, must have a current physical that meets the requirements of the State of Illinois. For ALL students entering grades six and nine, a new physical is required. A physical examination must be on record before beginning the school year.

### **Immunizations**

Students must show proof of basic immunizations and required boosters for Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Meningitis, Haemophilus Influenzae Type B (required for pre-school only), Varicella (required for preschool through 12<sup>th</sup> grades), Hepatitis B (required

for pre-school and 6<sup>th</sup> - 12th grades), and Pneumococcal Vaccine schedule for children aged 24-59 months of age.

All immunizations must be updated and recorded on the Illinois State school physical form. A physician or other healthcare professional must sign these forms

**STUDENTS OF ROCKFORD CHRISTIAN SCHOOLS MUST BE IN COMPLIANCE BY THE FIRST DAY OF SCHOOL.**

**The Annual Immunization Data Report submitted to the Illinois State Board of Education for Rockford Christian Schools is available upon request.**

### **Inclement Weather and School Closing**

In the event of bad weather, please check the local television and radio stations WROK (1440) radio station and WTVO (17), WREX (13), and WIFR (23) television stations beginning at 7:00 a.m. to see if Rockford Christian Schools are closed. You can also check on the school website [www.rockfordchristian.org](http://www.rockfordchristian.org). If Rockford District 205 is closed due to excessive cold, icy conditions or excessive snow, then Rockford Christian Schools are also closed.

Students driving to RCS from a school district where schools are closed but Rockford District 205 and RCS are open may, with parent permission, remain home. Such an absence will not be counted against the number of allowable absences.

In the event weather conditions should force the closing of school during the day, the school will call the parent/guardian and/or person designated by the parent/guardian indicating that school will be closing early. Announcements will be made on the radio AND TELEVISION.

The school will do everything possible to insure the safety of the children. We urge you to make the necessary arrangements now to meet these emergencies that may occur later. Be sure that the student is familiar with the arrangements.

If Rockford Christian Schools must be closed because of weather and/or other reason, the days may be made up at the end of the school year. Advance notice will be given.

### **Text Alert System**

The school provides a text alert system to notify subscribers of school delays, school closings, emergency information, and unexpected interruptions at the school. Sign up information will be made known through RenWeb.

### **Transportation**

Rockford Christian Schools makes every attempt to provide school bus/van transportation to most school sponsored activities.

The following policies regarding transportation exist:

1. Transportation to all class field trips must be in school approved vehicles. The Illinois State Board of Education provides an outline for legal transport of students in this document. ([https://www.isbe.net/Documents/vehicle\\_use\\_summary.pdf](https://www.isbe.net/Documents/vehicle_use_summary.pdf)).

2. Transportation to service events, classes that meet off campus, athletic and other extracurricular events: Rockford Christian Schools makes every attempt to provide school bus/van transportation to extra-curricular events that are in excess of 15 miles from campus. For events where there is no school supplied transportation it is the responsibility of the parents to make sure their student has safe and legal transportation to the event.
3. Adults who drive for school events must have a [transportation agreement](#) on file with the school office.

## **Safety Drills**

Emergency fire drills and tornado drills are held in accordance with the recommendations of the Rockford Fire Department. Directions for leaving individual rooms are posted. Students are to follow instructions in moving to designated areas when the alarm sounds. During these drills there is to be no talking. Fire, Tornado and lockdown drills generally happen once per month.

## **Video surveillance:**

Video surveillance is conducted in all public areas of the school 24 hours a day. Recordings of the surveillance are stored for a limited time except in the case of specific reported incidents. These recordings are property of the school and may be viewed only by authorized school or law enforcement personnel. Because this footage shows more than just a single child, to protect the privacy of all people on school grounds, recordings will not be shared with parents or other parties except in special circumstances approved by the Board of Education, principal, or specifically requested by law enforcement or other legal proceedings.

# **Academics**

## **Responsibilities of the Student**

Each student has the responsibility to develop good work and study habits.

- Set aside a special time in which to do his/her assignments.
- Find a special place free from excessive noise and other distractions in which to work.
- Organize time so assignments can be completed in a reasonable length of time.
- Carefully check the completed assignments.
- Return all work completed to the teacher by the date required.

When absent, a student is responsible to:

- Determine with the teacher what work was missed and needs to be completed.
- Have work completed by the date agreed upon with the teacher. If the work is not completed by that time, no credit will be given for the work. (Generally, a day extension for each day absent)
- Make up tests the day the student returns to school if the student was aware of the test date prior to the absence, unless the student brings a note from home indicating that due to illness, the student was unable to study.
- An unexcused absence may result in the student losing credit for work that was missed while not in class.

## Responsibilities of the Parent/Guardian

Cooperation by parents/guardians is a necessary factor for homework to be meaningful. It is important for parents/guardians to support the teacher and to instill in the student an attitude that homework is an important and necessary part of the learning process. Parents/guardians should:

- Provide a quiet, well-lighted place for the student to study.
- Establish a regular “homework time” in the home and have a special place free from excessive noise and other distractions where the student can work.
- Encourage and support the student's efforts and be available for questions, being careful to remember that homework is the student's responsibility, not the parents/guardians.
- Set aside time to review the student's homework to make sure it is completed.
- Communicate with the teacher whenever the student has consistent difficulty with homework assignments.
- Encourage the student to seek help and ask questions of the teacher when in doubt about an assignment.

## Responsibilities of the Teacher

The teacher will make every effort to provide a suitable learning environment and have engaging lessons. In cases of a student not performing up to academic expectations, or grades of D or F, the teacher will contact a parent/guardian to communicate specific challenges or areas of concern and/or missing assignments. Our teachers desire to assist the parents/guardians in the training of their students and appreciate any helpful communication that may provide valuable insight into your student. Each teacher has voicemail at the school and an email address for your convenience. Please be understanding of teachers' schedules in expecting a response.

## Grade Level Promotion

High School Grade Levels will be determined by number of credits earned

Freshman	0 - 12.5	Credits
Sophomore	13 - 25.5	Credits
Junior	26 - 38.5	Credits
Senior	39 +	Credits

## High School Graduation Requirements

All full-time students must be enrolled in a minimum of 5 credit bearing classes each semester. (PE waivers carry NO credit. Teacher Aid (TA) positions count as ½ credit per semester.)

A total of 52 credits are required for graduation. One credit is given for each full-time semester class. High school semester grades are determined as follows: each quarter is 40% of the grade and the final exam is 20% of the grade.

### Requirements:

Bible	8 Credits*	
English	8 Credits*	
Social Studies	6 Credits*	* 1 credit is earned per semester
Math	6 Credits*	
Science	6 Credits*	
Physical Education	3 Credits*	
Health	1 Credit *	
Electives	14 Credits*	(2 credits earned during Jan Term)

Bible credits and Jan Term will be waived for sophomore, junior, and senior transfer students. Rockford Christian Schools also recommends 4 credits of a foreign language and 2 additional elective credits.

### **Dual Credits**

Students may receive elective credits for courses taken at an accredited college that have been approved by the Education Committee. Students wishing to receive dual credit must submit a request to the Education Committee prior to enrolling in the college course.

### **Transfer Credits**

Students transferring from accredited high schools will have their courses and grades transferred into their Rockford Christian Transcript for GPA calculation. Students with grades from an unaccredited high school program will not have their transcripts combined and will not be eligible for Valedictorian or Salutatorian Honors

### **Homeschool Credits**

Homeschool students are permitted to take 3 classes per year on campus. Homeschool credits will not be calculated into a student's GPA unless they were earned at an accredited homeschool program.

### **Graduation Ceremony**

Participation in the graduation ceremony is a privilege for those students in good academic and social standing. Only students enrolled as full time Rockford Christian Students in their senior year may receive a Rockford Christian Diploma. Students must complete all required coursework, service hours, and fulfill all financial obligations to Rockford Christian School to be eligible to receive a diploma at the graduation ceremony. Students must have completed a minimum of 50 credits to be eligible to participate ("walk at graduation") in the ceremony.

### **PE Waiver**

Student athletes in grades 10-12 will receive a PE waiver for each sport in which they participate fully in. A PE waiver does not earn a high school credit, it waives the requirement to take credits two and three of the PE requirement. This time must be filled by completing another for credit course. 52 credits are still required for graduation, regardless of the number of PE waivers earned.

### **Jan Term**

Jan Term is modeled after the college January term concept that allows for in-depth study of new areas. Jan Term courses/trips/internships are graded and credits are counted toward graduation requirements. Jan Term is for grades 9 – 12. Jan Term is not considered optional, and families should carefully plan vacation and travel time to ensure students are back for this session. Students are permitted only one absence to receive credit. A failed Jan Term course must be made up through a pre-approved course, correspondence or summer school course.

### **NCAA Requirements**

NCAA has its own academic eligibility requirements. Please visit [eligibilitycenter.org](http://eligibilitycenter.org) to review these requirements. If you have any questions, please call the Guidance Office.

### **Adding a Class**

Year-long courses may be added the first two weeks of the first semester. To gain approval to add a class the student or parent/guardian must contact the Guidance Office requesting an add/drop form. Parent/guardian and teacher signatures are required before adding or dropping is official.

## Dropping a Class

Year-long courses may be dropped through the 1<sup>st</sup> quarter midterm week without consequence. The student or parent/guardian must contact the Guidance Office requesting an add/drop form. Parent/guardian and teacher signatures are required before adding or dropping is official. After that time, the student may drop a class, but it will result in a failing grade. The administration may withdraw a student from a course outside this timeframe for extenuating circumstances.

## Incomplete Policy

Students who need to take an incomplete in a class must contact their teacher prior to the end of the quarter. The teacher will notify the registrar of the incomplete. The student has 10 school days to complete the course. If the student doesn't complete the course in 10 days the incomplete will be changed to an F for the quarter.

## Recovery Courses (making up a failed course)

### Failing a Required Course

If a student fails a required course at Rockford Christian, the student must make up the same course during the summer.

### Failing an Elective Course

If a student fails an elective course causing the student's total credits to fall below a minimum of 12 credits per year, the student must make up those credits during the summer. This class may be any elective, except one scheduled for Rockford Christian the following year or one already taken.

Credit-Recovery courses must be taken at an Accredited high school, adult education center, or correspondence schools. Prior credit authorization should be obtained from the Guidance Department. Credit recovery grades will be included in the student transcript, but will not replace the failed course.

## Grading System and Report Cards

Report cards will be mailed following each quarter. Grades are available at all times on RenWeb, and will be current every Friday.

Courses are weighted as seen below. In order that we may standardize our grading procedure, the following scale will be used:

Grade	Grade Points	Honor	AP	Grade	Grade Points	Honor	AP
A+(100)	4	4.5	5	C+(77-79)	2	2.5	3
A(93-99)	4	4.5	5	C(73-76)	2	2.5	3
A-(90-92)	4	4.5	5	C-(70-72)	2	2.5	3
B+(87-89)	3	3.5	4	D+(67-69)	1	1	1
B(83-86)	3	3.5	4	D(65-66)	1	1	1
B-(80-82)	3	3.5	4	F(0-64)	0	0	0

- **Honors Classes**

Students taking Honors Classes must maintain a B average in that class to remain in the Honors section.

**Students applying for Honors Classes must have received an A in the previous class as well as place in the 85th percentile or above on their most recent Standardized Test. Teacher recommendation and administrative approval are required**

### **AP Classes**

Students enrolled in Advanced Placement classes must maintain the same standards as in an Honors class. Students are required to take the AP Exam.

### **Final Exams**

Final Exams are given in all core classes and in many electives. When appropriate and approved, an end of the semester project or paper may substitute as the final exam. Exam grades should calculate as 20% of the semester grade.

Students in grades 9-10 may choose to opt out of one exam each semester provided he/she has an A (minimum of 93% for both quarters) in that course. However, students may not exempt out of the same course both semesters.

Juniors may opt out of 2 finals each semester under the same guidelines. Students may not exempt out of the same course both semesters.

Seniors who carry an A (minimum of 93% for both quarters) in any given course do not have to take the semester exam in that course. (Rock Valley and AP classes are not included in this policy).

AP Exams are a requirement for all AP classes. Students may exempt neither the first semester exam, nor the actual AP exam at the end of the school year.

All potential exemptions must be approved by the teacher.

Students taking finals must arrive on time to the scheduled exam. Failure to do so will result in having to take the exam within the time remaining. Students must remain in the exam room until the scheduled dismissal time. No student should be dismissed early.

All students are to be in normal dress code/uniforms during exams.

### **Homework**

Homework refers to an assignment to be completed during a period or supervised student activity in class, outside of class, in a study hall, or at home.

### **Policy Statement**

Clearly communicated homework is an integral part of the instructional process. Challenging homework assignments help students learn. Homework that reinforces, enriches, and enhances instruction encourages families to become more involved with education. It also causes students to work independently and to become more responsible for their own achievements.

Homework assignments will review, reinforce, or extend classroom learning by providing practice and application of knowledge gained; teach students responsibility and organizational skills; promote wise and orderly use of time; and provide opportunities for enrichment activities.

Teachers and principals will develop strategies of instruction to include homework appropriate for the students and their educational needs. The strategies will consider assignments of other teachers, individual differences in students, and other factors that may affect the home as an extension of the classroom.

### **Academic Awards**

Academic awards are given to high school students at the end of the school year. Students must maintain a 3.2 GPA each semester to be on the Honor Roll. Students must maintain a 4.0 GPA each semester to be on the High Honor Roll. The first year honor roll students will receive a letter while second through fourth year students receive pins.

### **Valedictorian and Salutatorian**

To be eligible for valedictorian or salutatorian, the student must have attended Rockford Christian for 4 consecutive semesters prior to the calculation of valedictorian/salutatorian status. Two criteria are used in determining the valedictorian and salutatorian of the senior class. The student with the highest number of grade points earned and/or the highest grade point average will be the class valedictorian. In the case where the number one ranked GPE is not the same person as the number one ranked GPA, there will be co-valedictorians. The same procedure will be followed to determine the salutatorian.

### **School Records**

#### **Per the US Department of Education and Family Educational Rights and Privacy Act (FERPA)**

Parents/guardians of students currently in attendance or eligible students have the right to:

Inspect and review the student's education records. Please call the principal's office to make arrangements. Seek amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. This request must be submitted in writing to the principal's office. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and section 99.31, authorize disclosure without consent. File with the Department a complaint under section 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act.

The school maintains a cumulative academic, attendance, and health record for each student enrolled in accordance with the Federal Family Rights and Education Privacy Act. Information on the student's permanent record will be given out to the following:

- To the parents/guardians and adult students by written request.
- To colleges, universities, and military services upon the student's written request.
- To the court system by parental/guardian permission or by warrant (parent/guardian will be notified).
- Records are not released if accounts are not current.

## Support

### Resource

We have state certified teaching staff to meet the educational needs of students with learning disabilities. We also are serviced by the Private and Parochial Division of Illinois District #205 for speech therapy and other specific needs that directly affect the learning process.

### Enrichment

Rockford Christian School offers a rigorous academic program. Classroom teachers provide additional challenges and remediation for students who require them. Occasionally a student may need additional opportunities for growing academically. In these situations, we offer honors and AP classes to provide an appropriate challenge.

Three factors are considered in determining eligibility for honors and AP courses. They are standardized test scores, classroom performance, and teacher recommendation. These three components make up a matrix for identification.

### Student Counseling

When students feel stress due to various social/emotional circumstances, we have an onsite counselor available to talk. In addition, outside counseling may be recommend if the need arises.

## Attendance

When a student enrolls in a class, a contract has been created which, in essence, includes the following responsibilities: (a) the student will attend classes regularly, be on time, and do the work assigned, and (b) the teacher will provide worthwhile learning experiences for those enrolled. Regular attendance is a contributing factor to success in school and should be considered a primary responsibility of the student and parent/guardian.

### Excused/Unexcused Absences

The only accepted reasons for absences are the following:

- Personal illness
- Illness in the family
- Quarantine of the home
- Death of a relative
- Emergencies or circumstances which in the judgment of the principal or superintendent of schools constitute good and sufficient cause may be excused with prior approval to the event.

### Attendance Procedure

**If the student will be absent all day, the parents/guardians should call 815-391-8000 and press 8 and leave a message stating:**

- The name of the caller
- The name of the student
- The date(s) of the absence(s) and how much of the day the student will be absent

- The reason for the absence (examples: illness, family emergency, medical appointment, etc.) Upon return to school, students must have a signed note from a parent/guardian stating the reason for the absence.

## **General Principles**

**Be there, be on time, and be prepared. Absence from school does not excuse you from schoolwork.**

The student is expected to be in school every day unless there is an emergency such as illness or a death in the family.

Once at school, the student is expected to be in every class, assembly, and scheduled activity, on time and with all necessary materials.

When a student must miss a class or a day of school, the parent/guardian is expected to follow the correct reporting routine.

Written parent/guardian permission is required for a student to sign out during the school day, stating the time and reason for dismissal request. Students must sign out in the office before leaving the campus and must sign in upon return.

Field trips and early dismissal for athletic events are taken care of automatically. Students do not have to sign out and don't need a pass.

The student is responsible for making up any work missed while absent. It is up to the student to find out what was assigned and to arrange with the teacher for makeup of any tests or projects that came due. Students are to make up work missed during an excused absence but must submit the late assignment within a timeframe equivalent to the number of days absent (e.g. one day of absence, one day extension; two days of absence, two days extension of assignment due date).

## **Attendance/Course Credit Policy**

In order for a student to receive a letter grade for any course at Rockford Christian, he or she cannot miss more than 12 classes in any given semester. If an extended absence for reasons other than illness is anticipated, prior approval for an exception to the 12 absence maximum is required. In the event a student has missed more than 12 days, he or she may forfeit eligibility for academic awards and honors (i.e. valedictorian, salutatorian, honor roll, etc.).

According to the Illinois School Code, chronic or habitual truant is defined as, a child subject to compulsory school attendance and who is without valid cause from such attendance for 10% or more of the previous 180 regular attendance days (Ill. Rev. State. 1986 Supp., Ch. 122, par. 26-2a).

## **Jan Term**

Jan Term is not considered optional, and families should carefully plan vacation and travel time to ensure students are back for this session. Students are permitted only one absence to receive credit.

## **College Visit Days**

Sophomores, juniors, and seniors are permitted **three** days per year for the purpose of visiting colleges of their choice. For attendance purposes, these days are considered field trips. Additional days are allowed, but would be considered absences. Students should notify the school office five days prior to visiting the college, and a letter from the college admissions office verifying the visit is required upon return to school.

## **Activity Participation Attendance Requirements**

Any student participating in extracurricular activities must be in a class at least four of seven periods on the day of the activity; otherwise the student will not be allowed to participate. Exceptions to this rule may be allowed by the principal. A student whose absence is excessive may be denied participation in accelerated classes, student leadership positions, or other extracurricular activities.

## **Truancy**

Rockford Christian Schools places a high priority on student attendance. Students who leave campus without permission from the school office will be considered unexcused for academic purposes and the school will not be responsible for them while off campus. Skipping class or leaving campus will result in school discipline, including detention, in-school suspension, revoking any privileges, and potential suspension of eligibility for extracurricular activities.

## **First Period Tardiness**

Students arriving at school after 8:00 a.m. must obtain a tardy pass. Punctuality to class is very important. Because parents/guardians and students commute to school, we understand that occasional weather can play a role in causing students to be late. Determining the validity of being late to school is subjective and open for interpretation, therefore, Rockford Christian High School does not distinguish between excused and unexcused tardiness to the first class. With this in mind, students are allowed to be tardy four times to first period each quarter without penalty. A demerit will be assigned for the fifth tardy and each tardy thereafter. Parents/guardians are encouraged to help set good examples in encouraging students to be on time.

## **Tardiness**

A student who arrives in the classroom after the tardy bell has rung and who has no authorization from a staff member for the late arrival will be recorded as being "Tardy" and a demerit will be issued. When a student misses 20 minutes or more of a class period, he/she will be recorded as "Absent".

Students are responsible for all work missed because of their tardiness. Students must check with the teacher at the end of the class period. A student who has been detained by a member of the professional office staff will bring a pass slip from that person to the classroom teacher. He/she will be recorded as: "Tardy, Excused".

Chapel is a requirement. Therefore, it is mandatory that all students be in chapel on time. Failure to be in chapel on time constitutes a "tardy to class." *See above.*

## **Closed Campus Policy**

Rockford Christian High School operates a closed campus. Students are not allowed to leave campus during the day. **Written parental/guardian permission is required prior to students leaving for doctor appointments or family emergencies.** Students must check out in the office before they leave. If they return before the end of the school day, they are to check in with the office.

## **Senior Lunch Privilege**

Members of the senior class who obtain written parental/guardian permission may leave campus for lunch. The permission forms are distributed at the beginning of the school year and must be signed and returned to the school office before the privilege is granted. This privilege may be withdrawn for violations, such as tardiness to the next class, unsafe use of car, or transporting students who are not authorized to leave campus.

## Activities

### School Dances

Rockford Christian High School hosts 3-4 dances per year, Homecoming (grades 9-12), LIPS (grades 9-12), Prom (Grades 11-12, invited sophomore guests).

The purpose of these dances is to provide an entertaining event where students can enjoy fellowship and community in a healthy atmosphere.

Guidelines for appropriate conduct and dress will be published and must be adhered to. Students and guests not following published guidelines will not be admitted or may be asked to leave the event early.

Guests of Rockford Christian High School students must meet minimum age requirements (grade 9 for Homecoming and LIPS, grade 10 for Prom), and may not be older than 20. Guests must adhere to Rockford Christian High School guidelines at all times.

### Co-Curricular Activities

Co-curricular activities offer opportunities for our students to be Christian witnesses and examples to the community, the nation, and the world.

### Music

Rockford Christian High School band and choral music programs promote excellence and provide opportunities for young people to share their talents outside the walls of the school. Music electives, which represent Rockford Christian Schools in the community, including Band & Choir.

#### Choir

Students will be offered the opportunity of participating in the choir program. Those students who choose to participate are making a commitment for the year. This group will represent the school in providing music upon request from outside churches and organizations.

#### Band

Students will be offered the opportunity of participating in instrumental music. Students who choose to participate are making a commitment for the year. Opportunities for performances will be appropriately scheduled during the year.

### Art and Publications

Students with interests and talents in the fields of art, journalism, and yearbook likewise experience opportunities to share their talents beyond the walls of the classroom through displays, competitions, and community events.

## Extra-Curricular Activities

### Clubs

Clubs will be established as student interest and participation warrants. Each club shall have an advisor who will work directly with the principal in scheduling meetings and events.

### **Key Club (Grades 9-12)**

Key Club International is the high school organization sponsored by [Kiwaniis International](#). Key Club assists Kiwanis in carrying out its mission to serve the children of the world. High school student members of Key Club perform acts of service in their communities, such as cleaning up parks, collecting clothing, and organizing food drives. They also learn leadership skills by running meetings, planning projects, and holding elected leadership positions at the club, district, and international levels.

### **National Honor Society (Grades 11 and 12)**

N.H.S. members meet monthly to plan and conduct community and school service projects. NHS is open to students who meet scholarship, service, leadership, and character qualifications. An application process is provided during the students junior year. NHS by-laws govern the application and induction process

### **Robotics Team (Grades 9-12)**

Robotics is a popular and effective way for teachers to cover science, technology, math, and engineering in the curriculum. Students participate as a team on four focus areas that accomplishes a designated mission: Teamwork, Research, Programming, and Building a robot. The culmination is a regional competition.

### **Rocketry Club (Grades 9-12)**

The Rocketry clubs combines the enjoyment of hobbies and low and high power sports rocketry. In addition to rocketry builds there are a number of launch days in which the students participate.

### **Scholastic Bowl (Grades 9-12)**

The Scholastic Bowl team competes in trivia question and answer format meets at the conference level, as well as state quiz meets. Categories will include math, social studies, English, fine arts, and miscellaneous.

### **Science Olympiad (Grades 9 – 12)**

Science Olympiad allows students to increase interest in science and helps expand their technological knowledge. These clubs will provide recognition for outstanding achievement as students compete with area schools.

### **Student Council / Activities**

Each class, grades 9 to 12, will have class representatives to help with school functions and extracurricular activities. The following rules apply for running for a class office or student council:

- Student must have a minimum average of B (3.0) for the previous grading period.
- Student must obtain a recommendation form to run for office and have it signed by the required faculty members.
- Primary elections will be held, if necessary, to reduce the number of candidates to three for each post. Final elections will be held to decide the winner.
- A number of social activities will be planned for the students throughout the school year. At the high school level, a student committee will help plan and schedule regular activities for the high school. Each activity needs to be cleared through the school calendar and the principal or administrator.

## High School Play

The play is every November and is open to all students in grades 9-12 by audition only, which are held in September. Students involved in the play are expected to attend all rehearsals and are required to meet all academic eligibility requirements.

## High School Musical

The musical is held in April. Auditions take place in January and are required for all grades 9-12 students who wish to participate. All cast members are expected to attend all rehearsals that involve their part and are expected to meet all academic eligibility requirements.

## Athletics

The Rockford Christian Schools' athletic program provides opportunities for students who desire to compete at an interscholastic level. In addition, it provides students an opportunity of working together as a team in order to accomplish the goal of performing well in a given game with another team. The coach will determine the amount of time a student plays in each game. For detailed information regarding the athletic program, please refer to the Athletic Handbook. Rockford Christian Schools' athletic program includes the following sports:

	<b><u>Boys</u></b>	<b><u>Girls</u></b>
<b><u>Fall</u></b>	Soccer Cross-Country Football Golf	Volleyball Dance Cheer Cross Country Swimming/Diving Golf
<b><u>Winter</u></b>	Basketball Swimming Bowling	Basketball Cheer Bowling Dance Team
<b><u>Spring</u></b>	Baseball Track Tennis Bass Fishing (Coed)	Softball Soccer Track Bass Fishing (Coed)

Rockford Christian High School is currently a member of the Illinois High School Association (IHSA). The High School participates in the Big Northern Conference. Schedules are distributed from the Athletic Office.

Each student who participates in a sport for its entire duration will receive recognition for participation. The following are requirements from the Athletic Office:

## Insurance

The school cannot assume any responsibility in the event of a student sustaining an injury. Therefore, the student should have adequate insurance coverage.

## **Participation fees**

A non-refundable participation fee will be assessed to each student for each sport in which they participate. The fee must be paid before participation in the first game of the season is allowed. It should be turned in to the Athletic Office and not be given to the coach. These fees do not pay for the entire program but help defray the expenses of the sport.

## **Physical requirements**

A student must submit a completed and signed physical exam form from a physician and their Emergency Information Form & Athletic Insurance/Transportation Waiver Form before participating in practices or games.

## **Attendance requirements**

A student must be in attendance at school at least four of seven class periods or the time equivalent of four class periods in order to participate in a game or practice scheduled for that day. If a student is absent for part or all of the day and is granted a non-illness related excused absence (e.g. dental appointment, funeral, college visitations), the student may be allowed to participate in the game with the permission of the principal. Any unexcused absence from school, for any period of time, will cause the student to be unable to participate in the game.

## **Eligibility**

1. IHSA regulations stipulate that a student athlete must be passing 5 full credit classes to be eligible to participate in athletics. Furthermore, with the exception of incoming freshmen, all student athletes must have passed 5 full credit courses the previous semester to be eligible for interscholastic athletics.
2. Grades will be evaluated weekly on a pre-published schedule. The schedule will include the dates of ineligibility for the grade evaluation date.

## **Practicing with the team if ineligible**

Ineligible students are not allowed to represent the school by participating in games but are expected to attend practices unless the head coach has received specific direction from the principal. At no time should an ineligible student be allowed to miss school to practice or accompany the team on an athletic trip. Ineligibility circumstances, such as missed instruction, conditioning and /or missed practice time, may affect playing time when a student "returns" to the team.

## **Quitting a team**

If an athlete participates in any practice or contests, he/she cannot quit that sport and join another sport until the sport season he/she has quit is completed. Mutual consent by both coaches and Athletic Director approval can waive this rule if the student athlete benefits from the change.

## **Citizenship**

Each athlete is expected to behave in such a way that is in accordance with principles set forth in God's Word. Should an athlete's citizenship be found to be unsatisfactory by at least two staff personnel (including teachers, staff, coaches, administrators), the athlete will be ineligible and will be subject to the same guidelines of academic ineligibility. An athlete who is disciplined by the principal for isolated or repeated acts of misbehavior is subject to immediate ineligibility, the duration of which to be determined by the principal. The Athletic Department has published the expected standards of conduct for athletes.

## **Sportsmanship**

Each student must show good sportsmanship both on and off the playing field.

## Uniforms

Rockford Christian will furnish uniforms. Each athlete is responsible for proper care of the uniform as well as the equipment belonging to the school. Uniforms should be kept clean and have a neat appearance for each game. (Washing instructions: hand wash in cold water, no bleach – hang dry.) At the end of the season, the uniform should be washed, neatly folded, and returned to the coach in the same condition it was issued. The athlete will be fined for any damage beyond normal wear. If the uniform is lost, the athlete is responsible for the purchase of a new uniform at the current replacement cost.

## Royal Lion Booster Club

The Royal Lion Booster Club is a volunteer group made up of parents/guardians and friends of Rockford Christian. Its purpose is to foster the growth and involvement of families and the community in athletics and the arts at Rockford Christian. Membership information is available through the Athletic Office.

## Dress Code

### Dress and Appearance Expectations

The purpose of Rockford Christian Schools' dress and appearance expectations is to enable the student to demonstrate traits of a discerning leader by making appropriate dress and appearance choices which reflect scriptural values of modesty, dignity, and excellence.

Students whose dress or appearance do not honor the school mission and stated expectations will be subject to the school discipline procedures stated in the discipline code. **Students will be kept out of classes until they are in dress code. Resulting class absences are unexcused. Multiple offenses will result in a detention.** The dress expectations apply from the time the student arrives at the school to the end of the school day, as well as any time the student represents the school in an official manner. **Parents/guardians are responsible to see that their students are dressed properly when they leave for school.**

The dress code has the following guidelines:

#### Shirts

- Shirts must be loose-fitting polos or oxford shirts only
- Shirts must be in a single, solid color: black, royal blue, white, navy, or gray
- The only logo permitted on shirts is the official Rockford Christian Schools logo
- Shirts must be appropriately buttoned and may not expose the midriff

#### Pants/Shorts

- Pants must be casual dress style only (a.k.a. Dockers or slacks)
- Shorts must be casual dress or cargo style only
- Pants and shorts must be khaki in color
- Pants and shorts must be worn at the waist, with shorts no shorter than 3" from the top of the knee

#### Skirts / Skorts

- Skirts and skorts must be Lands End plaid.
- Skirts and skorts must be no shorter than 3" from the top of the knee.
- Leggings or tights made of a solid material may be worn under the skirt (i.e. no lace or fishnet-type material)

### **Outerwear (Fleeces/Jackets/Sweatshirts/Sweaters)**

- Outerwear RCS Outerwear
  - Outerwear must be a sweater, fleece, non-hooded jacket, or crewneck sweatshirt
  - No hoodies or other hooded apparel
  - Outerwear must be in a single, solid color: black, royal blue, white, gray, or navy
- The only logo permitted on any outwear is the official Rockford Christian Schools logo.
- Students wearing any outwear must also wear a dress-code approved polo or oxford underneath the outerwear.

### **Spirit Wear Fridays**

On Friday, students are permitted to wear official Rockford Christian Schools' spirit wear tops ( t-shirts, shirts, sweatshirts, hoodies, or jackets) with uniform pants, shorts, or skirts. Sleeveless jerseys must be worn with a sleeved shirt underneath.

### **No uniform days dress:**

Clothing must be clean, neat and modest. Students can wear jeans or shorts with shirts or t-shirts with non-offensive graphics or slogans. Jeans and shorts must be in good condition with no holes or tears. Shorts must be a minimum of 3 inches from the top of the knee. Students are not allowed to wear clothing that depicts questionable writing or pictures (such as but not limited to those promoting tobacco, alcohol, rock groups, skull & cross bones, or violence).

**NOTE: All clothing should be clean and in good condition (void of holes, rips, frayed edges, etc.)**

### **Shoes**

- Shoes must be worn at all times in the building.

### **Hair**

- Hair styles should be clean, neatly trimmed, and in one of the four natural colors (brown, black, blonde, red).
- No hairstyle should seek to draw inappropriate attention to oneself. (Mohawk, spiked, tails, etc.).

### **Miscellaneous**

- Earrings are not permissible for boys.
- Neck chains, pendants, rings, and wrist bracelets may be worn as long as they do not distract from the learning environment and do not contradict Christian values/standards.
- Visible tattoos or body piercing (other than the ear for girls) are not allowed.
- Head coverings (hats/caps, bandanas, etc.) may not be worn in the building.
- Sunglasses may not be worn in the building during school hours.

## **Discipline**

It is the desire and goal of each staff member to make each student responsible for his/her learning and behavior.

Discipline always begins with building a positive relationship with each student. Therefore, the student should know he/she is loved and respected as an individual.

Discipline should be handled at the classroom level whenever possible.

The teacher should counsel with each student regarding inappropriate conduct.

If the student does not respond to the efforts of the classroom teacher, the administrator will counsel with the student. Inappropriate behavior is defined as willful disobedience, defiance of authority and/or disrespect shown to other people (student(s), teacher(s), parent(s)/guardian(s), or staff member(s) while involved in a school activity).

It may be that the teacher and/or principal will request a conference with the parent(s)/guardian(s) to seek their help in dealing with the student's misbehavior.

All discipline is issued in compliance with the process outlined within policy but at the discretion of the administration.

There are several levels of disciplinary action. These levels are not necessarily progressive in the dispensation of discipline but are the following:

1. Warnings for inappropriate behavior will be given at the lowest level of producing tension, such as eye contact, speaking to the student, etc.
2. Demerits will be given in accordance with misbehavior.
3. Teachers and administration will assign detentions as well as demerits for continuous misbehavior.
4. Repeated detentions can result in suspension or expulsion.
5. Demerits and detentions will accumulate for one semester.

## Demerits

Offenses listed below will result in demerits. **Please note that infractions considered inappropriate are not limited to this list.** The administration has at all times the authority to assign any consequences deemed appropriate to address unacceptable behavior.

One demerit for the following:

1. Tardy
2. Dress Code Violations
3. Eating or drinking outside designated areas
4. Loitering in the hallway with a pass
5. Being in an unauthorized area of the building
6. Other infractions (not limited to those listed above)

## Detentions

When a detention is given, a notice will be sent home. This detention needs to be signed and returned. The detention will be served on the designated day. Only the administrator will excuse a student from a detention to be served on the assigned day. **No other school activity will supersede a detention unless prior approval is given by administration.** For every three demerits issued, one detention will be given. (3 demerits = a detention/a detention = 3 demerits)

Detention and 3 demerits for the following:

1. Continued classroom/school misbehavior
2. Harassment
3. Inappropriate language
4. Abuse of school property
5. Other infractions (not limited to those listed above)

Detention, multiple demerits, and other consequences assigned by the administration, including suspension and/or expulsion:

1. Blatant disrespect
2. Fighting or violent behavior
3. Bullying, including cyber bullying
4. Vandalism to school property
5. Possession of any items that can be used as weapons, including anything that looks like a weapon
6. Cheating
7. Lying
8. Profanity
9. Truancy
10. Forgery
11. Possession or use of fireworks or explosives
12. Driving recklessly
13. Blatant classroom misbehavior
14. Endangering the health and safety of others
15. Other infractions (not limited to those listed above)

### **Other Discipline Procedures**

Teachers may assign a detention after following discipline guidelines:

- Verbally warn the student
- Use intervention techniques to remedy the situation
- Call parents/guardians

Note: Teacher may assign detentions immediately for unacceptable behavior. Parent/guardian notification will follow.

### **Gum**

Gum is allowed in school but it is the responsibility of the students to respect the building. Gum being disposed of other than in the trash will cause this privilege to be revoked by the administration until further notice.

### **Cell phones**

Students are not allowed to use cellphones in class. Earpods and headphones are not to be used during the school day unless specifically for educational purposes. Any student using a cell phone in class will be held accountable to the following policy:

- 1- offense** – cell phone confiscated and face-to-face with administrator, phone returned at the end of the day to the student.
- 2- offense** – cell phone confiscated, one demerit issued, face-to-face with administrator, and parents/guardians must pick up the phone from the office.
- 3- offense** – cell phone confiscated, one detention issued, face-to-face with administrator, and parents/guardians must pick up the phone from the office.

Repeated offenses may result in a discipline plan to be determined by the administration.

### **Cheating**

Cheating occurs whenever a student copies another student's work, allows his/her own work to be copied, uses non-approved resources, does another student's work for him or her, or turns in, as their own, material copied from another source without proper documentation (plagiarism). At Rockford Christian Schools, cheating is viewed as a serious offense. In addition to automatic loss of credit on the test or assignment in question, a student caught cheating may be subject to disciplinary action.

## Truancy

Skipping class or leaving campus will result in school discipline, including detentions, in-school suspension, revoking any privileges, and potential suspension of eligibility for extracurricular activities.

## Discipline Ladder

The severity of the infraction or the number of detentions in a semester will warrant extra time for detention served. The following guidelines will be followed for issuing detentions per semester:

<b>3 Demerits – 1<sup>st</sup> detention</b>	30 min.
<b>6 Demerits – 2<sup>nd</sup> detention</b>	60 min.
<b>9 Demerits – 3<sup>rd</sup> detention</b>	90 min.
<b>12 Demerits – In-school suspension (ISS)</b>	
<b>15 Demerits – Referral to a discipline committee</b>	

## Suspension

The administration has at all times the authority to suspend a student. The length of suspension will be 1 – 10 days as determined by the administrator. **The reasons for suspension may include but are not limited to the following:**

1. Continued deliberate disobedience/disrespect and defiance displayed.
2. A rebellious spirit unchanged after much effort by the school staff.
3. A continued negative attitude and bad influence upon other students.
4. A serious breach of conduct inside the school or on the grounds of the school resulting in an adverse effect upon the image of the school.
5. Failure of the student to comply with the disciplinary actions of the school.
6. Failure of the parents/guardians to get recommended professional help for exceptional children.
7. Fighting

## Probation

Probation will take place after an administrator has reviewed the student's behavior, attitude, and/or academic performance. The student will be placed on probation for the following semester. If at the end of the probationary period there is no significant improvement, as viewed by the staff involved, recommendation for expulsion will be given to the Board of Directors.

## Expulsion

A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance. In the case of such an offense, the matter will be referred to the Education Committee of the Rockford Christian Board.

- The Education Committee will make a recommendation to the Board of Directors concerning expulsion.
- The Board of Directors has the authority to expel any student for noncompliance with the rules and regulations of the school.
- If a student is expelled from Rockford Christian Schools, the parent(s)/guardian(s) are still obligated to pay the full year's tuition.

## Harassment & Bullying Policy

"Love does no wrong to a neighbor..." (Romans 13:10)

"...be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you."  
(Ephesians 4:32)

In keeping with our mission statement to love others sacrificially, anything contrary or incompatible with that goal will not be permitted. Harassment of any type – verbal, physical, sexual is opposed to the mission of Rockford Christian Schools and will not be tolerated.

Bullying is defined as a repeated aggressive behavior where a person (or group of people) in a position of power deliberately intimidates, abuses, or coerces any individual with the intention to hurt that person physically or emotionally. This also includes any form of cyber-bullying.

There is a clear line between conflict and bullying. Incidents of bullying include these three characteristics:

**Intentional** - the behavior is an aggressive and deliberate attempt to hurt another person.

**Repeated** - these aggressive actions occur repeatedly over time to the same person or the same group of people.

**Power imbalance** - the person bullying has more power than the child or children being bullied. That power includes but is not limited to physical and social.

A student who feels that he or she has been subjected to harassment should notify a staff member. The matter will be reported to the principal and an investigation will take place. Staff will take seriously all reports of bullying. Investigation and intervention will take place within ten days of the report. In the case of a substantiated incident of harassment or bullying, the appropriate course of restorative and disciplinary action will be dictated by the particular circumstances of the situation up to and including suspension and expulsion. Parents of all parties will be notified.

Off Campus Bullying:

Illinois anti-bullying laws cover off-campus conduct if the behavior causes a substantial disruption to the educational process or the orderly operation of a school and if a school administrator or teacher receives a report that bullying has occurred. School staff are not required to monitor non-school-related activity, function, or program.

Anti-retaliation and False Allegations:

Rockford Christian Schools prohibits retaliation made against any anyone who lodges a good faith complaint of bullying or who participates in any related investigation. Making knowingly false or malicious accusations of bullying can have serious consequences for those who are wrongly accused. Rockford Christian Schools prohibits making false or malicious bullying allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or enrollment and even criminal prosecution.

## **Alcohol and Controlled Substance Policy**

To set a good example for students and our community, it is the position of Rockford Christian Schools that any and all student-centered activities, on or off RCS property, will be drug, tobacco, smoke and alcohol free. Drinking and/or smoking by adults at RCS athletic events, team banquets, school trips or other extra-curricular activities is prohibited. Service of alcoholic beverages at adult-centered activities is allowed but discouraged and is subject to the approval of the superintendent.

### **Policy Related to School Use**

Any student who sells, possesses, distributes, uses, aids in the use of, or is under the influence of illegal drugs (including look-alikes), e-cigarettes or vaping products, controlled substances (unless lawfully prescribed), associated paraphernalia, tobacco, or alcoholic beverages during school hours, while on school property (including buses), or at a school-sponsored event is subject to disciplinary action. Possession is considered to exist if a student a) is aware of the presence of alcohol or a controlled substance, b) is in the proximity of or has access to alcohol or a controlled substance, and c) fails to promptly remove himself/herself from the premises. The student will be suspended until the administration makes a recommendation to the Board of Directors regarding

the student's future relationship with the school. Legal authorities may be contacted when warranted by circumstances.

### **Policy Related to Non-School Use**

Any student who sells, possesses, distributes, uses, aids in the use of, or is under the influence of illegal drugs (including look-alikes), controlled substances (unless lawfully prescribed), associated paraphernalia, tobacco, or alcoholic beverages outside of school hours and school activities is subject to school-imposed consequences. Possession is considered to exist if a student a) is aware of the presence of alcohol or a controlled substance, b) is in the proximity of or has access to alcohol or a controlled substance, and c) fails to promptly remove himself/herself from the premises. Disciplinary action will be determined by the administration and Board of Directors.

### **FIRST OFFENSE**

In the case of a first offense, parents/guardians of the student will be contacted and the administration may suspend the student up to five (5) days. Legal authorities may be contacted when warranted by circumstances. The student and the parents/guardians must participate in a substance abuse awareness program. A report regarding participation in and completion of such a program must be submitted to the school. If further treatment is recommended, periodic written reports from the substance abuse counselor stating the student is complying must be provided. Failure to follow the recommendations of the treatment program may result in a recommendation of expulsion.

### **SECOND OFFENSE**

When a second offense has been committed, parents/guardians of the student will be contacted. The student will be suspended until the administration makes a recommendation to the Board of Directors regarding the student's future relationship with the school.

*Rockford Christian Schools reserves the right to require drug testing of any student. This will be done at the discretion of the administration.*

## **Drug and Alcohol Testing**

### **PURPOSE:**

1. **A deterrent** to keep students safe and free from using drugs and alcohol.
2. To **arm our students with a reason to say "no"** when they are faced with a situation where they are pressured to use drugs and/or alcohol.
3. To **affirm our students who are choosing to be drug and alcohol free** and provide them with a reason to continue to do so.
4. To **educate** our students who are choosing to experiment with drugs and alcohol that **there are consequences** for their choices, and their choices are unacceptable.
5. To provide our students who may have a drug and/or alcohol problem with **an** avenue to get needed help and support.

### **POLICY:**

Rockford Christian School may conduct random and for cause drug and alcohol screening of students in High School. Rockford Christian School may work in conjunction with a licensed clinical laboratory, to complete the analysis of all samples. Lab representatives may assist RCS administration in choosing the particulars of the screening, including the drugs that are included in our screening panel. When screening for alcohol use, school officials or local law enforcement may utilize a device to measure blood alcohol levels.

- For the current school year, Rockford Christian Schools has contracted with Rosecrance, Inc. to conduct urine sample drug testing.

**Applicability:** The policy applies to every RCS student, from the day of acceptance until the student's last school affiliated event is completed as a senior. The policy applies at all times and in all places. throughout the student's enrollment at RCS in accordance with the Code of Conduct. A student's behavior away from school and in the school can affect the safety of the student or others. It can also be a sign of a significant issue in the student's life and can affect the overall well-being of the school community.

**Consent:**

All students and parents/guardians are required to consent to participation in all aspects of this policy as a condition of the student's continued enrollment at Rockford Christian. Parent/guardians agree that RCS has full and complete discretion to impose discipline or take other action, as the administration deems appropriate, for behavior occurring at and/or away from school.

**DEFINITIONS:**

1. **Random Screening:** All Rockford Christian High School full and part time students will be in the "pool" for random screen through a licensed lab. Up to 20 students may be chosen up to 10 times per school year. Consequently, some students may be tested more than once a year. The Rockford Christian School administration may also randomly screen for drug and alcohol use at school sponsored events.
2. **For Cause Screening:** Any student who displays behavior that may be related to the use of prohibited substances, or is otherwise demonstrating conduct that may be in violation of this policy can be required to submit to screening. A student may be directed to submit to screening based upon their behavior before, during, or after the school day or at a school-sponsored activity. This also includes any student found to be in violation of this policy due to previous screenings. Any student who tests positive in a screening may be subject to consistent follow-up screenings as established by administration but at the parent's/guardian's expense, for the remainder of the time they are students at Rockford Christian School.

**Smoking and Tobacco Policy**

**PURPOSE:**

1. To create smoke-free and tobacco-free school environment for RCS students.
2. To discourage RCS students from use of tobacco, electronic smoking devices or similar products in school or out of school.
3. To comply with the Illinois Prevention of Tobacco Use by Minors Act. The Illinois law prohibits the possession or smoking of cigarettes, e-cigarettes or other tobacco products by persons under the age of 21.

**SCOPE and DEFINITIONS:**

**Definitions:**

This policy covers student use or possession of cigarettes, e-cigarettes, or other tobacco products.

- Smoking is defined as the use of smoke-producing tobacco products, including but not limited to cigarettes, cigars, cigarillos, mini-cigars, e-cigarettes, tobacco alternative vapor or vaping products and hookahs. All forms of smoking are prohibited.
- Tobacco Use is defined as the use of any tobacco product including, but not limited to cigarettes, cigars, cigarillos, mini-cigars, hookah, chewing tobacco, snuff, and other smokeless tobacco products. All forms of tobacco use are prohibited.
- E-Cigarette Use or Vaping is defined as the use of electronic smoking devices and/or electronic nicotine delivery systems. These products and delivery systems are also prohibited on any of the school areas, even without the use of nicotine, and may be subject to confiscation and/or disposal.

**POLICY:**

1. RCS students may not possess or use tobacco or e-cigarette products.
2. If a student is found to be using or in the possession of such products on school grounds or at school activities:
  - a. RCS administration will notify the student's parents/guardians.
  - b. RCS administration will confiscate and destroy the tobacco or device.
3. Consequences for possession or use of tobacco will be determined by the RCS administration and may include verbal reprimand, suspension, or expulsion (for persistent, repeated offenses).

## **Sexual Immorality**

If a student has been involved in an act of inappropriate sexual behavior/activity (1 Cor.6:18), he/she will automatically be suspended from school for a minimum of five days, with the total number of days to be determined by the administration.

When true repentance is evidenced and attested to by the school administration, restoration of the student to the school body may be completed. True repentance will include a confession and apology for the sin committed, and a suspension of the relationship. It is understood that renewal of the relationship of the students involved will be contingent upon their having received counseling and approval of their parents/guardians and administration.

If there is no evidence of repentance for the sin of sexual immorality, after appropriate time (not to exceed 30 days) to discern and follow clearly defined procedures, expulsion from school will be in order.

## **Pregnancy**

A student who has previously given birth or fathered a child and makes application to Rockford Christian Schools will be considered on an individual basis for enrollment provided the student meets all other applicable criteria in this policy.

A parent with a child at home will not be eligible for enrollment in high school. The administration will attempt to recommend alternative methods of education in those instances.

If a pregnancy occurs, neither the female nor the male student responsible for the pregnancy will be permitted to attend on-campus classes at Rockford Christian Schools. For senior students, the administration will attempt to provide an alternative method for completion of the requirements for graduation. Additional costs, if any, will be the responsibility of the parents/guardians of the students involved.

Both students will lose all rights to be involved in either public presentation or extracurricular activities of the school. If graduating seniors, both students will not be permitted to participate in graduation ceremonies. Until after their graduation, a child born prior to that time will not be permitted on campus or at any school function. If there is no evidence of repentance for the sin of sexual immorality, after giving appropriate time (not to exceed 30 days) to discern and follow clearly defined procedures, expulsion from school will be in order.

## **General Information**

### **Communications**

It is essential that we maintain excellent communications. Therefore, please observe the following:

School news and events are published on the school website ([www.rockfordchristian.org](http://www.rockfordchristian.org)), and on RenWeb. Parent(s)/guardian(s) are encouraged to communicate in writing, email, or through voicemail any messages for school staff.

A weekly newsletter will be sent out via email every Monday. Please ensure that your email is up to date within our RenWeb system.

Please observe the following: contact teacher first for any questions or concerns. If needed, teacher and parent/guardian may request administrator conference after initial contact.

### **RenWeb**

Parent(s)/guardian(s) may access student's homework and grades, school calendar, and other announcements.

### **Telephone Message and Usage**

The school secretary is in the building from 7:45 a.m. to 4:00 p.m. It will be greatly appreciated if you will leave messages for teachers during this time through email or voicemail.

Teachers and students will not be called to the telephone during school hours except in case of extreme emergency. Staff members will be notified of your calls and will return such calls at their first opportunity.

Messages for students will not be delivered during the school day to the classroom except in an emergency. This is necessary in order to avoid undue interruptions to the classrooms. However, students will be notified of messages in the office during afternoon announcements and at the end of the school day.

### **Conferences**

#### **Scheduled Parent/Teacher Conferences**

Each Fall there will be a scheduled parent/teacher conference day with both day and evening times to meet with each teacher. These conferences are designed for parent(s)/guardian(s) to discuss with their student's progress with the teachers they deem necessary to see.

#### **Other Parent/Teacher Conference**

All other conferences MUST BE MADE BY APPOINTMENT ONLY. This includes picking up assignments, school materials, concern about behavior, academic progress, etc.

When there is disagreement on the part of the parent/guardian relative to the teacher's treatment of a student, the parent(s)/guardian(s) should talk with the teacher before any discussion takes place with an administrator (Matthew 18:15-18).

## **Parent/Guardian Visitation**

Please observe the following procedure regarding any visitation:

- Arrange with the teacher a time when you would like to visit the classroom. Arrangements must be made in advance and be agreeable to both the teacher and parent(s)/guardian(s).
- Please stop by the office to indicate your presence in the building.
- Plan to spend approximately one-half hour on a given visitation. This will allow you to adequately observe the program and the student's response to his/her school experience.

## **Student Visitation**

Students who do not attend Rockford Christian High School will not be allowed to visit, be on campus, or in the parking lot during school hours. Students who show up will be asked to leave. The police will be notified as necessary. Non-Rockford Christian High School students will also be denied access to the school building after hours unless they are attending an after-school event.

## **Deliveries**

Any deliveries for a student are to be made to the school office. This includes: lunch, homework, medication, and messages. At an appropriate time, students may pick up their delivery from the office.

**\*\* Special Note:** *Due to the possibility of triggering an allergic reaction, no latex balloons are allowed inside the school building.*

## **Electronic Gadgetry**

Electronic devices may be used in the classroom at the teacher's discretion. Electronic gadgets not needed for class should not be seen or heard in the classroom. Students who elect to bring devices to school do so at their own risk. The school takes no responsibility for any loss or damage to the items or in investigating the circumstances regarding loss or damage.

## **Food & Beverages**

Water is the only beverage allowed in classrooms. Having hard candy or gum in class will be allowed at the discretion of the teacher.

## **Field Trips**

All field trips are direct extensions of the classroom and will have educational value.

Field trips will be planned by the teachers and approved by the administration. All teachers should be notified of students attending field trips a week in advance.

The teacher will determine the number of chaperones/supervisors attending each field trip experience.

Siblings (not in applicable grades) will not be permitted to attend the field trip.

Permission slips must be signed and returned to school before the field trip commences. The teacher may request ONE slip for ALL local trips.

Those students attending the field trip will pay all field trip expenses. Any student not having monies along with a signed and returned permission slip the day prior will not be permitted to go on the field trip.

Transportation for any “out of town” trips may be provided with public transportation. The cost will be evenly divided among those attending.

### **Lockers/Locker Rooms**

Students are assigned hall lockers that remain the property of the school. Lockers will be assigned to students in P.E. classes.

Each student is to maintain his/her locker in a neat, clean, and orderly fashion. Locker inspections will be conducted as necessary to assist students in this responsibility. Inappropriate material will not be tolerated as locker decorations. Fees will be assessed for any damage to lockers.

Students should not open other students’ lockers nor share lockers.

Locks are highly recommended, for both hallway and PE lockers, but not required. However, the school will not be responsible for lost, stolen, or damaged personal property. Therefore, it is recommended that students leave valuable items at home. A limited number of locks are available for purchase in the office.

Locker rooms are to be used for P.E. and athletic purposes only. All students are encouraged to keep any valuables locked up. The P.E. Department is not responsible for lost or stolen items.

### **Lost and Found**

Many items are turned into the Lost and Found each week. Every effort will be made to return items that have names on them. In order to keep the items from becoming unsightly, unclaimed items are given to charity at the beginning of each month.

### **Lunch Program**

The commons are used as the student lunchroom. Students should report to the commons at the designated time each day. While lunch is a time for relaxation and fellowship, only appropriate lunchroom behavior will be tolerated. Food is not allowed outside the Commons, except when special permission is granted. Parking lots, classrooms (including the gym), mezzanine, locker rooms, and other outside areas are off limits. Students will be able to purchase items a la carte.

Due to security issues, food deliveries are not allowed inside the building. Students should not order food to be delivered to school, as delivery drivers will generally be denied access to the building.

### **Student Cars/Student Drivers**

Students who drive to school must adhere to the following regulations:

- Students must park in an orderly fashion (between the lines, not blocking others, etc.) in designated areas.
- Students are not to enter cars during the school day. No sitting or loitering in the cars is permitted once students are on the grounds.
- Students are to observe a speed limit of 10 mph while on school property and operate vehicles in a safe manner at all times. Spinning or squealing tires is not acceptable.
- Violation of any of the above rules will result in a detention and/or a \$25 fine. Further violations may result in the loss of driving privileges.

### **Volunteers**

We encourage parent(s)/guardian(s) to help in a volunteer capacity. There are many times when a volunteer parent/guardian can help make a difference in the life of the school. If you would like to

volunteer on a regular basis (one-half day every week or for a particular activity), we welcome your service. Please call an administrator.

Parent(s)/guardian(s) can help in the following ways:

- Clerical tasks of all kinds.
- Special programs (arrangements, decorations, etc.)
- Field trip chaperones.
- Maintenance – We need parents/guardians who are available to help with some painting, yard work, electrical work, repair, and maintenance during the year. We would like for parents/guardians to consider three hours of donated time during the year.

## Acceptable Use of Technology Policy

As a student of Rockford Christian Schools, you will no doubt come into contact with the computer systems and network that the school provides for the purposes of supporting and enhancing education and communication. This policy requires that those systems, and the Internet resources they are attached to, be used in a manner that conforms to the school's educational purposes, mission statement, and environment. While our primary purpose is to serve the needs of students and staff, we must also glorify Christ in all we do. This includes the use of those electronic resources. It is therefore a requirement that anyone using the computer equipment and Internet access at Rockford Christian Schools understands the policies described below. Furthermore, by signing this student code of conduct, you are agreeing to abide by these policies:

- First of all, you must understand that the use of our electronic resources is a privilege and not necessarily a right.
- We reserve the right to refuse access to any and all individuals not willing to comply with or who show willful disregard for this policy.
- We reserve the right to monitor and review all data contained in the system to protect the integrity of the system and to ensure compliance with the policies and rules governing the use of this technology.
- No user of Rockford Christian Schools' computer network has an expectation of privacy in connection with its use.

All users of the school's systems must recognize that although the Internet and online services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials which may be illegal or deemed obscene or indecent. Moreover, other information available may be controversial, inappropriate, and contrary to our mission, vision, and policy. You should understand that while the school's technical administrative staff will do all it can (at considerable expense) to limit the access to this information, some inappropriate material may still sneak through. We require that our equipment not be used to willfully access such information, and that if at any time, a user stumbles upon such material by accident, he/she immediately report it to the computer department personnel or school administration. We believe that the availability of good, usable, and God-glorifying information for educational purposes, along with the proliferation of technology in our society, and our students' need to understand its use, far outweigh the potential negative information that might be available.

The following are rules that govern the use of Rockford Christian Schools' equipment:

1. Users are expected to have their own login account. At no time should users tell anyone their password or allow anyone to use their account. Users are responsible for the security of their login account and for safeguarding and keeping passwords private. If you believe the integrity of your password has been compromised, you will need to change it immediately.
2. Users shall use the electronic resources for school-related purposes only. Users may not send or receive anything that violates school codes of conduct or state or federal laws.

This includes but is not limited to the following:

- Copyright infringement
- Threatening material or messages
- Harassing material or messages
- Material or messages containing personal information, such as names, phone numbers, or addresses
- Obscene or pornographic material or messages

- Sexist, racist, or inflammatory material or messages
- Material protected by trade secret without written permission of the owner
- Advertising items for sale (or any commercial use)
- Political lobbying
- Gambling
- Downloading executable programs, movies, or music
- Unauthorized game playing

When in doubt, a student must ask his/her teacher before proceeding. Any student who violates this "acceptable use policy" will lose access privileges and may suffer other disciplinary action up to and including legal action.

3. Anyone vandalizing the equipment, including introducing viruses, attempting to circumvent any system security, or acting in a way that can be interpreted as having this intention, installing software without authorization, attempting to harm or destroy school equipment or materials, or the data of any other user shall lose his/her privileges. Users may not tamper with or attempt to repair, remove, or make adjustments to any components of any equipment or software unless approved first by the Technology Department. Consequences will increase in severity according to the seriousness of the offense, ranging from several days suspension of privileges to complete restriction of the use of all electronic resources.

4. Users are responsible for immediately reporting any security problem, including the unwitting introduction of a virus or misuse of the network to school personnel.

5. Users may not place or transmit copyrighted materials on the system without the author's permission. Users may download copyrighted material, such as an encyclopedia article, for school use only, and may not duplicate or distribute such material.

6. While it is our intention to have enough resources to accommodate all needs, student users must agree to comply with adult staff member who may ask them to relinquish their computers to accommodate other users with more immediate needs.

7. Any student in doubt as to the acceptability of searches or equipment use is expected to ask first before taking action.

## **Social Media and Networking**

*Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Ephesians 4:29.*

Social media is electronic communication used to share information, ideas, personal messages, videos, etc. Examples include texting, messaging, Instagram, Facebook, blogs, Twitter, LinkedIn, Pinterest, Snap Chat, TikTok and others. Social media is neutral. It can be used for good or for harm.

It is expected that parents and students will use good judgment. What is written is both permanent and public. A good practice is to assume that what is written to friends will be read by students, parents, school workers, etc. Be especially careful that what is written, posted and shared will not hinder your Christian witness or that of RCS.

Students who post or send inappropriate material will face disciplinary actions as outlined in the Student Handbook up to and including probation, suspension, or even expulsion.

Inappropriate material includes but is not limited to the following:

- Alcohol or drug related pictures and/or involvement
- Profane, lewd, obscene, vulgar, rude language
- Lewd or sexually provocative pictures
- Smoking or vaping pictures and/or involvement
- Threatening, harassing and cyber-bullying (see that section of this handbook)
- Disrespectful statements of the school, its workers and parents
- Information that is knowingly false or defamatory.

Parents and students are to immediately report all such incidents of misconduct to a parent, teacher, or administrator. Do not think, "It's just a post."

### **Consent to Access and Monitoring.**

By enrolling with RCS, you consent to RCS's access to and monitoring of: (1) school computer and communications systems; and (2) all information produced, received, stored on, or sent from RCS Computer and Communication Systems, including personal email accounts accessed using the organization's equipment and any emails transmitted through personal, web-based accounts that are stored on RCS hard drives or other computer equipment as temporary or other files.

### **RCS-Related Social Media**

RCS supports beneficial communication and sharing of accurate information that respects the privacy of students. RCS supports the use of and monitors social media that uses the school's name, a form of the school's name or otherwise "speaks" for the school or any part of the school. Such sites include but are not limited to online sites for grade levels, athletic teams, clubs, teachers, parent organizations, alumni, etc.

The superintendent or his/her representative must be among those with "administrator" access to the site.

Consult the superintendent or his/her representative before opening a new social media site.

### **Social Networking and Conflict Resolution**

Should conflict arise with students, parents or school workers, all members of the Rockford Christian community will follow the Matthew 18 principle which is to first communicate directly with others and will address conflicts using methods described in this handbook that lead to solutions and reconciliation. In areas of disagreement, our community will not take to social media nor encourage others to do so.

## STUDENT HANDBOOK PLEDGE | 2020-2021

The mission of Rockford Christian Schools is to challenge young people to know Christ as Lord, apply God's truth in all areas of life, love others sacrificially, and achieve the highest level of knowledge and skill in order to serve God and others.

### ROCKFORD CHRISTIAN SCHOOLS STANDARDS OF STUDENT CONDUCT:

Based upon the mission statement above, the following standards of student conduct are expected of all students regardless of their current religious beliefs...

- I acknowledge and will respect that students trusting Jesus as their Risen Savior and pursuing a life committed to glorifying God is the top priority that permeates all programs and academic studies at Rockford Christian Schools (Luke 10:27, 1 Peter 3:15, Col. 1:15-16).
- I acknowledge and will respect the biblical belief that the Christian community is commanded by God to foster holy living (1 Peter 1:15, Gal. 5:16-24). Anything that fosters unholy living is not permitted (including illegal activity such as alcohol, tobacco, and any illegal drug use).
- I acknowledge and will respect the biblical belief that God created sex between a man and woman within the context of marriage (Gen. 2:18-25). Pornography or any other sexual activity is not permitted.
- I acknowledge and will respect the biblical belief that God commands His people to love each other (Mark 12:31). Therefore, I will commit to promoting unity in the student body while at school or at home (e.g. use of social media) by encouraging others (1 Thes. 5:11), avoiding gossip (2 Cor. 12:20), avoiding inappropriate language and sexual innuendos (Eph. 5:4), confronting another student in humility to resolve issues (Matt. 18:15), being self-controlled and seeking to forgive when sinned against (Col. 3:13).
- I acknowledge and will respect the biblical belief that God commands His people to submit to the authority figures that God has sovereignly placed in their lives (Rom. 13:1-7, Titus 3:1, Eph. 5:25-6:9). Therefore, I will obey all the rules listed in the student handbook (including dress code) and show respect to every administrator, faculty and staff.
- I acknowledge and will respect the biblical belief that cheating is against the very nature of God (Heb. 6:18, Eph. 4:25). Therefore, I commit to not cheating on any homework assignment or test.
- I acknowledge and will respect the biblical belief that Christians are called by God to gather together and worship God and be taught from God's Word (1 Cor. 14:26, Heb. 10:25). Therefore, I will bring a respectful attitude to chapel, respecting the speakers and those around me.

STUDENT NAME (PRINT PLEASE): \_\_\_\_\_

By signing my name, I acknowledge that I have read the student handbook and will observe the rules, policies and standards of conduct presented in the student handbook.

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

### PARENT/GUARDIAN AFFIRMATION

I hereby acknowledge that I have read the Parent/Student Handbook and also acknowledge that I have read the Standards of Student Conduct. I will seek to nurture and hold my student accountable to these school, biblical, and community standards. I understand that the statements contained in the Parent/Student Handbook are guidelines only and that the Handbook does not constitute a contract between Rockford Christian Schools and its students or the parents/guardians of its students. I also understand that Rockford Christian Schools specifically retains the discretion to amend, discontinue, or vary the policies or procedures contained in the Parent/Student Handbook with or without prior notice.

Date: \_\_\_\_\_  
Parent's/Guardian's Signature: \_\_\_\_\_