



MESSAGE FROM THE ADMINISTRATOR

Thank you for the special trust you have placed in The Rock Academy. The Rock Academy is a ministry of Church On The Rock which is a Pentecostal Church of God that believes and supports the beliefs of the denomination which includes but is not limited to speaking in tongues, laying on of hands, and prophetic messages. Our goal is to provide the very best education possible in a Christian environment where students are constantly **Learning to Know Him and Make Him Known**.

The Bible says in **Colossians 3:17** **“Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.”** We believe this means to honor God by giving him excellence in everything we do. Whether it is the completion of our school work, participation in academic or athletic competitions, or simply in the way we treat each other, we strive to bring excellence to everything we do.

In a world filled with so much uncertainty, it is more important than ever that our young people understand that God has given us a guideline through His Word that allows us to reach our fullest potential. It not only gives us vision for our future, it protects us now. Our ability to discipline ourselves to these guidelines and principles will largely determine the trajectory of our lives.

With excellence and discipline in mind, this handbook serves as our guide to create the most engaging, energetic, orderly, and safe environment possible. It has been prepared with **1 Corinthians 14:40** in mind which says, **“be sure that everything is done properly and in order”**. This Handbook presents the basic rules by which we will conduct ourselves. It is within these pages that we define the norms that create and reflect our community culture. Our understanding of these expectations help ensure that everything is done properly and in order.

With this understanding, we ask that both students and parents read this handbook carefully and discuss it together. These are not suggestions but policies by which we will operate. Each parent, student and teacher is expected to endorse the handbook, and to agree to abide by the guidelines set forth herein. All parents will sign a Statement of Cooperation agreeing to comply with the provisions of this handbook.

We are extremely excited about this upcoming school year. I am honored to serve you as we **“Learn to Know Him and Make Him Known”**.

Christy Marchetti
Head Master

Board of Directors

Mrs. Christy Marchetti- Founder Board Chair
Pastor Donnie Lumpkin- Vice Board Chair
Secretary- Anjanette Thomas
Treasurer- Rechea Jernigan
Jonathan Norris



2024-2025 Calendar Summary **The Rock Academy**

Monday, July 22, 2024	Office opens full time
Monday, August 5, 2024	New Teachers Return
Thursday, August 8 - Wednesday, August 14, 2024	Teacher's Return/Preplanning
Thursday, August 15, 2024	Students Return
Monday, September 2, 2024	Labor Day - Closed
Friday, September 13, 2024	End of Progress Report Period 1
Wednesday, September 18, 2024	Progress Report 1 Goes Home
Thursday, October 10, 2024	Virtual Day
Friday, October 11, 2024	Fall Break - Closed
Monday, October 14, 2024	Fall Break - Closed
Friday, October 18, 2024	Reporting Period 1 Ends
Tuesday, November 5, 2024	Virtual Day - Election Day
Monday, November 11, 2024	Closed
Wednesday, November 20, 2024	End of Progress Reporting Period 2
Monday - Friday, November 25-29, 2024	Thanksgiving Break
Monday, December 23, 2024 - January 3, 2025	Christmas Break
Monday, January 6, 2025	Teacher's Return
Tuesday, January 7, 2025	Student's Return
Friday, January 10, 2025	Reporting Period 2 Ends
Monday, January 20, 2025	MLK Jr. Holiday - Closed
Tuesday, February 11, 2025	End of Progress Reporting Period 3
Friday, February 14, 2025	Reporting Period 3 Ends
Monday, February 17, 2025	President's Day - Closed
Friday, March 14, 2025	Reporting Period 3 Ends
Wednesday, April 19, 2025	Report Card 3 Goes Home
Monday - Friday, April 7-11, 2025	Spring Break - Closed
Friday, April 18, 2025	Good Friday - Closed
Tuesday, April 22, 2025	End of Progress Reporting Period 4
Monday, April 28, 2025	Progress Report 4 Goes Home
Friday, May 16, 2025	End of Reporting Period 4
Friday, May 23, 2025	Students Last day of school Report Card 4 Home



The Rock Academy Educational Philosophy

The Rock Academy uses the Christian school environment to meet the needs of the whole child – academically, spiritually, emotionally, creatively, and physically. We believe this atmosphere is the best way to evaluate, formulate, and implement the educational base to the students’ goals, desires, achievements and aspirations equipping the students to “face life” and to respond to their divine calling.

Our Vision

The Rock Academy provides a safe campus where students are learning to know Christ and make Him known while at the same time providing a full-option graduation path from birth to twelfth grade.

Our Mission

The Rock Academy exists to provide each student with sound academic training in a solid Christian environment. Students are exposed to the source of all knowledge and truth through a Christ-centered curriculum in a Spirit-filled atmosphere. The goal is to maximize the potential of each student academically and spiritually. This will enable each student to be a continual source of significant and positive influence for Jesus Christ on the journey toward adulthood as a lifetime learner.

Beliefs

We believe:

- God is the sovereign active Lord over all reality and the creator of the universe.
- God is the source of all truth.
- The Bible is the inspired, inerrant word of God and is our supreme and final authority.
- Man is sinful by nature and in need of redemption.
- Jesus Christ is the only way to salvation.
- Prayer strengthens the relationship with God.
- Each student is a unique creation with individual gifts that can be developed and maximized to fulfill God’s plan for each life.
- Every teacher should be a born-again believer and should be comfortable sharing the gospel in an age-appropriate way.
- The curriculum should have, as its basis, a Biblical worldview.
- Students should be provided a variety of instructional strategies to maximize their God-given potential.
- Students learn most effectively in a safe environment.
- Students should take personal responsibility for their behavior and personal integrity.
- The school/parent relationship is important in providing a team approach to education, while understanding that the parents are ultimately responsible for their child(ren).
- Commitment to continuous school improvement is imperative.



ADMISSIONS AND ENROLLMENT

The Rock Academy does not discriminate on the basis of race, color, gender, or national and ethnic origin in its admission, educational or athletic policies. Acceptance is based upon the individual student's needs, our existing programs, service and available staff.

Age Requirements for Enrollment

The Rock Academy will follow Alabama State Department of Education age requirements. Students entering Kindergarten **MUST** be five years old on or before September 1st, of the current school year. Likewise this date is followed for three and four year olds. The exact date of birth will be determined from an official and valid birth certificate.

Priority Enrollment

The Rock Academy offers Priority Enrollment for presently enrolled students, provided the privilege is exercised within the Priority Enrollment period. Enrollment will open to those who have not registered and the public in April.

New student enrollment will be prioritized based on the following criteria:

1. Families who are enrolling all of their children
2. Students who have completed the admissions procedure and met all of the requirements for enrollment

Admission to TRA will be based on the following criteria:

1. The parent or guardian of a student enrolling in TRA must embrace a Christ-centered education for his/her child. Parents or guardians of all students enrolling or re-enrolling in TRA are expected to read school policy and sign a statement agreeing to support and aid in enforcement of policies.
2. A tuition contract must be signed and returned with a non refundable registration fee.
3. All health, registration, and financial forms must be completed and returned before the admission can be completed.

SCHOOL HOURS

K-12 8:00-3:00

Students are not to arrive before 7:45 a.m. nor remain after 3:15 p.m. unless the student is involved in an extracurricular activity. There will be adult supervision for both drop off and pick up. We offer before and after school services for a fee if you need your child to come before 7:45 or remain after 3:15. This service is limited to K-5.

School will begin at 8:00 each day so the door will be locked at 8:01. If your child arrives after 8:00, you will need to park and come into the building to sign them in at the front desk. Any student who arrives after 8:00 will be marked as tardy.

*******If a child will be dismissed a different way or by someone who does not typically pick them up on any given day, they must have the information in a written note or call to speak with the office so it can be relayed. Student safety is of utmost importance.***

Please note that elementary students will not be allowed to leave with a high school student without written permission from the parent/guardian. The high school student must check the student out through the staff.

Please review the school calendar to ensure you are aware of dates. We have our own yearly schedule for holidays and time off and do not exactly follow the public school calendars.



In cases of extreme weather, The Rock Academy follows the late start or closing decisions of the local school districts of Phenix City and Russell County. We do not take the decision to close or delay opening lightly, but will err on the side of safety for staff and students.

We have First Fruits every morning. This is a time of prayer, worship and Bible study. **First Fruits is mandatory.**

VISITING

Parents may not visit during the school day unless they have an appointment. To set up an appointment please call the office at 334-614-8098.

DIVORCED/CUSTODIAL PARENTS – Special Instructions

The school has every intention to do what is in the best interest of the child, therefore, specific instructions are necessary for handling situations with students whose parents have gone through a divorce. Parents are responsible for providing the school with a copy of the divorce decree or order. It is the parents' responsibility to inform the school of any changes to the divorce decree by providing a copy of the same, as well as any additional information in writing, signed, and dated. The school will comply with the divorce decree (to the extent it applies to the school) and with Alabama law with regard to a parent's access to a child or the child's records.

It is the school's responsibility to remain neutral in a divorce situation. All students will be treated equally and fairly in regard to carrying out each divorce decree. In the case of special circumstances that may arise, the legal counsel involved with the divorce actions will be contacted by the administration.

FIELD TRIPS

Field Trips will be scheduled in advance and may require additional cost. Please be sure your child has a signed permission slip to participate.

Allergies: Students with specific allergies need to have a medical form on file. The school will work with the parent to address all needs and ensure safety for all students.

HOMEWORK POLICY: The Rock Academy will support homework assignments as given by teachers. TRA will work to ensure that homework is given to support instruction in the classroom but does not interfere with family or church activities. If you believe that your child has excessive homework, please contact their teacher regarding your concerns. Please note that students who do not complete classwork will be required to complete the work at home and return it the next day. At a minimum, all students are expected to meet the following criteria:

- K All students should listen to/read the Bible for a minimum of 15 minutes at home per day.
- 1-5 All students should read the Bible a minimum of 20 minutes per day at home.
- 6-12 All students should read the Bible a minimum of 25 minutes per day at home.

This reading will be supported during the school day by TRA; however, all parents/guardians should support this as much as possible.

REPORT CARDS

The Rock Academy will provide Progress Reports and Report cards per the TRA Calendar. Any questions or concerns should be directed to the class teacher. If there are continued concerns, please contact the school and request a meeting with the Headmaster or Assistant Principal.



RETENTION POLICY

If the Administrators and classroom teacher(s) have determined a student should be retained in the same grade level at the end of the school year, the parents must choose either to follow the decision of the school or transfer the student to another school.

WITHHOLDING GRADES

Before grades will be released:

1. **All fines and fees must be paid in full in the office.**
2. All books, materials, and school property must be returned.
3. All projects and assignments necessary for grade calculation must be completed and turned in to the teacher.

FINE FOR ABUSING OR LOSING SCHOOL-LOANED BOOKS OR EQUIPMENT:

There will be a percentage fine for abuse that can be repaired for reuse. Actual replacement cost will be required for abuse beyond repair or for a lost book or equipment.

DAMAGE TO FACILITIES

Students causing damage to facilities (i.e. lockers, chairs, desks, walls) are liable for repair costs and are subject to suspension and/or expulsion. Graffiti is considered damage.

CURRICULUM MATERIALS

Our textbooks and other curriculum materials have been selected from among the many standard texts and materials available as those best meeting the needs of our students. Our faculty has found it necessary at times to supplement these materials so that the teacher may more adequately present to the students a truly Christian world and life view. In all cases, however, TRA teachers are committed to a Christian worldview and approach their particular subjects accordingly.

LOST AND FOUND

The lost and found department operates from the school office. Items that have not been reclaimed after two weeks become the property of the school and may be disposed of as deemed necessary. *Please mark your child's belongings to enable quick identification.*

STUDENT PICTURES

Each fall and spring the school will have individual school pictures taken by an approved photographer. These pictures will be used in our school yearbook. Advance notice will be provided.

SPECIAL PROGRAMS AND ASSEMBLIES

From time to time, special speakers, films or programs of significant spiritual, academic, or cultural value will be presented. Parents are invited and encouraged to attend these programs. Student groups or organizations may request approval for school-time programs or presentations to the student body.

CHAPEL

At the very heart of Christian education is the constant concern of the entire staff for the spiritual growth and vitality of the student body. As a part of this concern, daily First Fruit programs (beginning in 5K) and weekly Chapel programs will be planned in order to provide strength and encouragement.



ARRIVAL AND DEPARTURE OF CARS

Parents and students are asked to observe traffic flow patterns. Since the safety of many students is involved, it is imperative that we have the total cooperation and patience of all operating vehicles on school grounds. Parking areas will be designated for student cars.

Any careless driving, speeding, or loitering in the parking lot is strictly forbidden. Drivers should not be talking or texting on a cell phone during drop off or dismissal. Cars must be put in park so that students can be loaded or unloaded. Cars left unattended in the middle of the road or blocking other cars may be subject to towing.

DISCIPLINE GUIDELINES

Disciplinary action may be necessary when a student's behavior evidences immaturity or is in conflict with The Rock Academy standards. The purpose of such discipline is personal growth in the student and behavior modification. Loving concern for the student as an individual and communication with the parents are considered essential ingredients to good school discipline. The classroom teachers in accordance with their own methods and abilities consistent with School policies will handle mild disciplinary cases.

The School Administrator will be in charge of disciplining students in K-12th grades when necessary. This may include: office conferences, corporal punishment, detention, phone calls to parents, in-school suspension, out-of-school suspension, expulsion.

All forms of discipline will be documented with a copy sent to parents. The classroom teacher will notify the parent when the student is referred for discipline.

Any questions or calls concerning discipline should be directed to the School Administrator who administered the discipline.

The following guidelines will be used for classroom based discipline for less serious violations:

1. Warnings to students regarding their actions
2. Note to parents
3. Silent Lunch or loss of recess
4. Phone calls to parents immediately
5. Time out in another classroom
6. After-school Detention
7. Parent-Teacher conference with student present
8. Parent-Teacher-Student- Director conference

Corporal punishment will be administered at the Rock Academy with parental consent and at the discretion of the Administration. Paddling can and will be administered by the Administration only. This will be done in the presence of a witness.

Students who are struggling to adhere to the rules of The Rock Academy will have a support team in place that will include the parent. It is the desire and mission of The Rock Academy to be inclusive and work to meet individual student needs. However, students who refuse to meet the biblical and mission expectations of The Rock Academy will be reviewed for withdrawal from the school.



Students and families enrolled at The Rock Academy must follow guidelines of all affiliate ministries on and off campus. At any time, enrollment in The Rock Academy becomes in direct conflict with affiliated ministries, disciplinary action will be subject to tribunal and the Board of Directors of the Rock Academy.

GENERAL RULES

In order to maintain the learning environment, procedures of conduct have been established. The following are general school rules necessary for the orderly and safe operation of the school and are applicable to all students.

The Rock Academy Expectations:

The BIG THREE

1. We don't fight here.
2. We don't leave the assigned area without permission.
3. We treat everyone with respect.

ROCK Hallway Expectations:

R	REVERENT - At the Rock, we expect reverence in the Hallway at all times. We are privileged to have school in God's House. There are Church activities going on during school hours so it is vital that we remain reverent and show respect in the halls.
O	ONWARD - At the Rock, we expect all lines to Face forward (onward) at all times. In an effort to remain reverent, it is vital that all students walk facing onward and in a single file line.
C	CLOSE - Due to the size of the halls at the Rock, it is important that students are able to work close to one another without bothering or talking to the people in front or behind them.
K	KEEP HANDS AND FEET TO SELF

ROCK Lunchroom Expectations:

R	REVERENT - At the Rock, we expect reverence in the building at all times. We are privileged to have school in God's House. There are Church activities going on during school hours so it is vital that we remain reverent and show respect in all areas.
O	ON-TIME - At the Rock, we strive to begin all classes on time and follow the schedule. Timeliness is important to the school schedule. Please be aware of the daily schedule so you can arrive and leave on time for each activity.
C	CLEAN-UP - At the Rock, cleanliness is a high priority for the safety of our family and to show honor to our Lord. Every person is expected to clean up after themselves and ensure that God's House is spotless at the end of each day.
K	KIND CONVERSATIONS - All Rock Family members are expected to hold kind conversations with one another. The conversation level should not rise above what can be heard at a specific table and the information discussed should be kind in nature.



ROCK Bathroom Expectations:

R	REVERENT - At the Rock, we ask that you remain reverent in all areas at all times. We are privileged to have school in God’s House. There are Church activities going on during school hours so it is vital that we remain reverent and show respect in the restrooms.
O	ONLY WHEN YOU HAVE TO GO -At the Rock, we strive to treat everyone with respect and trust. Please do not use the restroom as a place to talk, meet friends or play.
C	CLEAN-UP - At the Rock, cleanliness is a high priority for the safety of our family and to show honor to our Lord. Every person is expected to clean up after themselves and ensure that God’s House is spotless at the end of each day.
K	KEEP IT SHORT

ROCK Chapel and First Fruits Expectations:

R	REVERENT - At the Rock, we ask that you remain reverent in all areas at all times. We are privileged to have school in God’s House. There are Church activities going on during school hours so it is vital that we remain reverent and show respect.
O	OPEN TO GOD -At the Rock, we will spend time in the Lord's presence each day. The staff will model and teach the expectations through prayer, bible study, and praise and worship each morning and during daily bible lessons and weekly Chapel. The expectation will be that all Rock Family Members will embrace the atmosphere and work to learn how to embrace his Goodness.
C	CONNECTED - At the Rock, relationships are vital. The connection between family members and each other and each relationship with the Lord is priority.
K	KNOWLEDGEABLE - At the Rock, all family members are expected to be in the word daily. Reading, asking questions and taking part in First Fruits, Bible lessons and Chapel are of the highest priority.

1. **Cell phones cause disruption in academic achievement, access to materials that are not approved by the Rock Academy are disciplinary concerns. Therefore, bringing cell phones to school is STRONGLY DISCOURAGED.**
 - a. **If brought, they will be turned into the homeroom teacher before First Fruits each day and kept by the teacher until the end of the day.**
 - b. **If a student does not turn over their cell phone, the phone will be taken by administration until the parent comes to meet concerning the cell phone concerns.**
 - c. **If there are reasons that a student must bring a cell phone, a plan can be created between the parent and administration to meet the needs.**
2. The use of camera or video cell phones, text messaging, or accessing the internet on a cell phone, except as permitted with permission in accordance with the BYOD policy during school, is strictly forbidden in the school and may result in expulsion. Any pornographic material discovered on a cell phone in the school building may be turned over to the local authorities and the phone’s owner may be subject to suspension and/or expulsion.
3. Tobacco use, vaping and fighting will not be tolerated on school property or at school events.
4. **The choice is always to walk away and seek adult intervention. Therefore, in the case of**



- students involved in fighting, appropriate disciplinary action will be taken with a minimum of 2 days of out of school suspension for the first offense. Continued action in this area will result in expulsion. Fighting will not be tolerated.** Students who are defending a victim of bullying will be allowed leniency regarding this policy.
5. In passing through the halls, order and quiet are to be maintained.
 6. The facilities are God's house and must be treated with the utmost respect and reverence at all times. Food and drink are not allowed in the sanctuary. It is the teacher's decision if food and/or drink (other than water) are allowed in the classroom. However, the administration may determine that food and drink are not allowed if the right is abused or the building is not properly maintained.
 7. *School property shall be protected.* Defacing or damaging school property which is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action, and the replacement of such property by the student and/or his parents or legal guardian. This includes school-owned devices.
 8. Playground fences and trees are not to be climbed.
 9. Students should remain after school only if they are under the supervision of a parent or a member of the faculty.
- 10. Students hitting students for any reason will not be tolerated.**
11. *Students will be expected to treat each other with respect throughout the school day as well as on school trips and at school sponsored activities.* Threatening comments by students to other students and/or faculty, either verbally or in writing, will be grounds for serious disciplinary action including suspension and/or expulsion.
 12. **Verbal abuse and/or bullying will not be tolerated.** Students will receive the same punishment for taunting verbally as for hitting.
 13. Harmful or questionable activities (i.e. gambling, use of tobacco, alcoholic beverages, or drugs or pornography) have no place in a student's life. *If, at any time, a student's influence is considered harmful or if his presence in the school is regarded as undesirable, the School reserves the right to request his/her withdrawal or to dismiss him/her if he/she does not comply.* On the first day of school, each teacher will discuss classroom rules.
 14. *Conduct and attitude shall be respectful.* Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed. Students are expected to address adult males as "Sir" or "Mr.", and ladies are to be addressed as "Ma'am", "Miss" or "Mrs."
 15. *Respect for authority* is expected of each student for any staff member at any time either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action, which may include suspension or expulsion. Acts of disobedience, disrespect, lack of courtesy, general disturbance and other such conduct will be handled by the teacher in such ways as he/she deems best. Situations which the teacher deems to be worthy of special handling will be referred to the Administration.
 16. Cyberbullying (the use of Internet-connected devices, such as Facebook, to harass others) is prohibited at school. Any issue that begins at home and causes disruption at school will be treated as any other bullying issue resulting in serious disciplinary action.
 17. Weapons of any kind, including, but not limited to, guns, knives, tasers, mace, etc. are strictly prohibited. Punishment will begin with removal from the setting, police involvement and

In School Suspension – This in-house discipline suspends all rights and privileges until an acceptable change of behavior is demonstrated. The student will be provided the curriculum and content in a location separate from their peers. The student will be required to continue learning through a virtual platform.



In school suspension is invoked when the administration has exhausted other milder forms of discipline. It gives the student an opportunity to correct his problem. If he does not improve to a satisfactory level, he will be suspended from school and/or expelled. The problems for which a student would be put on in school suspension are listed below:

1. Attitude: A rebellious spirit which is unchanged after much effort by the teachers; a continued negative attitude and bad influence upon other students by encouraging murmuring, criticizing rules/regulations based on “My Rights Attitude”, leading to rebellion against authority.
2. Disciplinary: Continued deliberate disobedience to a teacher or school rules. Committing a serious breach of conduct inside or outside of school, which has an adverse effect upon the testimony of the school.
3. Students who are suspended may not participate in any school activity on the day of the suspension.

Suspension/Expulsion

The School reserves the right to suspend or expel any student for the transgression of its Code of Conduct or have an administrative review for continued enrollment at the school for refusal to follow the expectations and guidelines. All suspensions will be handled by the Administration. Expulsions will be recommended to the Board by the Administration.

Students who are suspended out of school will be allowed to make up missed work on the following schedule:

1st Suspension	<ul style="list-style-type: none"> ● Daily assigned work is considered late work and must be turned in within 3 days of returning to school. ● There will be a reduction in grade of 10 points per assignment since it will be counted as late work. ● If the work is not completed by the student, the work will be refused and a failing grade will be assigned. ● Social Studies and Science courses which are taught through lectures and hands-on activities, will require a 3 page informational paper on the lecture missed during Suspension. The paper must be submitted within 3 days of the return from suspension.
2nd Suspension	<ul style="list-style-type: none"> ● See list above and ● There will be a reduction in grade of 20 points per assignment. ● Social Studies and Science

STANDARDS OF DRESS –

Because we are a Christian school, we feel that the appearance of each student and employee is not only important to the testimony of the individual, but also to the testimony of the school as well. We feel that there are clear Biblical injunctions regarding both appearance and personal conduct.

- Students are expected to practice good grooming and wear clothing that is clean and neat.
- Shoes must be worn at all times in the school building.
- The dress standards stated in this guide apply to all students, both in the classroom, after school activities, and on school sponsored trips, unless a specific administrative exception has been given.



Clothing should meet the following requirements:

1. Tight fitting garments of any nature are not appropriate.
2. Clothing with holes should be no more than 3 inches in size and must not reveal skin above mid-thigh.
3. Shorts, skirts, dresses, including those with slits, must be no more than 4 inches from the top of the knee.
4. T-shirts with inappropriate advertising and/or slogans or demonic looking pictures will not be allowed. (The administration has the final word on what is appropriate.)
5. Cropped tops (short tops that show the stomach when the arms are raised) are not allowed. Any top that shows the back, the midriff, or cleavage is not allowed.
6. Tank tops with spaghetti straps or dresses or tops that are backless, have only one strap, or razorback are not allowed. Straps on dresses or tops must be at least two inches in width.
7. Students may not wear bandannas unless there is a medical reason.
8. In no case should undergarments be visible.
9. If leggings are worn, the outer garment must be the appropriate length.
10. Skateboards and shoes with built-in skates are not permitted.
11. Sagging pants (pants that hang low on the hips) are not acceptable.
12. Any clothing that has gothic or gang connotations is unacceptable.

ACADEMIC INTEGRITY

Each student is responsible for the completion of his/her own individual assignments. Copying another student's work is strictly prohibited. Students are not allowed to share completed assignments or tests or to communicate the content of tests with other students waiting to make up such assignments or tests. Plagiarism is considered a major offense and will result in an automatic grade of zero for the assignment. Continued violation of this policy may result in suspension and/or expulsion.

INTERNET USE POLICY

The creation of a large, varied technology environment demands that the use of technology be conducted in legally and ethically appropriate ways. All technology resources must be used in accordance with school policy, as well as local, state and federal laws and/or guidelines governing the usage of technology. Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the school administration. Precautions have been taken to restrict access to inappropriate materials. However, it is impossible to control all materials on a global network. Internet access is provided to allow students to conduct research and communicate with others.

The following guidelines must be strictly adhered to:

1. Students must not misrepresent themselves online. This includes the use of false identities or of user-names and passwords of other students.
2. Students must not post personal information to the web except under the strict supervision of school personnel. All such posted information is susceptible to public view and theft; therefore extreme caution must be exercised.
3. Accessing the files or data of another student or faculty member or school data without permission is strictly prohibited. The use of such files and data is considered electronic theft and will be treated as plagiarism.
4. No user is permitted to change, alter, modify or adjust in any manner, the software configuration of the network or of any individual workstation. To do so will be considered



- electronic vandalism and will be treated as a major disciplinary offense.
5. No user is permitted to download, possess, load or run executable files or use any program that may alter the software configuration of the network or of any individual workstation.
 6. Impairing network operations by bypassing any restrictions set by the network administrators is electronic vandalism and will be treated as a major disciplinary offense.
 7. Accessing obscene material, harassing, insulting or attacking others is strictly prohibited.
 8. All standards governing normal verbal or written communication apply to our electronic mail system. Abuse of this system will be considered a major disciplinary problem.
 9. Students are not allowed to chat online or play online games/sites/applications that are not on the approved list.
 10. Laptops may be used during class only with the permission of the instructor.
 11. Downloading papers or any portion of a written project is plagiarism and will be treated as such. (See Academic Integrity.)
 12. Use of (unauthorized) proxy servers are not allowed.
 13. Students who damage a school owned device will be required to pay for a replacement. Failure to comply with any of the above internet use policy will terminate a student's computer privileges and lead to suspension and/or expulsion.

INTERNET SAFETY

Students are not to access inappropriate matters on the Internet. Students may not use school equipment to electronically communicate with individuals for non-instructional purposes. This includes e-mail, chat rooms, instant messenger services, or any other form of electronic communication.

Student instruction will include training regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

BRING YOUR OWN DEVICE (BYOD) POLICY

The Rock Academy allows students to bring their own digital devices on campus for educational purposes. It is imperative that these devices be used appropriately. With that in mind, the following policy governs the use of devices in our school.

Devices Allowed

- Laptops, netbooks
- Tablets
- E-Readers with internet capabilities

Student Responsibilities

1. Students will abide by all school rules and policies, including the Internet Use Policy, and all handbook rules and regulations.
2. Use of the device will only be allowed when permissible according to the teacher.
3. Devices can only be used in the classroom with teacher permission, not in the lunchroom, hallways, restrooms or other common areas.
4. Devices should never be used to cheat on tests or on assignments. Students are not permitted to transmit or post any photographic images or videos of any person on campus on any public and/or social networking sites.
5. Students will only be allowed access to websites and resources which are relevant to the curriculum and content in the classroom.
6. Students must understand that infecting the network with any virus designed to damage, alter, destroy or limit the network's effectiveness is a violation of the Internet Use Policy



and will result in disciplinary actions. The school has the right to confiscate and examine any device that is suspected of causing problems or is the source of an attack or virus infection.

Network Access

1. Students will only use the school's wireless network. This network is controlled and is filtered. At no time will the guest network settings be altered for device specific needs.
2. Our network, while reliable and stable, will, at times, experience outages. No guarantee will be made that it will always be available. Additionally, signal strength could vary depending on the number of devices connected and the proximity to an access point.
3. There will be no access to electrical outlets for charging purposes. Students must bring devices that are fully charged to school.
4. The school will not be responsible for any loss of data resulting from connecting to the network.
5. The school will not provide troubleshooting assistance or repair for student owned devices. Teachers are not responsible for student connectivity or for helping students who experience trouble connecting to the guest network.

Theft/Damage of Devices

1. The school will not be responsible for lost or stolen devices.
2. Physical damage or loss of data is not the responsibility of the school.
3. As with any items on school campuses, school officials may inspect any personal device when there is reasonable suspicion that contents are a violation of policies, or of any local, state, or federal laws.

PHOTOGRAPHIC AND VIDEO IMAGES

Photographs and video of students' activities may be placed in public venues, including, but not limited to, newspapers, websites, and television channels. **If there is any reason that a parent DOES NOT want images of their child to appear, they must annually notify the administration in writing.**

NOTE: While the school has no control over photos or videos taken at public activities such as athletic events, it is the expectation that parents will respect the privacy of all students and other parents at all events by not posting or taking pictures of others without their expressed permission. Please be mindful that not everyone feels safe with pictures of their children posted online.

WITHDRAWALS

If a student is voluntarily withdrawn during the school year, **all current fees and tuition** must be paid before transcripts are forwarded. The registration fee and tuition are non-refundable. Parents must come to the school and ask for a withdrawal. At the time of withdrawal, the zoned public school will be notified that the student is no longer attending TRA.

ATTENDANCE – GENERAL Policy Statement

At The Rock Academy, we believe that developing faithfulness in classroom attendance is essential to the overall development of the character of the student. It is also a matter of fairness to the other students in the class and the teacher. Therefore, it is our intention to have firm and fair policies that encourage attendance and discourage unnecessary absenteeism. *One can really never make up or*



compensate for absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. This is only a substitute for classroom attendance, and it is acceptable only under the following conditions:

A. Excused Absences

1. **Sickness:** If a student is sick, the parent should contact the classroom teacher or send a note with the school upon return. If the student is absent for more than 3 days, he/she must return with a doctor's excuse.
2. Parents or legal guardians must notify the teacher or office on the day of absence if absence is to be excused and work made up.
3. ***Advance written notification from the parents or legal guardian is required for the following absences to be excused:***
 - a. Marriage in the immediate family
 - b. Doctor or dental appointments which cannot be made outside of school. This refers specifically to orthodontist appointments or treatment for physical or dental problems.
 - c. Birth of a sibling, niece or nephew
4. **Family days – *An advanced written request from the parents or legal guardian must be made to the appropriate administrator for approval of family days.*** Administration has the right to approve or disapprove the absence based on the student's grades, number of absences, etc. Students who have received pre-approval for a family trip must collect all assignments prior to leaving for the trip. All assignments will then be due 7 days after returning. The administration reserves the right to limit the number of days the student can be excused for this kind of trip. These days are requested—not taken at will. ***Family days are for preschool and elementary only. .***

B. Unavoidable Absences

Business trips where both parents or legal guardians are required to be out of town and the children are too young or have no other place to stay. *Advance written notification is required.*

C. Unexcused Absences -Students with excessive unexcused absences will be turned over to the the administration as required.

The following are examples of unexcused absences:

1. Any of the above listed excused or unavoidable absences which were not requested in writing, and approved in advance of the absence.
2. Hairdresser appointments, shopping excursions, automobile repairs, suspension from school, travel, vacations, truancy, tardiness, parent notes without an explanation or an excusable (as defined above) reason.

D. Penalty for Unexcused Absences

1. If the absence of a student is unexcused, the daily work or test cannot be made up. A student may receive a zero for any work missed during an unexcused absence.
2. If the student is absent without the knowledge of his/her parents, the penalties of unexcused absences apply.
3. If a project is due on the date of the unexcused absence, the same rules of unexcused absences apply.

E. Procedure for Re-entering School After an Absence (excused or unexcused)

A signed note must be taken directly to the classroom teacher who in turn will send it to the school office. The Administrator has the final authority to excuse an absence.

If a student has been absent from school due to sickness, the student must be free from fever,



vomiting, or diarrhea for 24 hours before returning to school.

F. Make-up or Missed Work

It will be necessary for missed work, including make-up tests, to be made up at the teacher's convenience.

H. Tardies

Tardiness is recorded simply on the basis of whether or not a student is present on time. Parents of a tardy student are required to sign in their child(ren) immediately upon arrival at the school. The office staff will provide an admittance pass for the student to present to their teacher.

Excessive tardies (10 per semester) can result in the loss of credit for the school year. Students are marked tardy until 8:45 a.m. After 11:30, students either checking in or checking out are counted absent half a day. Students who are checked out during the last thirty (30) minutes of school are not counted as absent.

If students are leaving before the end of the day (2:45), they must be checked out and picked up at the front desk.

To receive a Perfect Attendance Award, a student must be neither absent nor tardy, nor leave early or check out, for any portion of the day for the entire school year. Perfect Attendance Awards will be given to elementary students only. The School may choose to give a Commendable Attendance Award to students who are checked present every day for the school year, but were checked out or tardy only once during the school year.

Signing Students Out of School

Students may be signed out by parent or parent designee only under the following conditions:

- a. Their absence would fall under those defined as excused in the Student Handbook.
- b. If the reason is illness, the student must:
 1. Have a temperature (99.9 or above) as determined by the office staff/nurse.
 2. Be obviously ill, as determined by the best judgment of the School officials.
 3. Establish phone contact with a parent or legal guardian, and have a member of the Administration verify permission for the student to leave campus. The student must wait in the area designated by the School for a parent or legal guardian to arrive.
- c. Detailed records for students will be kept in the office regarding signing in and out of school. Students showing an excessive number of sign-outs and sign-ins will have the situation reviewed in a conference between parents or legal guardian, student, and the Administrator.
- d. *Students may not leave campus during the school day without telephone contact between a parent and a member of the Faculty.* Students will not be released to anyone other than the student's parent(s) or legal guardian without specific parental permission.
- e. *Upon checking in either late that day or the following day, a written note from home must accompany the student as outlined in the "procedure for Re-entering School After an Absence".*

INCLEMENT WEATHER

The closing of school due to inclement weather will be announced as quickly as possible and based on the surrounding school district decisions. Should school need to be canceled because of snow or other inclement weather conditions, this announcement will be made through Social Media, text messages, phone calls and/or email. **It is the parents' responsibility to keep the school updated with current phone numbers, email and address.**



HEALTH AND SAFETY

In accordance with Alabama State Laws, each student must have up-to-date physical records and required immunization. The Alabama Revised Statutes require that school children be immunized adequately against measles, rubella, tetanus, diphtheria, poliomyelitis and pertussis, unless the parents submit a written objection based on constitutional grounds. Your doctor has the appropriate health forms, which are to be turned into the school office at the beginning of the school year. ***Proof of immunization or written objection will be required prior to admittance on the first day of school. Students in 5K and sixth grade must have proof of a second measles vaccination required by the State on file prior to entering school.***

COVID-19 Policies

All current Alabama Department of Public Health (ADPH) guidelines will be followed. As these guidelines are updated or changed, the school's plans will update accordingly.

Health Guidelines

Staff may take each child's temperature at arrival to school each day as part of their normal morning routine. Any child with a temperature of 99.9 or above will be required to stay home. Students with any symptom of potential illness will be required to stay home. *These symptoms include, but are not limited to: Fever, Significant Cough, Sore throat, Muscle aches, Difficulty breathing, Loss of taste or smell*

- Parents should make sure that they give all morning meds to students, if needed or make arrangements for medication to be given at the school.
- All students must have a completed Student Emergency Information form with several accessible phone numbers listed before the student can begin school. Since isolation rooms are limited at the school, parents should pick up a sick child as quickly as possible upon notification.
- For any illness students must be fever free for 24 hours before returning to school.
- For students with any contagious illness, students may not return to school until the student has a negative test or a note from a physician and is asymptomatic. Documentation must be brought to the school.
- If a student has been absent from school due to sickness, the student must be free from fever, vomiting, or diarrhea for 24 hours before returning to school.
- For any illness students must be fever free for 24 hours before returning to school.
- For students with any contagious illness, students may not return to school until the student has a negative test or a note from a physician and is asymptomatic. Documentation must be brought to the school.
- Students found with lice must be treated and nit free before returning to school.

General Information

Visitors will not be allowed to enter the building except for official school business.

Visitors will not enter classrooms.

Elementary class parties should be arranged with the students' teacher.

Water bottles are permitted. Please clearly label the bottom with the student name.

B. Administration of Medicine

School personnel (either staff in the First Aid Station or office) must administer all medication to students. No medicine will be administered unless there is an Over-the-Counter form completed and on file in the nurse's office. The child or parent shall deliver the medication, labeled with name, to the First Aid Station along with a signed note from the parent or guardian stating what the medication is for, how often it is to be taken, and the length of time it is to be



taken. Any special handling, such as refrigeration, dilution, etc., must be placed in writing. Time will be provided in the child's schedule to come to the office to receive the medication.

Tylenol will only be administered if there is fever, unless a parent personally requests otherwise. Tylenol will not be routinely administered for headaches, etc. and will not be given early in the day or late in the afternoon except with specific notification to parents.

Management plans from a physician are required for any chronic condition.

D. First Aid

Designated faculty with proper training shall render first aid treatment. A nurse's station is provided for first aid treatment.

Students who become ill at school will be cared for in the nurse's station or office until transportation home can be arranged. *Under no circumstances will a student be released without the specific authorization of a parent or legal guardian.*

E. Emergency Phone Numbers of Parents Required

At least one emergency phone number must be on file in the school office. In addition to home phone numbers, the school requires a work phone number or the number of a close friend, neighbor, or relative who could be contacted in the event of a serious problem.

F. Doctor and Dental Appointments

Whenever possible, medical and dental appointments should be made outside of regular school hours. If this is not possible, parents or guardians should notify, *in advance*, teachers to be affected by the student's absence. The note should then be presented at the office for verification, and appropriate checkout procedures should be followed. Generally, medical appointments during school hours will be considered excused absences. Proof of doctor's appointment will be required upon return to school.

G. Physical Education Excuses

Every student enrolled in Physical Education is expected to participate. Excuses may include:

1. Medical Excuses

- a. Sickness which prevents attendance in any other class.
- b. Doctor's written excuse. These notes must state the cause and reason for excusing the student as well as the time the student will be able to return to normal activity.
- c. With permission of a doctor and special supervision of Physical Education teachers, special exercise programs for students temporarily or permanently handicapped may be offered.

2. Other Excuses

- a. Parents' written excuse. These notes should ask the teacher to take into consideration a student's condition. Generally, there are activities that can be done without aggravating a problem. Therefore, in most situations a student will not be excused from P.E.
- b. Instructor's prerogative. The instructor may excuse any student whom he considers unable to participate.

Students on Campus after School Hours

Unless a teacher grants permission, students should vacate the building by 3:00 p.m. unless accompanied by a parent or guardian. Students involved in non-school activities at The Rock Academy should be in a designated area while they are waiting for their activities.

Students waiting for rides must stay in the designated area. During dismissal all students are to be with parents in cars or waiting in designated areas.

PARENT/SCHOOL RELATIONS



Parent/Teacher Conferences

Parents or guardians are encouraged to see any member of the teaching staff at any time they have a question or concern about their child's progress. To facilitate conferences, parents are asked to call the school office to confirm availability of the teacher they wish to see. If a telephone conference is desired, please leave a message with the office, and the teacher will be asked to return your call at his or her earliest possible convenience. Every teacher has a school email address. This is a convenient way to communicate quick messages. However, lengthy communication should be reserved for conferences.

Every teacher will be expected to have two conferences with every family each year.

Please do not attempt to have a parent-teacher conference during afternoon dismissal. The teachers need to focus their attention on the safety of the students.

Procedure for Addressing Problems

Occasionally during the course of the year, misunderstanding or problems can arise between the teacher and a student, teacher and parent, parent and the school, or any one of several possible areas. This is often the result of lack of communication between those involved.

The Board has adopted a set policy for those situations. Complaints and problems will be handled in no other way than prescribed below:

1. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, (95% of them are) it should then be brought to the Administrator.

ANONYMOUS LETTERS WILL NOT BE READ. If your problem is serious enough to communicate to the administration, please call or send a signed letter. This will enable the administration to more effectively communicate.

Parents Meetings (PTF)

The Parent/Teacher Fellowship is a group created for the purpose of communicating and supporting the educational process at TRA. Once created, there will be at least three meetings a year. Membership is encouraged for all TRA parents.

Efforts will be made each year to provide informative and profitable meetings for parents. Suggestions for topics of interest will be sincerely appreciated. Notices of these meetings will be given.

Financial Responsibilities

Payment of fees, tuition, and other charges as set out from time to time in the enrollment application, re-application form, tuition contract, Student Handbook and other communications, must be made in accordance with terms specified.

All students who receive financial assistance or any reduction in tuition and fees are required to participate in fundraising activities.

When an account becomes delinquent by thirty days, a notice of delinquency will be sent by certified mail. Returned certified mail will be considered as delivered. If no arrangements are made within thirty days to clear the account, the student will not be allowed to return to school.

Tuition payment options are:

1. Post-dated checks
2. Prepayment in full



3. Bank drafts

Scholarships are available but are contingent upon completion and submission of the scholarship application, interview, and awarded based on scholarship funding availability.

There are no other options. Each family must choose one of these options or the child will not be enrolled. Any family who received a partial scholarship and leaves a delinquent account at year end or whose account was not considered to be in good standing throughout the year will not be eligible for future scholarships.

- There is a yearly registration fee of \$125.
- Every family must create and sign a yearly financial contract with the Rock financial office.
- If a student is voluntarily withdrawn during the school year, all current fees and tuition must be paid before transcripts are forwarded. The registration fee and tuition are non-refundable.
- If a student is asked to leave for failure to comply with the handbook, the parent will be responsible for paying the tuition up to the dismissal date and paying half of the tuition for the remainder of the year.
- Delinquent accounts will be sent to a collection agency.
- We want to work with you. If you need to create an emergency financial plan, please contact our finance office immediately.

OTHER FEES

- Field Trips/visiting vendors will be scheduled in advance and may require additional cost.
- T-shirts and TRA items are available at an additional cost.
- Graduation for K-4, Kindergarten and High School Graduation Fees are due annually in the month of April
- Dance, Prom and Fundraising Efforts

Any family with a delinquent balance cannot re-enroll. If a child is not re enrolled the child cannot try out for any teams/clubs or run for student government. Any family who leaves a delinquent balance at year end will not be allowed to re-enroll and they will not participate in graduation ceremonies nor receive their school records until the balance is paid in full.

RETURNED CHECKS – The practice of writing bad checks will not be tolerated. The ministry of The Rock Academy is dependent upon the payment of monies by parents of students. If a check or bank draft is returned to the school the following steps will be taken:

1. Telephone notification will be attempted requesting that the check be redeemed with cash, cashier's check, or money order for the face amount of the returned check plus a \$35 NSF fee for the first offense and a \$100 NSF fee for each future offense.
 2. Registered letter citing information in #1 above with a warning that continued enrollment of students will be affected if payment is not made within (7) calendar days. A returned, unopened, registered letter will be considered received.
 3. If neither of the above are effective or if a third check or bank draft is returned, the balance of the tuition must be paid in full or the student will be dismissed from the school.
- TRA reserves the right to require payment in full at our discretion. TRA also reserves the right to change the payment schedule based on previous payment history.

School Bulletins/Newsletters/Website



The school's website (www.therockacademyal.com) will be the main source of current information. Parents should check the website frequently for updated information. *All announcements and notices must be approved by the Administration. Requests for announcements not related to school, or promoting any person, cause, or organization will not be accepted for publication.*

K4, K5 and High School Graduation

A graduation ceremony and reception will be held at the school. Parents of graduates are responsible for purchasing the cap and gown.

Clubs/Service Organizations

Under the direction of the faculty, special interest clubs may be formed each school year. Parents with special talents and interest in these types of activities are encouraged to make themselves available for leadership and consultation.

OFFICE POLICY AND PROCEDURES

The office staff is available to help meet the needs of students, teachers, and parents. Please remember, as our student body grows, so do the number of messages that are left in the office to be delivered. Please try to handle all information with your student before and after school. Every effort will be made to deliver parent messages to students. But, due to the large enrollment, message delivery cannot be assured.

Testing: Students must take the ACT before the beginning of their senior year. Testing Fees are not covered by the TRA tuition or annual registration. Information for signing up will be provided during the summer before the Junior year.

There are occasional times when additional tests must be administered to students to determine placement as well as accommodation/modification needs. Permission to do developmental scales, cognitive, behavioral, and/or achievement assessments is assumed upon enrollment. Specific assessments will be chosen by the special needs committee on an as needed basis.

A review of information will be offered to the team which includes parents or guardians.

Student Records

The School maintains a permanent cumulative file on all The Rock Academy students. Records of health, grades, standardized test scores, reports on parent conferences, and disciplinary action make up most of the content of these records.

1. Transcripts

- a. A transcript of a student's grades will be provided free upon request to the student's parent or guardian. The transcript will include the completed portion of the permanent record as well as standardized test scores. The transcript will not include I.Q. test results.
- b. Transcripts given to a parent or guardian are unofficial copies.

2. Release of Records

- A. TRA will release student grades, standardized test scores and medical information upon the written request of another school system.
- B. No school records, other than the transcript defined above will be released to a student's parents or a legal guardian, or any agency other than another school.
- C. The confidentiality of cumulative records will be maintained. The professional staff or other approved persons may have access to the records under conditions specified by the Administrator.
- D. Records and transcripts will not be released when a student's tuition and/or fees account



are not paid in full at the end of a school year, or if an account is delinquent during the school year.

ANTI-HARASSMENT POLICY

The Rock Academy is committed to a work and student environment in which all individuals are treated with respect and dignity. Therefore, The Rock Academy Christian School expects that all relationships among teachers, employees and students will be conducted in a professional manner. The Rock Academy has developed this policy to ensure that all its employees and students can work and learn in an environment free from unlawful harassment, discrimination and retaliation. The Rock Academy will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee, parent or student who has questions or concerns about these policies should talk with the School Administrator.

Anti- Retaliation

The Rock Academy encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of The Rock Academy to promptly and thoroughly investigate such reports. The Rock Academy prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual Harassment Prohibited

Employees and Students - For the purposes of this policy, "sexual harassment" is defined, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student's academic progress or record, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or a student's academic progress or record, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment for any employee or student. Employees only - For the purposes of employees subject to Title VII of the Civil Rights Act of 1964, that law recognizes two types of sexual harassment related to employees: a) quid pro quo and b) hostile work environment. Examples of Sexual Harassment - Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Other Types of Harassment Prohibited

Harassment on the basis of any other protected characteristic (race, national origin, religion or sexual orientation) is also prohibited. Harassment is prohibited which: a) has the purpose or effect of creating an intimidating, hostile or offensive work or student environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by email, phone (including voice messages), text



messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to The Rock Academy (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during school trips, meetings and school-related social events.

Harassment against students by employees and against employees by students is also subject to this policy. Any student or parent who believes a student has been subject to improper harassment should be instructed to immediately report said complaint to the Head Administrator or Assistant Principal.

Reporting an Incident of Harassment, Discrimination or Retaliation The Rock Academy encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Head Administrator or Assistant Principal. In addition, The Rock Academy encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The Rock Academy recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Head Administrator or Assistant Principal

The Rock Academy encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Rock Academy will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as The Rock Academy believes appropriate under the circumstances. Any student involved in harassing conduct may be disciplined in accordance with the student handbook.



False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

Each year, the Student Handbook is revised by the School Board. Comments from parents on any segment of the Handbook are welcomed and should be submitted in writing by January 31. Comments may be sent to the Administrator or the Board of Directors.

The School reserves the right to deny admission or continued enrollment to any student whose actions demonstrate that it is not in the School's best interest to allow admission or continued enrollment.

Returning to Public School after Homeschooling

If your time at the Rock must come to an end for any reason, you will want to know how to enroll your child in public school. **Notify TRA as soon as possible to begin the formal withdrawal. Please allow 24 hours to obtain a withdrawal form to take to the new school.** If you are changing over the summer, please submit a request for a transcript allowing 48 hours for completion.

Graduation Requirements in Alabama

	Public/Private School
Alabama diploma requirements	Students graduating from an AR public school must have a minimum of 24 credit hours and service hour requirements
Alabama high school testing requirements	Although Alabama administers the ACT to all 11th grade students, there is no testing requirement for graduation in the state.
Alabama high school transcripts	AL public school transcripts include identifying information, immunization data, standardized test scores, writing assessment results, legal records, English as a Second Language (ESL) records, final report card, and graduation/termination data.
Alabama high school course credits	As of May 2018, in order to graduate, AL high schoolers must have 4 English credits, 4 mathematics credits, 2 science credits, 4 social studies credits, 1 physical education credit, a ½ credit in health education, 1 credit in career preparedness, 3 credits in Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education, and 2.5 elective credits.
GED eligibility	Students who are at least 16 years old and have not earned a high school diploma from a public or private high school are eligible to apply to take the General Education Diploma test.



STUDENT HANDBOOK ACKNOWLEDGEMENT AND AGREEMENT FORM

I, _____, have read and understand the 2024-2025 Student Handbook and agree to abide by the information and expectations.

Parent/Guardian Signature

Date

Student Signature

Date

UPON ENROLLMENT, PARENTS HAVE SIGNED A STATEMENT OF COOPERATION AND FINANCIAL COMMITMENT AGREEING TO COMPLY WITH THE PROVISIONS OF THE ROCK ACADEMY. This agreement is found on the back of the tuition contract.

I, _____, have signed the financial contract and understand that I am responsible for the full financial obligation.

Parent/Guardian Signature

Date



The Rock Academy Annual Permission Slip

4 Crawford Church Road
Phenix City, Alabama 36870

Dear Parent or Legal Guardian:

We will have multiple field trips during the 2024-2025 school year. This permission trip will cover all field trips with the exception of any trips out of town. If there is an out of town trip, you will have to complete an additional form. Information about each activity will be provided a week ahead through email and information sent home with your student.

Please know that all activities will take place under the guidance and supervision of employees from The Rock Academy.

- () I give permission for my child to participate in field trips that are in the school's area such as the parks, Freedom Farm Crossroads, Ladonia Football Field, etc. I understand that I will given information about each field trip and will be sent a different field trip permission form for trips that are out of town.
- () I do not give permission for my child to participate in Field Trips.

Parent Signature

Date

Christy Marchetti

Christy Marchetti

**THE ROCK
ACADEMY**