

Rosedale Christian Academy

Student Handbook 2022-2023



Main Campus
9202 Philadelphia Road
Baltimore, MD 21237

White Marsh Campus
5325 Nottingham Drive
White Marsh, MD 21236

Hours of Operation
8:00 AM - 3:10 PM

Hours of Operation
Grades K2-5 - 8:15 AM - 3:15 PM
Grades 6-8 - 8:00 AM - 3:05 PM

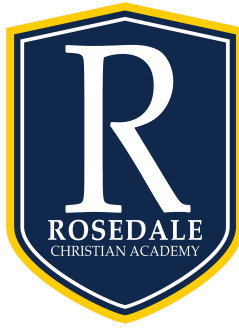
www.rosedalechristianacademy.org

TABLE OF CONTENTS

A Word from the Administration	5
School Spirit	6
Colors	6
Motto	6
Seal	6
Verse	6
Introduction	6
Our Mission	6
Our Philosophy	6
Our Purpose	7
Accreditation	7
Our History	7
Our Statement of Faith	7
Our Educational Objectives	8
Admissions	9
General Requirements	9
Age Requirements and Grade-level Placement	9
Cooperation with Philosophy	10
Academic Qualifications	10
Re-admission	10
Continuous Enrollment	11
Finances	11
Finance Office	11
Tuition and Fees	11
Tuition Payments	11
Delinquent Accounts	12
Attendance	12
Attendance Policy	12
Daily Arrival Requirements	12
Make-up Work	13
Tardiness	13
Student Dismissals	13
Work Release	13
Health Services / Student Illness	13
Withdrawals	14
Conduct / Activities / Procedures	14
General Conduct Policy	14
Field Trips	14
Lockers	14
Lost & Found	15
Lunch / Snack Policy	15
Patriotism	15
Pranks	15

Reports of Child and Sexual Abuse	15
School-sponsored Activities	15
Socials	16
Stewardship	16
Student Bullying, Harassment, or Intimidation	16
Cell Phone Policy	16
Security Footage	17
Visitors	17
Early Learning Center Policies	17
Bathroom Policy for K2	17
Diapering Policy for K2	17
Hand Washing Policy	18
Bathroom Policy and Expectations for K3	18
Bathroom Policy for K4	18
Discipline K2 – K4	19
Discipline K2	19
Discipline K3 - K4	20
Uniform Policy for K2	20
Uniform policy for K3-K4	20
Nap Time	20
Birthday Celebrations	20
ELC Weather Policy and Charts – see next page	22
Discipline	23
Lower Elementary Discipline (Grades K5 – 2)	23
Minor Classroom Offenses	23
Severe Discipline Offenses	23
Parent Contacts or Office Referrals for Discipline	24
General Conduct Rules	24
Daily Conduct Grades for K5-2nd Grade	25
Lunch Detention	25
Suspensions	25
Probation	25
Upper Elementary and Secondary Discipline (Grades 3 – 12)	26
Three Major Classroom Rules	26
All students are expected to:	26
Infraction List	26
Cheating	28
Stealing	28
Non-Classroom Behavior	28
Detention	28
Suspension	28
Expulsion	29
Dress Code	29
Uniform Policy	29
Uniform Requirements for Grades K3 – 12	30
Girls in Grades 6 – 12	30
Casual Dress Code	30

Physical Education Attire	31
Personal Appearance	31
Academics / Spiritual Training	32
Professional Associations	32
Elementary Program / Curriculum	32
Secondary Program / Curriculum	32
Bible	32
Chapel	33
Book Bags and Water Bottles	33
Grading Scale	33
Academic Eligibility	33
FACTS	34
Standardized Testing	34
Report Cards	34
Honor Roll	35
Promotion and Retention	35
High School Classification	35
Senior Graduation Requirements	35
Transcripts	37
Homework	37
Plagiarism	38
Book Policy	38
Internet & Communication Policy	38
Arrival and Departure Procedures	39
Closed Campus	39
Parking Lot Regulations	39
Vehicles	40
Arrival Procedures We need to add a section for White Marsh 2.	40
Dismissal Procedures	40
Campus-to-Campus Student Shuttle Bus for Grades 3-12	41
Weather Delays / Closing	41
Emergency Closings	41
Extended School Day	42
Parent-School Communication	42
Parental Participation	42
Parent-Teacher Conferences	42
Conflict Resolution	42



A Word from the Administration

Thank you for being part of our school family. We sincerely appreciate the investment you are making in your child and in our school. It is an honor to work with you and your family.

Rosedale Christian Academy consists of Christian educators working with families to provide a well-rounded, Christ-centered education for their children. Our desire is to have an exceptional working relationship with you as we provide an education that is both academically excellent and distinctively Christian. Our mission is to **reach** students for Christ, **cultivate** Christian character in them, and help them **achieve** academic excellence.

Sincerely in Christ,

Rosedale Administration

Rosedale Christian Academy admits students of any race, color, nationality, and/or ethnic origin to all of the rights, privileges, and activities generally afforded, or made available, to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of our educational policies, admission policies, and athletic or other school-administered programs.

School Spirit

Colors

Rosedale Christian Academy colors consist of navy blue, white, and gold.

Motto

Rosedale Christian Academy is proud of the distinctive history surrounding its motto, *Soli Deo Gloria*, a Latin phrase meaning, “To God Alone Be the Glory.” *Soli Deo Gloria* indicates what the goal of all life should be—to give glory to God in everything and for everything. History has unfailingly demonstrated that man’s accomplishments are greatest when man works to the glory of God!

Seal

The seal of Rosedale Christian Academy features four symbols, each indicating a unique aspect of the school’s identity. The torch symbolizes the academic rigor that is offered to all our students, and a panther head signifies the athletic symbol of the sports program. A musical note combined with a stage curtain symbolizes the importance of a fine arts culture, and a Bible embedded with a cross represents the school’s commitment to the Bible with Christ being the center of all we do.

Encircling the seal is a banner stating the name of the school, the year it was founded, and the mission of the school to reach, cultivate, and achieve.

Verse

“Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.” I Corinthians 10:31

Introduction

Rosedale Christian Academy desires to train young people to live a life that brings honor and glory to God. In so doing, we have set forth policies that help us operate as an institution and encourage a positive environment for spiritual and academic growth.

If a parent has questions or concerns about a policy set forth in this handbook, the administration invites that parent to set up a conference to discuss the matter.

The school reserves the right to change or add to any of its policies, as it deems necessary. As a result, deletions, additions, and/or changes in this Student Handbook and other materials covering school policies may be made at any time.

Our Mission

Rosedale Christian Academy exists to **reach** students for Christ, **cultivate** Christ-like character in them, and help them **achieve** academic excellence.

Our Philosophy

We believe the Bible is the standard of all truth and knowledge and therefore are committed to teaching all subjects with God’s Word as the focal point. We believe it is our God-given responsibility to teach our students

traditional education fundamentals and life skills that will prepare our graduates to develop goals, make decisions, and live lives that are centered on Christ and glorify God.

Although we serve “*in loco parentis*”—in the place of the parent—we believe that parents have the ultimate responsibility for their children, and therefore they are accountable to God for their children’s spiritual and moral welfare.

Our Purpose

Our purpose is to enter into a partnership with Christian parents who are obediently committed to a total education process that is centered on God and His Word, and results in academic development of the mind and spiritual development of the will and character. We embrace the privilege and responsibility that God and parents impart to us in the education of the heart and mind of each of our students.

Accreditation

Rosedale Christian Academy is accredited by the American Association of Christian Schools (AACCS), the North American Christian School Accrediting Agency (NACSAA), the National Council for Private School Accreditation (NCPA), and the Middle States Association of Colleges and Schools (MSA).

Accreditation is an on-going school improvement plan. The process includes evaluation in the areas of teacher certification, finances, records, and building and grounds safety. Because we are a Christian school, our desire is that our testimony be one of excellence for the glory of God (Colossians 3:23).

Our History

Rosedale Christian Academy began operating for the 2000-2001 school year, although it had been alive in the hearts and minds of Rosedale Baptist Church for several years. Since arriving in 1997, Pastor Scott Tewell and a number of others were burdened about the need for a Christian school.

Rosedale Christian began with traditional classes for grades K-2, and utilized an “Accelerated Christian Education” (ACE) program for grades 3-12. With each additional year, more classes were taught in a traditional classroom setting, so that by the 2005-2006 school year, all classes were taught traditionally.

Rosedale Christian began with a student body of 58. The gymnasium (or Family Life Center) was completed in 2007. The Educational Wing was completed in 2012. In 2019, the White Marsh Campus was established. The White Marsh Campus houses the Early Learning Center (preschool consisting of twos, threes and fours) and Kindergarten through grade 2. In 2022, we added a second building to our White Marsh Campus for our third through eighth grades.

Rosedale Christian rejoices in the Lord’s provision and the vision that has become a reality.

Our Statement of Faith

The Rosedale Christian Academy Statement of Faith is as follows:

- We believe the Bible to be the inspired, the only infallible and authoritative Word of God. (*“All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness.” 2 Timothy 3:16*)
- We believe there is one God (Is. 45:5; Ex. 20:1-5), eternally existent in three persons (I Jn. 5:7): Father, Son, and Holy Spirit. (*“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost.” Matthew 28:19*)
- We believe in the deity of our Lord, His virgin birth, His sinless life, His miracles, His atoning death

through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (*"Which also said, Ye men of Galilee, why stand ye gazing up into heaven? this same Jesus, which is taken up from you into heaven, shall so come in like manner as ye have seen him go into heaven."* Acts 1:11. Also see John 10:33, Matthew 1:23, Hebrews 4:15, John 2:11, I Corinthians 15:3, John 11:25, and Mark 16:19)

- We believe that salvation can be neither deserved nor earned, but is the free gift of God given to those who accept it by faith. (*"For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast. For we are his workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them."* Ephesians 2:8-10. Also see John 3:16, John 5:24, Romans 5:8-9, Titus 3:5)
- We believe in the resurrection of both the saved and the lost. They that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (*"Marvel not at this: for the hour is coming, in the which all that are in the graves shall hear his voice, And shall come forth; they that have done good, unto the resurrection of life; and they that have done evil, unto the resurrection of damnation."* John 5:28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (*"There is one body, and one Spirit, even as ye are called in one hope of your calling; One Lord, one faith, one baptism, One God and Father of all, who is above all, and through all, and in you all."* Ephesians 4:4-6)
- We believe in the present ministry of the Holy Spirit by indwelling the Christian, enabling him to live a godly life. (*"For whom he did foreknow, he also did predestinate to be conformed to the image of his Son, that he might be the firstborn among many brethren."* Romans 8:29) We believe that the sign gifts (prophecy, healing, tongues) ceased when the canon of Scripture was complete (I Corinthians 13:8-10).

Our Educational Objectives

The Bible teaches that "Jesus increased in wisdom, stature, and in favor with God and man" (Luke 2:52). Our Lord has provided us with His salvation to accept and His example to follow. Therefore, Rosedale Christian seeks to develop the total person in the following areas:

Spiritual

- To lead the student to accept God's gift of eternal life through faith in Jesus Christ alone as Savior
- To develop attitudes and values consistent with the teaching of the Scriptures
- To instill a personal responsibility to God for individual behavior (*"I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God."* Romans 12:1-2; *"If ye then be risen with Christ, seek those things which are above, where Christ sitteth on the right hand of God."* Colossians 3:1)

Academic

- To teach all subject matter in light of the Scripture, since God's Word is the source of truth (*"Sanctify them through thy truth: thy word is truth."* John 17:17)
- To promote an instructional program to meet individual needs more adequately
- To provide academic excellence (*"Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth."* II Timothy 2:15)

Physical and Social

- To stress the development and care of the body, since God created man a tripartite being (body, soul, and spirit) whose body (for the Christian) is the residence of God the Holy Spirit (*"What? know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own?"* I Corinthians 6:19)
- To encourage wholesome forms of recreation and exercise (*"For bodily exercise profiteth little: but godliness is profitable unto all things, having promise of the life that now is, and of that which is to come."* I Timothy 4:8)
- To emphasize personal cleanliness and good grooming
- To expect dress consistent with biblical standards (*"I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service."* Romans 12:1-2)
- To stress appropriate friendships and relationships between the sexes (*"Flee also youthful lusts: but follow righteousness, faith, charity, peace, with them that call on the Lord out of a pure heart."* II Timothy 2:22)
- To teach patriotism (*"Let every soul be subject unto the higher powers. For there is no power but of God: the powers that be are ordained of God..."* Romans 13:1-4)

Admissions

General Requirements

Rosedale Christian Academy admits students of any race, color, nationality, and/or ethnic origin to all of the rights, privileges, and activities generally afforded or made available to students at the school. It does not discriminate on the basis of race, gender, color, nationality, or ethnic origin in the administration of our educational policies, admission policies, and athletic or other school-administered programs.

All students must be single, not engaged to be married, and have no children.

Because Rosedale Christian does not offer English as a second language, we cannot accept students who are unable to demonstrate English-speaking skills commensurate with their age level as determined by the administration. Additionally, Rosedale Christian is not equipped to meet the needs of students with moderate to severe learning disabilities and/or psychological problems that require a special education approach.

Please note the enrollment requirements below:

- All students in grades K2-12 are required to indicate online that they agree with the school's statement of faith and the commitment statement, and agree to support its contents. The school is a ministry of Rosedale Christian, and is subject to its philosophy and foundational Biblical doctrine.
- Students in grades 1-12 must also submit a Recommendation Form from a Pastor or other individual that can vouch for the character of the student.
- Administration will conduct an interview with all new incoming students prior to the final acceptance.

Age Requirements and Grade-level Placement

Pre-kindergarten and kindergarten students must turn the appropriate age by September 1 of the current school year. To enter K2, a child must be two years old on or before September 1 of that year. To enter K3, a child must be three years old on or before September 1 of that year. To enter K4, a child must be four years old on or before September 1 of that year. To enter K5, a child must be five years old on or before September 1 of that year. To enter first grade, a child must be six years old on or before January 1.

Cooperation with Philosophy

Rosedale Christian Academy places a crucial emphasis on students having a good attitude toward learning, discipline, and spiritual growth. Students who are repeatedly uncooperative, as well as students who exhibit a hostile attitude toward the Bible, prayer, parents, teachers, administration, or others will be asked to unenroll. Rosedale Christian reserves the right to unenroll any student from the school whose attendance is not deemed an asset to the school or its program. It is our wish to preserve the integrity of our program and the positive learning environment of each classroom so that meaningful, productive learning takes place.

All parents of students in grades K2-12 need to be in harmony with the aims, purposes, and philosophies of Rosedale Christian Academy. The school may request the withdrawal of even a well-behaved student if the parents of that student become excessively disruptive, slanderous, abusive, disorderly, uncooperative, or threaten retaliatory legal action.

Academic Qualifications

Academically, students must be ready for the grade level for which they are applying. Determining variables may include testing of mental ability, reading level, math achievement, and review of grades in former schoolwork. Rosedale Christian does not offer SLD (Specific Learning Disability), EH (Emotionally Handicapped), ADHD (Attention Deficit Hyperactivity Disorder), or ADD (Attention Deficit Disorder) special needs programs.

Each new student (grades 1-9) is required to take an entrance exam to confirm that the student will be successful at Rosedale Christian in his or her next grade level. Each new student (grades 10-12) will have a transcript review in order to determine transferable credits. It is the desire of the school to place each student in a grade where he or she is capable of success.

Students transferring into Rosedale Christian Academy who have earned high school credits for classes taken in middle school will receive recognition for credits awarded in eighth grade; however, these students will still be required to follow their grade level's regular course of study. Please note that this may result in the repetition of a class for which credit has already been earned.

All students enter Rosedale Christian on a probationary status for the first grading period of each year.

A student on academic probation who has a failing grade, or three or more *D*'s on his six-week progress report, will have a parent conference scheduled to discuss the student's academic achievement, and to develop and implement a plan to improve his or her grades.

Re-admission

Rosedale Christian Academy reserves the right to refuse admission or readmission to a student who has been expelled or who has a record of disciplinary problems either at Rosedale Christian or another school. Students who are voluntarily withdrawn due to lack of cooperation with Rosedale Christian or who have been dismissed because of disciplinary problems may not be allowed to re-enroll during the same school year. The parents may not re-enroll the student for the next school year without an interview with the administration.

Continuous Enrollment

Rosedale Christian Academy is a continuous enrollment school, which indicates that once enrolled, families will continue in their partnership and enrollment at Rosedale Christian Academy through graduation. A family can opt-out of the Continuous Enrollment program prior to the beginning of the next school year. A registration discount is given when a child is re-enrolled during the early registration period. Enrollment is reviewed yearly;

the school administration reserves the right to deny continued enrollment or to offer student behavior or academic contracts for the next school year.

Finances

Finance Office

Our finance office can be contacted at finance@rosedalechristian.org.

Tuition and Fees

As good stewards of what God has entrusted to the school's care, and in order for Rosedale Christian to operate to its fullest potential, it is critical that Rosedale Christian pays its bills promptly to protect its good name and Christian testimony in the marketplace. Therefore, it is equally critical that parents make timely payments in accordance with Rosedale Christian policies and procedures.

Details regarding tuition and fees are found on the current year **Financial Information** sheet, which is located on the school website, www.rosedalechristian.org, under the Admissions tab.

An **application fee** is charged for first-time Rosedale Christian students and is due at the time of application. A **materials fee** is charged to all students and may be split into two payments, the first half due at the time of enrollment and the remainder due by August 1. The Materials fee covers such things as establishing and maintaining permanent records, rental/purchase of textbooks, achievement testing materials and scoring, class fees (lab, computer, etc.), insurance, and paper usage. This fee also includes free admission for Rosedale Christian students and parents to all Rosedale Christian home athletic events.

Graduating students (Grades K5 and 12) and athletes also incur additional fees. Tuition and all fee information are found on the **Financial Information** sheet available on the website and in the school office. Application, materials, graduation, and athletic fees are non-refundable.

Tuition Payments

Families may choose one of two payment plans: payment of full tuition, or a 10-month plan. If a family chooses the full tuition payment plan and pays in full by August 1, there is a \$100 discount. The 10-month plan begins on August 1 and concludes on May 1.

Discounts are available for families with multiple children. Children must reside in the same household to qualify for a discount.

A tuition referral discount is available to families who refer a family to Rosedale Christian who enrolls and completes at least a semester of attendance. Please contact the school office for further details.

Tuition payments are due on the first day of every month. FACTS will send out a reminder 5 days before your payment is due.

Discussions of a financial nature are to be handled with the finance office and should not be directed towards the school office. Classroom teachers are not aware of any financial matters pertaining to families in the school.

Delinquent Accounts

Tuition is due by the arranged (by the financial office) due date and is late after the 10-day grace period. A late fee of \$20 is automatically added to each account not paid by this 10-day grace period. Any account that becomes past due by 30 days will result in the immediate suspension of the student. Should the student be present on the suspension day, the parent will be contacted that day and asked to pick up the student. When the account is paid, the child may return to school. FACTS access is denied and report cards are held for a student whose account is not current. In order for a student's records to be sent to another school, the family's account must be paid.

A service fee is charged any time a bank returns a check to the school for any reason. If a check is returned on two or more occasions, all bills must then be paid by cash, money order, or a certified bank check for the remainder of the school year.

Attendance

Attendance Policy

Regular attendance and prompt arrival at scheduled classes and activities are essential for satisfactory achievement and progress in school. Parents are responsible for the regular attendance of their children. Students are required to remain at school for the entire school day.

Students who are absent for more than three days must present a parent note upon return to school. Family trips that are more than 5 school days require a Family Vacation Request to be completed. This can be found on the school website under Resources. The students that are behind or currently failing any subject are strongly discouraged from taking extended absences. Family vacations are not approved for the last week of school or during exam weeks.

Daily Arrival Requirements

Students are asked to observe the following attendance requirements according to the current year's hours of operation:

- A student must be in school four hours or more to be counted as a full-day present and two hours or more to be counted as a half-day present.
- Students may not miss more than fifteen days during any semester. Students who exceed this limit will be penalized. Exceptions may be made per administrative review.

Please remember that chronic lateness not only hinders a student's academic progress, it also disrupts the progress of other students. Any student coming to school late must check in through the school office and secure a late slip before going to class. Late arrivals that accrue beyond five (5) days in each quarter will be charged \$5.00 a day.

Make-up Work

Upon returning to school, all students in grades 6-12 who are absent should ask his classroom teacher(s) for all work missed. ***This is the student's responsibility and should be taken care of promptly.*** All students in grades K5-5 will be handled at the discretion of the teacher. A student will have as many calendar days as he was absent plus one additional day (up to 5 school days) to make up classwork, homework, and unannounced quizzes. Work not completed within that length of time may result in a zero. Students are expected to take previously announced or scheduled quizzes or tests the day *after* they return unless other arrangements are

made with the teacher. For example, if the student returns to school on Tuesday, previously announced tests or quizzes must be taken by Thursday.

When a student is absent, all missing grades in will be designated with an “A” for absent in FACTS. These designations will remain in FACTS until the missing work is completed and graded. If work is not completed in the required time frame, the grade will be changed to a zero.

Tardiness

Students in grades 6-12 have five minutes between classes. Unless given a tardy pass, a student who is tardy will be marked as unexcused tardy. Any student receiving three or more unexcused tardies will receive behavior consequences as outlined in the discipline section of this handbook.

Student Dismissals

Parents wishing to pick up a student any time during the school day should visit the school office to sign out their child. Please prepare to show proper identification and complete an early dismissal slip.

Work Release

Seniors are permitted to be dismissed from school in order to work. Students are permitted to leave at 1:30 or 2:20 PM. In order to participate in this privilege, the following must be followed:

- Provide a weekly work schedule to the school office.
- Seniors need to sign out at the office prior to leaving the campus.
- Upon signing out, students must leave the campus promptly. Students should not hang out in classrooms, hallways, offices, or parking lots.
- Seniors who work some days but remain at school others will be required to enroll and attend one of the following:
 - Teacher’s Aide
 - Office Aide
 - Study Hall
 - Dual-enrollment course

Health Services / Student Illness

Rosedale Christian Academy has a health suite available at both campuses. The nurse or medical technician is also available for consultation and is responsible for record keeping. Students who become ill during the school day are to go to the school office. **Any child that is sent home due to injury or illness must be picked up within one (1) hour time frame.**

All students requiring prescription or over-the-counter medication at school, the medicine must be in the original container and kept in the school office and a Medication Authorization Form must be completed for each school year. Students should never carry medication or medicate themselves. Any child who misses 3 or more consecutive days due to illness will need a doctor’s written clearance to be readmitted to school.

Please refer to the current school year’s Health and Wellness Plan Policy located on our school website for requirements and expectations.

Withdrawals

Withdrawals from school must be made by submitting a Withdraw Form found on our school website under Resources in the school office by a parent or guardian. Records will not be released until all bills are paid in full and all materials have been returned. Additionally, checks must have cleared the bank before records can be released. Parents withdrawing a student will pay one half of the monthly rates if withdrawn before the fifteenth of the month and a prorated amount if withdrawn after the fifteenth of the month. Because of established protocols, official school records cannot be released directly to the parent (if necessary, copies may be provided). The school to which the student transferred must formally request the student's records.

Conduct / Activities / Procedures

General Conduct Policy

Rosedale Christian Academy wants to see its students grow spiritually and achieve academic excellence in an atmosphere that is Christ-honoring. Students are expected to develop good character and self-discipline. Rosedale Christian Administration or designated personnel are available to counsel with students, parents, and teachers in this process.

Field Trips

Field trips are taken at various times during the school year to places of educational interest. Students are required to maintain the same level of discipline away from school as is required at school.

Parents may be asked to serve as chaperones. When a parent attends the trip, Rosedale Christian asks the parent NOT to bring any other siblings along so that the parent may focus all of his or her attention on the class. Parents who accompany students on field trips are also asked to dress appropriately. Students in PK2 and PK3 must have a parent to transport them to and from a field trip; bus transportation will not be provided for these students. On the day of a PK2 or PK3 field trip, childcare will still be provided on campus for those who are unable to attend the field trip.

Field trip details are sent home prior to each trip. Unless otherwise instructed by the administration or teacher, a student should wear his/her school uniform to field trips.

Lockers

Rosedale Christian Academy has lockers available for grades 6-12. Families will receive an email in August asking if a student would like to utilize a locker for the coming school year. Students are expected to keep their lockers clean, neat, and orderly. No writing, stickers, or permanent pictures will be permitted on lockers. Lockers are subject to periodic unannounced inspections. Students should not open or store items in other students' lockers. Students must not share their locker combinations with other students. Students must provide their locker combination to their homeroom teacher.

Lost & Found

Parents are asked to be sure that their child's lunch box, garments, and books are properly marked or labeled. The school cannot assume responsibility for items that are lost. Students are cautioned not to bring large amounts of money or valuables to school; glasses, watches, and/or jewelry should be accounted for at all times. Students should always be careful about leaving valuables in places where they could easily be stolen.

Students, not the school, are responsible for their personal property. Please check the designated Lost & Found bin or the school office for lost items. Any item not claimed will be donated to charity or sold in an end-of-semester Lost & Found sale.

Lunch / Snack Policy

Rosedale Christian Academy runs a lunch program at both campuses. Students may either purchase lunch or bring lunch from home. On half-days, there will not be a lunch break. There may also be days when students will have the opportunity to purchase special items as part of a fundraising activity or event. Parents will be notified when this occurs.

Students in grades K2-1st grade should pack a snack. Milk will be provided each day for all preschool students. We also request that parents provide all utensils and other items needed for lunches and snacks—forks, spoons, napkins, etc.

Patriotism

Rosedale Christian Academy endeavors to instill within our students a love and support for our country. This includes attachment to our country's land and people, admiration for its customs and traditions, and devotion to its health and prosperity. Reciting the pledges to the American flag, the Christian flag, and the Bible is a daily requirement of all Rosedale Christian students.

Pranks

The school and church administration does NOT authorize any individual or class to conduct any sort of prank on or off campus. The execution of any prank on or off campus may result in school discipline. Administration reserves the right to approve a traditional "Senior Day."

Reports of Child and Sexual Abuse

Rosedale Christian Academy is obligated by Maryland law to report the reasonable suspicion of abuse and/or neglect. Any suspicion of child abuse and/or neglect must be reported to and discussed with the administration.

Rosedale Christian will cooperate with local authorities during child abuse and/or neglect investigations. When interviews are conducted with an Rosedale Christian student, a member of the faculty or staff may be present for the questioning.

School-sponsored Activities

The standards of conduct that are expected of students at school are expected of students during school-sponsored activities. This is true whether the activity is held during school hours or not.

A written policy regarding the supervision of students on school-sponsored, overnight activities will be followed to insure the safety of all participants. This policy will be reviewed with sponsors and student participants prior to such activities.

Socials

Rosedale Christian Academy will not be responsible for any party or social event that is not officially sponsored or approved by the school administration.

Stewardship

Rosedale Christian Academy is God's property. As such, respect for the appearance and care of the school is expected of all students. Sitting on desks or tables, carving and defacing desks or tables, eating in restricted areas, throwing things, and littering are not permitted. Willful damage or destruction of school property will not be tolerated. All willful damage, as well as damage done by reckless behavior, must be compensated. All students should report damage to school property immediately to the school office.

Student Bullying, Harassment, or Intimidation

A person is bullied when he or she is exposed to intentional negative actions on the part of one or more students, and his or her ability to participate in or benefit from the school's educational programs or activities is adversely affected. Bullying often occurs repeatedly and over time.

A person is harassed when he or she perceives or actually experiences discomfort with identity issues in regards to race, color, national origin, gender, disability, religion, or other identifying characteristics, and his or her ability to participate or benefit from the school's educational programs or activities is adversely affected.

A person is intimidated when he or she is subjected to intentional action that seriously threatens and induces a sense of fear and/or inferiority, and his or her ability to participate in or benefit from the school's educational programs or activities is adversely affected.

Bullying, harassment, and/or intimidation are strictly prohibited by federal law and will not be tolerated at Rosedale Christian Academy. Students who engage in behaviors that constitute bullying, harassment, or intimidation will be disciplined according to the procedures set forth in this handbook.

Students who believe that they are victims of bullying, harassment, or intimidation should report any such incidences promptly. Students may report bullying, harassment, or intimidation without fear of harmful consequences. Students, parents or guardians, close adult relatives, and/or teachers may complete a Bullying, Harassment, or Intimidation Reporting Form in the school office, or download one from the school website at www.rosedalechristianacademy.org. Completed forms should be submitted to the school office.

Cell Phone Policy

Grades K2-8

- Students will keep their cell phones turned off and placed in their lockers or cubbies during the school day.
- No student may communicate to parents (or vice versa) to have them be picked up from school without permission from the school office.
- All confiscations will be kept in a locked cabinet in the school office. Parents must come to the school office to pick up their student's phone at the end of day.
 - The only exceptions to this rule are students in Extended School Day or students that dismiss early to away sports games. Students may go to the school office at their dismissal to pick up their confiscated phone.
- If a student or parent forgets to pick up their phone before the office closes, the parent can pick up their phone in the morning or at dismissal the following day.
- Students in grades 6-8 are permitted to receive text messages to be dismissed to the parking lot or car line starting at 3:05 PM.

Grades 9-12

- Students will keep their cell phones turned off and placed in either their lockers or their backpacks.

- Students are allowed to use their cell phones during lunch. However, there is a zero tolerance policy for the following:
 - Inappropriate websites, social media pages, etc. being viewed or shared
 - Photos/videos/audio recordings being taken of fellow students or staff without their permission
 - Cyber bullying via social media, group chats, etc.
- Any of the actions above will result in cell phone confiscation and appropriate disciplinary actions.
- Smart watches are not to be used for anything other than telling time in the classroom. Teachers may exercise the ability to have smart watches temporarily removed during quizzes or tests.

Security Footage

Rosedale Christian Academy possesses the security cameras within our classrooms and around our properties. At the discretion of the administration, security footage may be viewed for disciplinary purposes. Administrators are the only individuals authorized to view this footage. Parents, guardians, or other family members are not permitted to view video footage or any other school/church recording device.

Visitors

All classroom visitors—whether parents, guest speakers, or students—must have permission from the administration and are asked to first report to the school office to sign in and receive a visitor badge.

Early Learning Center Policies

The ELC follows all general guidelines in the Rosedale Christian Student Handbook. Below are the specific guidelines that relate only to the students in ELC.

Bathroom Policy for K2

Students in K2 are not required to be potty trained. In the event that potty training is currently taking place, the student will be given several bathroom breaks throughout the day and the time of usage will be recorded. Our preschool teachers are happy to help with your child's transition from diapers to the potty. After careful consideration, we have decided that children must wear pull ups or diapers to school until they have used the potty successfully (pee and poop) for one week at home and at school (excluding night time). We are happy to take your child to the bathroom every two hours and will remind him/her to go throughout the day. We want to do everything we possibly can to assist in this process. This is an exciting time for you and your child because he/she is becoming more independent. We understand that accidents happen and are expected. For the first month of wearing underwear, please send pull-ups to school for your child due to the fact that we will use them after they have two consecutive accidents in a day. Please keep three full changes of clothes in your child's cubby during this period. If you are experiencing some potty training issues, please hang in there. We absolutely promise that your child will be cared for in a loving and positive atmosphere. All bathroom accidents or diaper changes will be logged and communicated. Cloth diapers, pacifiers, and bottles are not permitted in K2.

Diapering Policy for K2

1. A preschool staff member will prepare the changing table with the necessary items.
2. The child will be carried to the changing table to be cleaned and changed.
3. A fresh diaper will be administered with diaper cream, provided by the parents, if necessary.
4. All soiled items will be removed from the changing area.

5. The child's hands will be washed before returning to class and the changing area will be sanitized. Proper cleaning measures will be taken between each use.
6. The child's name, date, and time of changing will be recorded after the staff member has also washed her hands.

Hand Washing Policy

1. Place hands under clean, running water.
2. Lather hands by rubbing together with soap.
3. Scrub hands for 20 seconds.
4. Rinse hands.
5. Dry hands using a clean towel or air-dry them.

Bathroom Policy and Expectations for K3

PreK3 students enrolled in Rosedale Christian Academy are expected to be completely bathroom trained before the first day of school. A detailed description of bathroom policy and procedures, as well as expectations, will be sent home the first week of school. Please note the following expectations of these students:

1. The student will wear "big kid" underwear at all times (no Pull-Ups).
2. The student will be able to use their words to TELL the adult that they have to go potty BEFORE going.
3. The student will be able to pull down their own underwear and pants and get them back up without assistance.
4. The student should be able to wipe themselves after using the toilet. If flushable wipes are needed for a bowel movement then the parent will supply them.
5. The student should be willing to try to change themselves and get dressed on their own if an accident occurs. Some children may require a little extra help. Our staff will gladly help, encourage, and direct the student when needed. If a child has a bowel movement accident, our staff will show empathy and concern; providing flushable wipes and positive words to assist when needed. In extreme cases, a parent may be called and asked to take the child home for cleaning.
6. The student should be able to postpone going if they must wait for someone who is in the restroom or if we are outside.
7. Staff will use positive approaches and acknowledge all attempts by children to succeed.

If accidents are happening more than once per week (nap not included) or if the child is unwilling to help change himself/herself, a parent/teacher conference will be scheduled and all parties should take part in establishing a solution. Our staff will work with the family to gather information and develop potty training strategies for home and preschool.

Bathroom Policy for K4

Each K4 student enrolled in Rosedale Christian Academy is expected to be completely bathroom trained before the first day of school. A detailed description of bathroom policy and procedures, as well as expectations, will be sent home the first week of school. Please note the following expectations of these students:

1. The students will wear “big kid” underwear at all times.
2. The students will be able to use their words to TELL the adult that they have to go potty BEFORE going.
3. The students will be able to pull down their own underwear and pants, and get them back up without assistance.
4. The students will be willing to change themselves and get dressed on their own if an accident occurs. Our staff will guide and direct as needed. If flushable wipes are needed for a bowel movement, the parent will supply them.
5. The students will be able to wipe themselves after using the toilet.
6. The students will be able to go directly back to their seat without directions.
7. The students will be able to postpone going if they must wait for someone who is in the bathroom already or if they are outside and away from the bathroom.

In the case of a bathroom or naptime accident, teachers are available for guidance and will offer assistance in some cases, however the student is expected to change himself/herself in a reasonable amount of time. If the child has a bowel movement accident and is unable to clean himself/herself or if the accident is too messy for the child to return to class, the office will notify a parent to make arrangements regarding cleanup before the child can return to class.

If accidents are happening more than once per week or if the child is unwilling to change himself/herself, a parent/teacher conference will be scheduled and all parties should take part in establishing a solution. If the child continues to have consistent accidents after the parent/teacher conference, he/she may be asked to stay at home for a period of time to work on potty training.

Discipline K2 – K4

Staff will interact with children showing affection, concern, interest, and respect. Staff will be available, responsive, friendly, and courteous at all times. All children, regardless of sex, race, religion, family background, language, and culture will have equal access to classroom activities and be treated with respect by all staff.

If a child is struggling to reset, he/she may be brought to the Director’s office and the Director will assist the child in calming down. If at any time a child’s behavior becomes threatening to themselves, other children, staff, or teachers, the parents will be notified immediately.

Discipline K2

In our K2 program we provide a caring, supportive, structured learning environment. We allow children some responsibility for the daily program by establishing clear rules and expectations for the classroom. We establish boundaries for acceptable and unacceptable behavior. Our staff will encourage students with positive reinforcement for positive behavior. Teachers will phrase things in positive terms to let the child know what they may do. Example: “We run outside” or “We sit on chairs”. Behaviors that are not helpful to the classroom family environment will be documented and addressed in a gentle guiding way. The techniques may include but are not limited to redirection, reflection, problem-solving, and providing choices. Sometimes it is difficult for the child to regain self-control and reset. At that time they will be removed from the classroom and taken to the director’s office. In extreme cases, the parent will be contacted to pick up the child.

Discipline K3 - K4

Every morning, each child's pin will start on "Mr. Bear." The goal is to keep the pin on Mr. Bear all day or to have the pin moved to his "Party Hat" for extra special behavior. Moving to the Party Hat requires extra good manners, kindness towards others, sharing, compassion toward classmates, etc. A child who stays on Mr. Bear will receive a special sticker on his or her daily report at the end of the day.

If misbehavior occurs, the child's pin will be moved to the "Time Out Tree." There are three stages in the Time Out Tree. Each stage will earn several minutes of time out during playtime. If the child reaches the top of the Time Out Tree, a "Grow Note" will be sent home explaining the child's behavior. The note should be signed by a parent or guardian, and returned to school the following day. If the pin is removed from the top of the tree and moved to the teacher's desk, a phone call will be made to the parent and a Grow Note will be sent home.

If a child earns three within five days of school, the child will be sent home for the remainder of the school day. Upon receiving notice of the behavior, a one-hour pickup time will begin. If the child is not picked up within the allotted time, he will be required to spend the following day out of school. After the tenth Grow Note, a behavioral modification conference will be required with administration and a probation period will begin. The student will not return to the classroom until the meeting has been held. After this meeting with administration, an additional three Grow Notes may result in removal from the school. A child may also be sent home for behaviors such as running, kicking, hitting, biting and uncontrolled emotional outbursts for the remainder of the school day.

Uniform Policy for K2

K2 students are not required to wear a school uniform, however we ask that consideration for diaper changing and potty training be taken with dressing your child for school. Appropriate footwear for the playground is a must.

Uniform policy for K3-K4

K3 and K4 students follow the guidelines in the dress code section of the handbook.

Nap Time

Every day we have a nap/quiet time for our ELC classes. All children will lie down to rest. Children are not necessarily required to sleep during this time, but they must stay on their mats and remain quiet.

- K2 will nap for 2 hours.
- K3 will nap for 1 ½ hours.
- K4 will nap for 1 hour and 15 minutes.
- K5 students will nap for 1 hour.

Birthday Celebrations

We love birthdays at Rosedale! We would love to celebrate with your child. If you plan to celebrate at school, please take notice of the following instructions:

1. Please obtain prior permission from your child's teacher.
2. Store bought, peanut free, two-bite cupcakes may be sent in. The ingredient label should be intact on the packaging.
3. If you would like to send drinks, additional snacks or goodie bags, please check with the teacher.
4. All cupcakes should be dropped off with your child on the pre-approved morning.

Wind Chill Factor									
Wind Speed in mph									
Air Temperature	Calm	5	10	15	20	25	30	35	40
	40	40	36	34	32	30	29	28	28
	30	30	25	21	19	17	16	15	14
	20	20	13	9	6	4	3	1	0
Air Temperature	10	10	1	-4	-7	-9	-11	-12	-14

Heat Index													
Relative Humidity (Percent)													
Air Temperature	40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100
	90	91	93	95	97	100	103	105	109	113	117	122	127
	94	97	100	103	106	110	114	119	124	129	135		
	100	109	114	118	124	129	130						

We will go outdoors on our regular play schedule.

1. Remember to put on appropriate clothing for outdoors, such as hats, and gloves.
2. In warmer weather remember to put on sunscreen and to drink plenty of fluids.

We will shorten our outdoor play time by at least half.

1. Remember to put on appropriate clothing for outdoors, such as hats, and gloves.
2. In warmer weather, remember to put on sunscreen and to drink plenty of fluids.

Code Red Heat Index - We will not go outdoors for play.

Code Blue Wind Chill - We will not go outdoors for play.

Discipline

As you read the policies to follow, it is important to note that these are “institutional” expectations we have for our students. They are not “relational” guidelines necessary for relationship with the Lord. While we believe these guidelines will help operate our school, they are not linked directly to a relationship with the Lord. Our relationship with the Lord is based on the study of His Word and prayer. Out of these activities, we are given direction on how He would have us to live.

Lower Elementary Discipline (Grades K5 – 2)

Forms of Discipline

1. Written Assignments (Sentences, reports, written apologies, etc.)
2. Clips moved on the behavior chart.
3. Loss of privileges
4. Lunch detention
5. Parent/teacher conferences
6. Suspension
7. Probation
8. Expulsion

The classroom teacher will handle consequences for inappropriate classroom behavior with consultation from the elementary principal if deemed necessary.

The administration of Rosedale Christian Academy places much confidence in the judgment and ability of the teacher. Our parents and students should understand that the administration would trust and support the teacher in the matter of discipline. Discipline by our staff will be administered according to the offense and done in love.

Minor Classroom Offenses

After at least one warning, the teacher will have the student move his or her clip down to “Think About It” for inappropriate classroom behavior. If the inappropriate behavior continues, the teacher will instruct the student to move his or her clip to “Teacher’s Choice.” Each time a clip is moved, the teacher will give a consequence in the classroom.

If the behavior continues, the student will move his or her clip to “Parent Contact.” This will also result in a one-day lunch detention and a Parent Contact Letter will be sent home. The student will receive a “U” in conduct for the day. A Parent Contact Letter explaining the reason for the student reaching “Parent Contact” will be sent home. This letter should be signed by the parent and returned the next day. The incident should be recorded in RenWeb under the behavior section of the student’s account.

Severe Discipline Offenses

The following specific guidelines are in place for cheating, lying, forging signatures, fighting, stealing, and use of profanity for grades K5-5.

Classroom conduct is recorded daily and the average of the daily grades will appear on the students’ report card.

Grades K5– 2

- | | |
|-------------------------|--|
| 1 st Offense | The student will move his or her clip to "Parent Contact" and the consequences that come with that will be followed. A conference with the Elementary Principal may be necessary in some cases. In the case of cheating, a zero will be entered for the assignment grade. |
| 2 nd Offense | The student will move his or her clip to "Parent Contact." The consequences that come with that will be followed, which may include a conference with the Elementary Principal. The student will also lose recess privilege for that day and/or the following day. In the case of cheating, a zero will be entered for the assignment. |
| 3 rd Offense | The student will serve a one-day suspension the next school day and the "Parent Contact" rules will apply. |

Parent Contacts or Office Referrals for Discipline

A student is referred to the office (administration) for discipline when he or she has repeatedly disrupted or disobeyed and has not responded to classroom discipline, or has committed a serious offense such as fighting, lying, cheating, stealing, use of profanity, etc.

When a student has been referred to the office for discipline or has reached the "Parent Contact" level, a Parent Contact Letter will be sent home and the parent may be called. The letter should be signed and returned the next day. The student will receive a "U" in conduct for the day. If a student is referred to the office repeatedly, he or she may be placed on probation. Serious offenses may result in suspension or expulsion.

If a child earns three Parent Contact Letters within five days of school, the child will be sent home for the remainder of the third school day. Upon receiving notice of the behavior, a one-hour pickup time will begin. If the child is not picked up within the allotted time, he or she will be required to spend the following day out of school. After the tenth Parent Contact Letter, a behavioral modification conference will be required with administration and a probation period will begin. The student will not return to the classroom until the meeting has been held. After meeting with the administration, an additional three "Parent Contacts" may result in expulsion.

All Parent Contact Letters (signed by parent), should be turned in to the office for review and will be placed on the student's Renweb account. A copy of the Parent Contact Letter should be given to the Elementary Principal.

General Conduct Rules

1. Students should follow directions the first time.
2. Students should keep hands, feet, body, objects, and negative comments to themselves.
3. Students should always address and respond to teachers with the utmost respect.
4. Students should not run or make noise in the hallways or common areas at any time.
5. Cigarettes, alcoholic beverages, narcotics, knives, guns, explosives of any kind, or inappropriate literature are not permitted on school property. Excessive amounts of currency are strongly discouraged. The school will not reimburse loss of any personal property.
6. Gum chewing is not allowed on the school campus or any school events. Chewing any edible or non-edible item is not allowed in the classroom.
7. Stealing, cheating, lying, name-calling, using profanity, or using vulgar language or body gestures will not be tolerated under any circumstances and will result in punishment by the administration.
8. Inappropriate conversations at school are unacceptable.
9. Inappropriate language or gestures will not be tolerated.

10. Students who have cell phones on campus must have the cell phones turned off during regular school hours. Students are not permitted to use cell phones in Before Care or After Care.
11. Students may be expelled for an accumulation of ten "Parent Contacts" or for any type of inappropriate conduct, harassment, and involvement with explicit material (depending on severity), consumption or possession of alcohol, tobacco, illegal drugs, or any type of criminal offense. Students who are at a location where tobacco, alcohol, and drugs are available to minors should leave the location immediately to avoid suspension or expulsion.

Each classroom will operate under these rules and policies as established by the teacher. Many teachers have also developed a classroom management plan that may be obtained from them during Back to School Night that explains the rules as well as positive and negative consequences incurred within their classroom.

Daily Conduct Grades for K5-2nd Grade

• "Ready to Learn" and Up	E	<i>(Teacher will enter a 97 in Renweb)</i>
• Red Card/ Teacher Warning	S+	<i>(Teacher will enter a 90 in Renweb)</i>
• "Think About It"	S	<i>(Teacher will enter an 80 in Renweb)</i>
• "Teacher's Choice"	S-	<i>(Teacher will enter a 70 in Renweb)</i>
• Office Visit or Referral	N	<i>(Teacher will enter a 63 in Renweb)</i>
• "Parent Contact"	U	<i>(Teacher will enter a 0 in Renweb)</i>

Lunch Detention

Lunch detention is when students sit in a supervised area away from friends and eat their lunch without any talking. They will be separated from their class during this time of social activity. They can order hot lunch but will not be allowed to purchase from the snack counter. A one-day lunch detention comes with each "Parent Contact" given, and a one-day detention can be given for inappropriate classroom behavior.

Suspensions

A student who is required to serve a suspension will serve in-school suspension or out-of-school suspension. This will be determined by the administration based on the severity of the behavioral event.

A student serving a suspension will not be allowed in the classroom for the day(s) of the suspension. All homework, quizzes, and tests given on the day(s) of suspension will be made up and given full credit.

Students serving off-campus suspensions will not be permitted on campus during regular school hours and may not attend extra-curricular functions including athletic and fine arts events.

Students serving in-school suspension may not attend extra-curricular functions including athletic and fine arts events.

Probation

When discipline offenses have reached the point where other procedures have failed to bring about necessary changes in behavior, a student may be placed on probation. A student is placed on probation after continued bad attitude, negative influence upon other students, or a continual pattern of misbehavior. One single event, if serious enough, can result in probation. If a student reaches "Parent Contact" on the behavior chart five times in a semester, he or she could be suspended or asked to withdraw. **A student on probation may be asked to withdraw if he or she receives three "Parent Contacts" in a semester or five in a year.**

A returning student may be placed on academic or behavioral probation for the next school semester if academic grades or past behavioral problems merit probation as deemed necessary by the administration.

All new students will enter Rosedale Christian on an academic and behavioral probation for the first grading term. This allows the student to become accustomed to the standards of Rosedale Christian and assures the willingness of the student to conform to these standards.

A parent conference will be scheduled to discuss the further enrollment of any student on probation that is not meeting the standards of Rosedale Christian. If problems continue with the student after the parent conference, the student will be expelled.

Upper Elementary and Secondary Discipline (Grades 3 – 12)

The desire of Rosedale Christian is to focus on prevention and positive behavior instead of punishment. The Rosedale Christian Positive Behavior Initiative is designed to encourage students to engage in positive, uplifting, and encouraging behaviors toward other students as well as faculty and staff. The Rosedale Christian Positive Behavior Initiative includes a merit club where students can earn merits in the classroom and school-wide, which include conduct, academics, and attendance achievements. Students obtaining a certain merit club level will enjoy a variety of behavior rewards.

The following are the Rosedale 7 merit cate

For grades 3-5, if a student receives 5 or 10 demerits in a quarter, the student will serve a lunch detention. If a student received 15 demerits in a quarter, the student will serve an after school detention.

For grades 6-12, if a student receives 10 demerits in a quarter, the student will serve detention. Detention meets every Tuesday from 3:45 – 4:30 p.m. with a \$10 detention fee. When a student accumulates 25 demerits, families will be required to attend a phone conference discussing the student's behavior.

When a student accumulates 50 demerits, families will be required to attend a conference in the department principal's office. When a student accumulates 75 demerits, families will be required to attend a conference and the student will be given a disciplinary probation agreement. This agreement will include a statement that if the student accrues 100 demerits, the student may be asked to withdraw. Students involved in inappropriate behavior listed under the suspension section will receive 20 demerits and a suspension. Suspensions may be served in school or out of school at the administration's discretion. Students may also be asked to withdraw if he or she is involved in inappropriate behavior as listed below in the expulsion section.

Three Major Classroom Rules

All students are expected to:

1. Show respect for all persons
2. Communicate only with permission
3. Remain seated unless permission is given

Infraction List

Please note the scale below for the infractions listed:

One Demerit

- Chewing gum or eating in class
- Classroom or cafeteria disruption
- Dress code violation
- Failure to return a requested item

- Littering
- Running in hall/classroom
- Talking without permission
- Unprepared for class
- Tardy to class (3, 4, and 5 times in a quarter)

Three Demerits

- Cell phone possession
- Disobedience
- Display of poor attitude/temper
- Horseplay
- Inappropriate behavior
- Inappropriate language
- Inappropriate physical contact
- Inappropriate smart watch use
- Tardy to class (6 or more times in a quarter)

Ten Demerits*

- Defacing school property
- Disrespect
- Fighting
- Forgery
- Inappropriate social media posts
- Leaving class without permission
- Lying/dishonesty
- Misuse of medication
- Refusal to obey
- Skipping class
- Stealing
- Vulgarity or profanity

**Ten demerit offenses may be upgraded to a suspension depending on the severity of the offense*

Suspension*

- Bullying (physical, verbal, or cyber on or off campus)
- Cheating
- Continuous direct disobedience
- Fighting
- Inappropriate social media posts
 - Inappropriate language or content
 - Lifestyle contrary to the ideals of Rosedale Christian
 - Vulgarity/profanity
- Inappropriate displays of affection on campus or at school events
- Lying or dishonesty
- Plagiarism
- Stealing
- Threatening acts
- Vulgarity or profanity

**Suspension offenses may be upgraded to expulsion depending on the severity of the offense*

Expulsion

- Actively participating in the vandalism or destruction of school property
- Alcohol
- Continued Bullying

- Drugs
- Excessive demerits (100 demerits or more)
- Inappropriate language
- Inappropriate social media posts
 - Inappropriate language or content
 - Lifestyle contrary to the ideals of Rosedale Christian
 - Vulgarity/profanity
- Involvement in criminal activity
- Pornography and immorality
- Possession of weapons
- Threatening acts
- Use of tobacco or vape device of any sort

Students are accountable for their actions on and off campus and on social media.

The accumulation of demerits will continue throughout each quarter. Repeated offenses may result in more severe consequences. As stated elsewhere in the handbook, a student may be expelled at any time if his behavior is felt to be inconsistent with the philosophy of the school. In this case, expulsion may occur even without the accumulation of demerits.

Cheating

The following can constitute cheating on behalf of a student:

- Having a textbook or folder with notes for that subject open during the quiz or test
- Communicating during a quiz or a test (verbal or nonverbal)
- Possession of any type of curriculum material with answer keys for any course offered at Rosedale Christian Academy without approval from the school administration
- Sharing or copying answers for homework
- Claiming anyone else's work to be his or her own work (internet information included)

Stealing

Stealing will be handled on an individual basis. The age of the child and the monetary value of the object stolen will be determining factors for the student's consequences. A student who steals may receive a phone call home, along with a loss of a privilege at school, a writing assignment, or a one-day suspension. Multiple offenses may result in expulsion.

Non-Classroom Behavior

Students should always exercise courtesy in the hallways. Students are to keep to the right and proceed quietly, aware that classes are in session. Following recess and restroom breaks, students should not re-enter the classroom until directed by the teacher.

Detention

Detention will be held after school on Tuesday from 3:45 – 4:30 p.m. with a \$10 detention fee.

A student who does not attend detention or chooses to misbehave during detention will be required to serve an additional detention.

Suspension

A student who is required to serve a suspension will serve in-school suspension or out-of-school suspension. This will be determined by the administration based on the severity of the behavioral event.

A student serving a suspension will not be allowed in the classroom for the day(s) of the suspension. All homework, quizzes, and tests given on the day(s) of suspension will be made up and given full credit.

Students serving off-campus suspensions will not be permitted on campus during regular school hours and may not attend extra-curricular functions including athletic and fine arts events.

Students serving in-school suspension may not attend extra-curricular functions including athletic and fine arts events.

Expulsion

Any student expelled from Rosedale Christian Academy or any other school cannot attend Rosedale Christian for the remainder of the year. The student must remain out of Rosedale Christian for a minimum of one full semester before seeking re-admittance. Proper restitution must be made and true repentance has to be evident to the administration. The student and parents must meet with the administration before being re-admitted. Administrative approval may override this policy in special circumstances, depending on the reason for the expulsion.

When the administration makes a decision based on discipline issues, the decision will have been made within the framework of the school's stated policy and reviewed by a discipline committee that consists of school administration, key teachers, and members of other ministries of Rosedale Baptist Church. All of the details, school policy, and personal student information are included in this decision process.

The use of suspension or expulsion is an administrative responsibility used in the discipline of students. Students who are expelled will not be allowed on school grounds unless they have official business and will not be allowed to attend school functions without special permission from the administration.

As a private, Christian institution, Rosedale Christian Academy reserves the privilege of setting and maintaining standards of conduct, dress, and scholarship. The school maintains the right to suspend or expel anyone who violates the standards or spirit of the school. This would include a student who has expressed no interest in remaining a part of the Rosedale Christian family.

Dress Code

Uniform Policy

Rosedale Christian Academy has adopted a uniform policy that all students are expected to follow. The policy is intended to serve as a tool to promote student self-respect, lessen peer pressure, maintain an atmosphere consistent with our instructional goals, promote student unity, and help our students have a positive testimony for Christ in our community.

The cost of any uniform item is not included in the tuition and/or fees of Rosedale Christian, and is the responsibility of the parent. The school does not reimburse for uniforms nor purchase used uniforms. Rosedale Christian does, however, provide a tool for school parents to sell, trade, and/or purchase used school uniforms through an online "Swap Cart" managed by a school parent volunteer. This store is available through Facebook.

Uniforms should be ordered in time to be received before school opens. For students who enroll immediately prior to or after the start of the school year, uniforms should be ordered promptly. Prior to obtaining branded uniforms, the student's clothing should match the uniform as closely as possible.

Uniform Requirements for Grades K3 – 12

(K2 students are not required to wear a school uniform.)

- **Uniform Shirts:** Students may wear a white or navy t-shirt under a white or navy uniform shirt. Long sleeve t-shirts may be worn under the uniform shirt during the winter months.
- **Outerwear in the Classroom:** Navy blue outerwear (jackets, sweaters, or hoodies) or outerwear with the Rosedale Christian Academy or Rosedale Baptist Church logo may be worn in the classroom. Other jackets may be worn to and from school, but are not permitted to be worn in the classroom. Students must wear a uniform shirt under the outerwear.
- **Belts:** For students in grades 6-12, belts are required with all clothing that comes with belt loops. Belt buckles should not be unduly large or ornate.
- **Shoes:** No slip-on shoes or open-toed shoes (flip-flops, sandals, slippers, or Crocs etc.) may be worn. Students in all grades also have the option to wear casual or tennis shoes. Wheels, spikes, sounds or light-ups are not permitted. Shoes must be worn at all times.
- **Hats and Hoods:** Students are not allowed to wear hats or hoods of any kind inside the building except on specially designated days or unless permission has been given.

Girls in Grades K3 – 5

- Khaki or navy-blue jumper, skirt, or skorts (hem length should be to the knee or beyond)
- White short-sleeved or long-sleeved shirts with collars may be worn under their jumpers
- Navy blue or white tights may be worn in winter months, under their uniform
- Loose-fitting khaki or navy-blue uniform pants (no knit or jegging material for 3-5)
- White or navy-blue polo with school logo

Girls in Grades 6 – 12

- Navy blue or khaki skirts or skorts (hem length should be to the knee or beyond)
- Navy blue or white short-sleeved or long-sleeved polo shirts with school logo
- Solid navy blue or white tights may be worn in winter months
- Loose-fitting navy blue or khaki uniform pants (no knit or jegging material)

Boys in Grades K3 – 5

- Navy blue or khaki uniform shorts or pants
- White or navy short-sleeved or long-sleeved polo shirt

Boys in Grades 6 – 12

- Navy blue or khaki uniform pants (no knit or jegging material)
- Navy blue or white polo-style, short-sleeved or long-sleeved shirt with school logo
- Boys uniform shirts must be tucked in during the school day.
- Belt should be worn if there are belt loops on the uniform pants.

Casual Dress Code

Students are permitted to wear a casual dress code to school functions as designated by the school administration. Casual dress code includes a Rosedale Christian Academy or Church t-shirt, uniform shirt, or other polo with modest shorts to the knee, jeans, or pants. Casual day attire does not include yoga pants or slippers.

Physical Education Attire

Students normally take physical education classes in grades K5-9. Students may purchase a P.E. uniform from the online store or wear a Rosedale spirit wear shirt (Field Day, Color Run, RKids, etc.) and plain navy or black knee-length shorts or athletic pants (no yoga pants/leggings). Students in K5 are not required to wear a P.E. uniform.

Personal Appearance

Rosedale Christian Academy recognizes that particular hairstyles are often part of social, ethnic, spiritual and cultural identities and practices. Accordingly, it is the policy of Rosedale Christian Academy to permit individual families the appropriate cared-for hairstyles. Should a student have a question about a hairstyle, he should see the Principal or Dean before getting their hair cut or styled.

- Any hair coloring should be a natural color.
- Boys' hair should be styled so that hair does not exceed shoulder length. The following styles are examples of prohibited hairstyles: head shaving, mohawks, mullets, or ponytails.
- Beards and mustaches are permitted for boys in grades 9-12 only; they must be neatly trimmed and not exceed a length of ½ inch.
- Tattoos containing offensive content must be covered at all school events.
- Any form of body piercing other than the ear should not be visible at school (a clear spacer may be used).
- Boys are not permitted to wear earrings during the school day.

Academics / Spiritual Training

Professional Associations

Rosedale Christian Academy is a member of the American Association of Christian Schools (AACCS), the Maryland Association of Christian Educators (MACE) and the Maryland Association of Christian Schools (MACS). Rosedale Christian is accredited by the American Association of Christian Schools (AACCS), the North American Christian School Accrediting Agency (NACSAA), the National Council for Private School Accreditation (NCPA), and the Middle States Association of Colleges and Schools (MSA)

Elementary Program / Curriculum

Rosedale Christian Academy uses the ABeka Book curriculum in the kindergarten classrooms and the elementary grades because we believe it is the best curriculum used in the primary classroom today. ABeka's phonics-based approach to reading has stood the test of time and has proven to be the best possible foundation for a lifetime of learning. Kindergarten students enrolled in ABeka programs often read up to a second grade level upon kindergarten graduation.

Students form most of their basic beliefs, concepts, and life principles before they reach the secondary level of education. At the elementary school level, great emphasis is placed on the fundamentals of education; English, spelling, reading, mathematics, science, history, and Bible are taught in grades K5-5. Music, poetry, art, creative writing, penmanship, physical education, computer, and Spanish are also an important part of the program. Concerned teachers, informed parents, and stimulating homework assignments are the rule - not the exception.

Homework should be complete and ready to turn in at the designated time. If homework is not completed and turned in on the morning it is due, the assignment must be made up and a late grade will be given. If the assignment is not turned in by the following day, no credit will be given.

High standards characterize our elementary program. It is our wish to instill in all students a great desire to use their abilities to the fullest extent possible and not settle for anything less than their very best. All of this takes place in a warm Christian atmosphere where children are nurtured and encouraged.

Secondary Program / Curriculum

The pre-teen and teenage years are times of great spiritual and academic growth. Social habits, friendships, goals, and desires are established for life during these important, formative years. Because a student's future is dependent upon the training and guidance given during these years, a Bible-based education is one of the best gifts that can be given to a teenager. After all, many of the decisions made in high school affect the rest of one's life.

A mixture of ABeka Book, Bob Jones University Press, and Summit Ministries is used to develop not only a foundation of knowledge but also the ability to think analytically and critically. Students are taught to discern right and wrong, with a biblical foundation, and how best to confront the challenges of our society. It is our desire that upon graduation, our students will have the desire and discernment to live the rest of their lives fulfilling God's will for them.

Bible

Bible study and Bible memory work are fundamental requirements of all students at Rosedale Baptist School. Without Bible study, a student is not educated in the truest sense of the word. The Bible says, "*The fear of the Lord is the beginning of knowledge...*" (Proverbs 1:7)

Students are taught a planned program of Bible study each day and attend chapel programs regularly. A Christian school is privileged to be able to use this most important tool in the work of character building, which is one of the most vital aspects of education. The Bible far excels all other courses and texts in laying a sure foundation of moral and spiritual values. Effort is made to incorporate Scripture with every subject on a daily basis to make God’s Word practical to everyday living and learning.

In order to have uniformity in memorization and in the classroom, all classes use the King James translation. A school study Bible is available for purchase in the school office for \$8.00.

Chapel

Because Rosedale Christian Academy believes the Bible to be the hub of the educational wheel, we endeavor to teach all classes with a biblical worldview. It is also our desire that through our programs and classes, our students develop their own biblical worldview. To aid in that development, Rosedale Christian holds chapel once per week for students in grades K5-12. Visitors are welcome to attend chapel after signing in at the school office.

Book Bags and Water Bottles

Students in grades 6-12 are permitted to carry a book bag and water bottle during the school day. Water bottles must be a bottle that is clear and has a spill proof lid. Students must keep the book bag under their workspace during the class period.

Grading Scale

A+	97-100	B	83-86	D+	67-69
A	93-96	B-	80-82	D	63-66
A-	90-92	C+	77-79	D-	60-62
B+	87-89	C	73-76	F	0-59
		C-	70-72		

Academic Eligibility

Academic eligibility for middle and high school students is based on the student’s GPA in the current academic year. There are three levels of academic eligibility as described below:

- Green
 - GPA is at or above 2.5
 - Students are eligible for all extracurricular activities.
- Yellow
 - GPA is between 2.0-2.4.
 - Students are eligible for all extracurricular activities.
 - Students, parents, and extracurricular directors will be notified.
 - Students are strongly recommended to participate in help classes or hire a tutor.
- Red
 - GPA is below 2.0.
 - Students are ineligible for all extracurricular activities.
 - Students, parents, and extracurricular directors will be notified.
 - Students are allowed to participate in practices, but are not allowed to participate in games, competitions, or performances.

When a student reaches the yellow level, they will meet with their department principal to discuss what issues may be occurring and strategies to recover and sustain success in the classroom. When a student reaches red level, a followup meeting with the department principal will be scheduled.

Once a student's GPA rises to 2.0, they will immediately qualify for yellow level. Once their GPA rises to 2.5, they will immediately qualify for the green level.

FACTS

FACTS is our school management system. This system is used for grade entry, discipline, attendance, financial accounts, and more. Parents have access to this information through Family Portal, which is the parent's version of FACTS

1. Go to www.factsmgt.com.
2. Click on the "Login" button in the top right corner of the screen.
3. Click the "Family Login" link and then "FACTS Family Portal."
4. Enter the following district code: RD-MD
5. Enter your username and password. (The original username will be the email that you provided during the registration process. During the initial login, enter your email as the username and click "forgot username/password." Instructions to set a password will be emailed to you.)

Standardized Testing

All students in grades 3rd, 5th, and 8th will take the Iowa Assessment each spring. This test measures knowledge in core areas. Parents will be provided with results of achievement testing upon request.

It is recommended that students take the American College Test (ACT) or the Scholastic Achievement Test (SAT) during their junior year and at least once during their senior year. All seniors are recommended to take either the ACT or the SAT in order to graduate. Rosedale Christian participates in the SAT School Day program in order to administer the SAT onsite during the spring semester of each year. Information can also be found online at www.collegeboard.org or www.actstudent.org.

Report Cards

The purpose of the reporting system is to give parents and students an accurate indication of the progress being made by the student. Each student is evaluated in three areas: academics, conduct, and effort. The academic grade is based upon homework, quiz, and test performance. The conduct grade (elementary only) reflects attitude and/or conduct. The conduct grade is an important part of the report card. Indications of effort reflect the student's willingness to cooperate in academic and procedural areas.

Report cards in K3 and K4 are issued twice per year, one at the end of each semester. Report cards in grades K5-12 are issued four times per year, reflecting the four quarters (two semesters) of student work. If a report card is lost, the parent should send a note or contact the school office for a replacement.

Report cards are withheld each grading period if the student account balance is not current. End-of-year report cards will be withheld if the family account is not paid in full.

Honor Roll

An honor roll is compiled after each grading period. Students must earn at least one A to be placed on the AB Honor Roll. Students who earn straight A's will be placed on the Principal's List.

Promotion and Retention

Elementary School

In grades K5-5, a student's report card contains a notation as to whether the student will be promoted to the next grade level. Students receiving *F*'s in two core subjects are automatically held back in order to give them an additional year to prepare for the next grade. Students receiving a *D* in one core subject may be required to receive tutoring over the summer. Academic promotion is subject to administrative review (tutoring or testing may be required in some cases). Summer school is not available for elementary students.

Middle and High School

The students' report cards contain a notation as to whether the student will be promoted to the next grade. In order to successfully complete a subject, a student must have a passing grade for both semesters. If an "F" is earned during one or both of the semesters, the student fails the subject. Students who fail three core subjects (Math, Science, English, and History) are automatically held back in order to give them an additional year to prepare for the next grade. Students failing any one of the core subjects are required to pass the subject in summer school in order to be promoted. Students receiving a *D* in one core subject may also be required to receive tutoring over the summer. Academic promotion is subject to administrative review (tutoring or testing may be required in some cases).

High School Classification

Students must meet the following criteria to receive the designated classification:

- **Freshman:** The student must have successfully completed eighth grade.
- **Sophomore:** The student must have earned at least six credits.
- **Junior:** The student must have earned at least twelve credits.
- **Senior:** The student must have earned at least eighteen credits.

Senior Graduation Requirements

Maryland state graduation requirements stipulate that a student must have earned 21 credits in order to graduate. Rosedale Christian Academy requires an additional 4 credits of Bible. One credit is earned for every academic class that is completed satisfactorily during the school year, a minimum of 170 days.

Upon graduation from Rosedale Christian, a student will exceed the state graduation requirements. A student who stays at Rosedale Christian for his entire senior high course of study will earn at least 24 credits. The total number of credits required of transfer students may require adjustment by the administration; however, a student cannot graduate with less than the minimum number of credits required by the state of Maryland.

<u>Subject</u>	<u>Maryland</u>	<u>Rosedale Christian Academy</u>
Bible	-	4 (1 credit for each year in attendance)
English	4	4
Math	3	4
Science	3	4
History	3	3
Foreign Language	2	2
Fine Arts	1	1
Technology	1	1
Electives	3	4 (including 4 Bible credits)
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
Health	$\frac{1}{2}$	$\frac{1}{2}$

Please note the required and optional course offering for the categories below:

- **Mathematics:** Students are required to complete Algebra I and Geometry. The other two credits may be earned by successfully completing two of the following courses: Algebra II, Pre-Calculus, Consumer Math, or Business Math.
- **Science:** Rosedale Christian students are scheduled to take Physical Science, Biology, Chemistry and either Physics and Anatomy & Physiology. Transfer students may need to take a different path depending on their previous credit in this area.
- **History:** Rosedale Christian students are scheduled to take World History, United States History, and Government & Economics.
- **Foreign Language:** Spanish I and Spanish II are offered. Students may select which foreign language class to take.
- **Fine Arts:** Rosedale Christian students are required to complete one semester of speech. The other ½ credit is earned by successfully completing one semester of the following course choices: choir, drama, art, and/or band.
- **Technology:** Rosedale Christian students are required to complete one full credit of technology. Computer Science meets this requirement.
- **Electives:** Rosedale Christian students are required to complete one full credit of Bible for each year that they are enrolled. These credits count toward this category. Other electives are also available for students who would like to earn additional credits.

Students transferring into Rosedale Christian Academy who have earned high school credits for classes taken in middle school will receive recognition for credits awarded in eighth grade; however, these students will still be required to follow their grade level's regular course of study. This may result in the repetition of a class for which credit has already been earned.

Rosedale Christian Academy partners with the Community College of Baltimore County (CCBC) in Essex, MD, to offer dual enrollment classes to junior and senior students during the fall and spring semesters. Approved classes taken through the dual enrollment program will fulfill high school requirements for graduation while also gaining credits for college classes. Students must provide Rosedale Christian with an official transcript upon completion of class to receive credit.

Seniors are recommended to take the SAT or ACT in order to graduate. Seniors may register and present a testing admission ticket prior to Christmas break.

VALEDICTORIAN / SALUTATORIAN

Students who meet Rosedale Christian's highest academic, behavioral, and ethical standards are eligible for selection as valedictorian or salutatorian of their graduating class. These top graduates must be students in good standing who have been continuously enrolled at Rosedale Christian Academy for a minimum of three semesters, starting no later than the first day of school of their junior year. During a student's junior and senior year, two math options will be offered each year - Consumer Math (junior year) and Business Math (senior year), or Algebra II (junior year) and Advanced Math (senior year). Only students who take the Algebra II and Advanced Math track will be eligible for Valedictorian or Salutatorian. Only transfer credits from administrative-approved traditional schools are used for determining class rank.

Although the grade point average is calculated at the end of the first semester of the senior year, the positions of valedictorian and salutatorian are contingent upon successful completion of the final (spring) semester of the student's senior year. Students will not be honored with that title at graduation if the student commits an

infraction that would bring dishonor to the office of valedictorian/salutatorian or to the school, or if the student's grades drop during the last semester of high school.

The grade point average will be calculated as a cumulative, weighted GPA of all high school courses including any online, honors classes, AP, and dual enrollment courses. The GPA will be computed to the thousandths place (three digits past the decimal point), and the student with the highest grade point average will receive the title of valedictorian, and the student with the second highest grade point average will receive the title of salutatorian. In the event of a tie in the grade point average as calculated, multiple valedictorians/salutatorians will represent the school. In order for a student to be eligible for either one of these honors, a minimum GPA of 3.5 must be earned.

Transcripts

Official transcripts will be sent to other educational institutions upon request. Transcripts cannot be released until all student obligations are fulfilled and the finance office clears financial accounts. The transcript will be mailed in a sealed envelope to be opened only by the institution receiving the transcript.

Homework

Homework is part of Rosedale Baptist School's academic emphasis. Assignments are to be completed neatly, accurately, and on time. Rosedale Christian can administer penalties for incomplete homework, but this alone will not create the desire to complete assigned work. Parents should motivate their children to be diligent students.

Homework is given for practice, drill, remedial activity, enrichment activity, and special projects. Parents of elementary students are especially encouraged to help their children approach long-range projects by breaking them down into smaller segments. This approach helps students to avoid procrastination and also encourages organizational skills.

In general, no homework assignment should take an unreasonable amount of time for any grade level. If a child spends an excessive amount of time on homework, the parent should contact the teacher for help. No homework will be assigned on Wednesdays to be completed by the following day. The following are suggested daily homework time totals:

- **Grade 1:** 20 minutes
- **Grade 2:** 30 minutes
- **Grade 3:** 45 minutes
- **Grades 4-5:** 1 hour
- **Grades 6-8:** 1½ hours
- **Grades 9-12:** 2 hours

For students in grades 4-8, daily planners are billed through the school.

Elementary School: A parent's signature may be required in the assignment book to assist the parents in knowing what assignments are due and assist the school in certifying that the parents have supervised the completion of the work.

If homework is not completed and submitted on the morning it is due, the assignment must be made up and a late grade will be given. If the assignment is not turned in by the following day, no credit will be given. Students must make up homework during recess, but for only half of the allotted recess time. The completion

of the assignment is to be done during free time or at home. Teachers (3-5) will send home a Homework Report Slip for parents to sign to make them aware of the uncompleted homework. Failure to return the signed Homework Report Slip will result in demerits.

Middle School and High School: Students in grades 6-12 receive regular work assignments. They are required to write in their daily planners, which are purchased through the school. Homework may be turned in late for up to 50% credit for 5 days after the due date. Occasionally, special projects (book reports, research papers, etc.) are assigned with more advanced notification. Projects turned in late will have ten points deducted for each school day past due.

Plagiarism

Plagiarism is defined by the American College Dictionary as *“copying or imitating the language, ideas, and thoughts of another author, and passing off the same as one’s original work.”* To be more specific, it involves the copying of someone else’s writing without giving proper credit to the original author. Whenever someone else’s words, thoughts, or organization of thoughts are used, credit must be given to the original author. The proper way to give credit for information obtained from someone else’s writing is with a notation. Plagiarism is cheating. Students found to plagiarize will be given a “0” for the assignment and will have to redo it. In addition, they will receive a one-day suspension.

Book Policy

A portion of the matriculation fee helps to cover the purchase of new books as well as rental of textbooks for students. Special fees may also be charged to those students taking elective courses (choir, drama, art, band, etc.).

Students are required to handle all textbooks and library books carefully. Book covers are required on all hardback books: Contact™ paper is recommended for all soft-covered books.

Students issued a new book at the beginning of the school year should return the book in good condition. Books should be returned close to the same condition in which they were issued, with some expected wear. A charge of 50% of the book will be assessed if it is returned in fair condition, and a 100% charge will be assessed if it is returned in poor condition. Lost books are charged 100% of their cost.

Internet & Communication Policy

Internet Policies

Computers at Rosedale Christian Academy serve as a resource for enriching curriculum and learning objectives. Students will be instructed to avoid objectionable areas and will be encouraged to be responsible users. Parents are encouraged to discuss the dangers of the Internet with their child.

A student wireless network is provided by Rosedale Christian for educational purposes only. Content and restriction filtering protocols have been established inside the school network to prevent access to questionable, objectionable, or illegal activities. Students should not attempt to bypass any of these safety protocols. Non-educational activities (gaming, non-instructional video streaming, social media, etc.) are not permitted under any circumstances on the school-provided network.

Under no circumstances should a student gain access to the staff network at any time. If a student accesses the staff network for any reason at any time, the student will be subject to disciplinary action.

Communication Policies

Rosedale Christian Academy is registered with Google as an educational institution, and is able to provide free email accounts to our students. This can be a tremendous resource for communication, unlimited online storage through Google Drive, and free use of Google applications for typing documents, creating presentations, and making spreadsheets.

Technology can be a tremendous tool for learning and for productivity, and the desire of Rosedale Christian Academy is to help students discern the appropriate uses for technology and to equip them to use it sensibly and properly. To ensure the safe usage of technology, the following guidelines have been established:

1. Email accounts have been created to enhance learning inside the classroom and increase communication between the school and students; all email activity should be limited for this purpose only. Students are not to use school email accounts to promote any item or topic without administrative approval.
2. Email or posted messages that include inappropriate words or expressions with intent to injure, intimidate, bully, or harass others are not allowed. These prohibited behaviors include, but are not limited to, derogatory comments with respect to race, religion, gender, age, or disability.
3. Each student will create his or her own password. Because each student is responsible for his or her email account, passwords should **not** be shared with any other student under **any** circumstances. Students who believe their password or account is compromised must contact administration immediately.
4. Students are not permitted to send files, pictures, videos, Internet links, or music unless specifically authorized by a teacher or school administration.
5. All information related to the student email accounts or school-owned devices are not considered confidential and may be monitored at any time by administration. Rosedale Christian Academy reserves the right to inspect student email accounts or school-owned devices at any time.
6. Students are not to subscribe to any newsletter, blog, or website using their school email account. School email accounts also may not be used to create social media accounts.

Rosedale Christian administration reserves the right to inspect student accounts if there is suspicion that a policy has been violated. This includes, but is not limited to, inspecting files, videos, emails, or other related items located inside a student email account or on a school-owned technology device.

Arrival and Departure Procedures

Closed Campus

Rosedale Christian Academy operates a “closed campus,” which means that only those with a viable reason for being on campus during school hours are granted access. Visitors are asked not to attend practices for athletics or fine arts. Additionally, students are not allowed to leave campus without administrative approval.

Parking Lot Regulations

For the safety of our students, parents, visitors, and staff, we ask that everyone observe a speed limit of 10 mph on school/church property. Never drive carelessly or recklessly on school grounds or as you approach the building. When dropping off and picking up children, please follow the staff members that are directing the flow of traffic.

Vehicles

Students with driver’s licenses are permitted to drive to and from school. The following guidelines are to be observed by student drivers:

- The office must have on file a copy of the student's driver's license and proof of insurance.
- Upon arrival on campus, all students must proceed to an area where there is adult supervision.
- No loitering in the parking area at any time.
- The speed limit while on school property is 10 mph.
- Students are to park in the rear parking lot.
- Students are not to visit their cars during school hours without teacher approval.
- Rosedale Christian does not regulate students riding with other students. Parents, please provide your child with your expectations in this area.
- Seniors in mixed companies who sign out for lunch must be in groups of three or more.
- Leaving the school grounds during school hours is not permitted unless special permission is granted by the administration.

Weather Delays / Closing

In the event of an early dismissal, delayed opening, or closure due to inclement weather, the school will notify parents through Facebook, television, email, and FACTS text message alerts. We follow Baltimore County for initial weather-related delays and closures; if Baltimore County remains closed for additional time, we will reevaluate and communicate additional closure.

Emergency Closings

In the event of an environmental emergency, fire, police emergency, or medical epidemic, students will be transported off campus and parents will be notified through Facebook, email, and FACTS text message alerts regarding where to pick up their children.

Extended School Day

The ESD program is available for students who arrive before 8:00 AM (grades K2-2) / 7:30 AM (grades 3-12). The ESD program is available for students who remain on campus after 3:30 PM. Students who arrive outside of the allotted drop-off and pick-up times will be placed in this program for supervision. Parents will be charged monthly for this program according to the current fee schedule which is \$9.00/hour.

The ESD program begins each morning at 6:30 AM. The ESD program ends at 6:00 PM. Parents who pick up their children after 6:00 PM will be charged \$1.00 per minute per child. Parents that are consistently late to pick up their child may be asked to withdraw from the Extended School Day program per administrative review.

Appointments that extend beyond dismissal time are not exempt from charges. Likewise, if an appointment runs beyond 6:00 PM, late fees at a rate of \$1.00 per minute per child will still be assessed.

If Rosedale is delayed due to inclement weather, ESD will be canceled. If school dismisses early due to inclement weather, ESD will not be available.

Parent-School Communication

Parental Participation

Rosedale Christian Academy believes that God has given the responsibility for a child's education to his parents. As a school, Rosedale Christian serves to assist parents in this task. In order to support the education process and to be an encouragement to their children, parents are asked to take an active part in the Rosedale Christian program. As in any activity that a child undertakes, the interest and involvement of parents have a tremendous positive influence on the child's performance.

At least one parent is asked to attend all regularly scheduled meetings, appropriate orientations, and other special meetings regarding his/her child.

Field trips, special events, and many other activities in the classroom always benefit from parental participation and help.

Parent-Teacher Conferences

If a parent wishes to speak with his child's teacher, a private conference with the teacher should be requested through the school office. The school secretary will be happy to alert the teacher of the conference request. Unless it is absolutely necessary, please do not hold a teacher after school, unless a meeting has been scheduled for that time. Like parents, teachers also have appointments and schedules that limit their time after school. Likewise, please allow teachers to attend church without being confronted with school matters. Parent recognition and consideration of the teacher's schedule is greatly appreciated.

Conflict Resolution

When problems and disagreements arise during the school year, for the best interest of Rosedale Christian and all concerned, it is important that they be dealt with in a Christian manner. We believe and practice a chain of command and the principles of Matthew 18 when handling problems:

1. Contact the teacher **first** to discuss the issue.
2. If, after discussing the situation with the teacher, you are not able to resolve the problem, you may call the school and request a conference with the administration.

Please do not discuss any problem with other parents. Please follow the above-described chain of command. You can be certain that our faculty will go out of its way to help your family and resolve issues in the best interest of the school, the student, and the families of Rosedale Christian Academy.