

2023-2024

*Quick Reference Guide*



# 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 Christ-like character in them, and help them achieve academic excellence.

Sincerely in Christ,  
Rosedale Administration

# 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 the 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 Reference Guide and other materials covering school policies may be made at any time.

## OUR MISSION

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

## ACCREDITATION

Rosedale Christian Academy is accredited by the American Association of Christian Schools (AACCS), the North American Christian School Accrediting Agency (NACCSAA), the National Council for Private School Accreditation (NCPSA), 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).

## **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 withdraw. Rosedale Christian reserves the right to withdraw 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.

# **FINANCES**

## **FINANCE OFFICE**

Our finance office is located at our White Marsh 1 Campus and can be contacted at [finance@rosedalechristian.org](mailto:finance@rosedalechristian.org). Additionally, the finance office can be reached at (410) 687-6844 ext. 1113.

# FINANCIAL POLICY

## Rosedale Christian Academy Collection Policy

- **15 Days Late** - A \$20 late fee will be charged to an account after 15 days
- **30 Days Late** - Parents will receive a past due notice at 30 days if there is a balance.
- **60 Days Late** - A student will be suspended until the account is current.

## Withdrawn Student Financial Status

- Student(s) that withdraw with an outstanding balance are to pay this balance upon leaving the school.
- Transcripts and records may be withheld until accounts are satisfied.
- Rosedale reserves the right to utilize a private collection agency for collections of outstanding balances.



Tuition & Fees

# 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 doctor's note upon return to school. Extended Family Absences that are 5 or more school days require an Extended Family Absence form 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.

## **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 may be penalized. Exceptions may be made per administrative review.

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 ten (10) days in each quarter will be charged \$5.00 a day.

## **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.

## **HEALTH SERVICES / STUDENT ILLNESS**

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



Health & Wellness

# 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.

## LUNCH / SNACK POLICY

Rosedale Christian Academy runs a lunch program. 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 K2-2nd 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.

## BOOK POLICY

A portion of the materials 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.).

If a book is damaged or lost, a replacement book can be purchased through the front desk.

## **High School Books**

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.

## **LIBRARY BOOK POLICY**

Please take care of the books that are borrowed from the library. A replacement fee may be issued for any damaged or lost books.

# **ARRIVAL & DEPARTURE**

## **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.

## **WEATHER DELAYS / CLOSINGS**

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.

## **BEFORE AND AFTER CARE**

The Before and After Care program is available for students in K2-8 arriving before 7:30 AM, and 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 \$10.00/hour.

The program begins each morning at 6:30 AM. The 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 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, Before Care will be canceled. If school dismisses early due to inclement weather, After Care will not be available.

## 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.
- Leaving the school grounds during school hours is not permitted unless special permission is granted by the administration.

## 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 Academy 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 Academy 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.

## ACADEMICS / SPIRITUAL TRAINING

### GRADING SCALE

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

### ESNU GRADING SCALE

<b>E</b>	<b>95-100</b>
<b>S+</b>	<b>85-94</b>
<b>S</b>	<b>75-84</b>
<b>S-</b>	<b>67-74</b>
<b>N</b>	<b>60-66</b>
<b>U</b>	<b>0-59</b>

## **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](http://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.)

## **PROGRESS REPORTS**

Progress reports are sent at the three and six-week mark of each quarter. Please utilize this tool to review your student's progress and reach out to your teacher(s) with any concerns.

## **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 two areas: academics and conduct. The academic grade could be based upon homework, quiz, and test performance. The conduct grade (lower 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.

Merits and demerits reflect the conduct of a student in upper elementary and secondary.

Report cards in grades K5-12 are issued digitally four times per year, reflecting the four quarters (two semesters) of student work. K2-K4 report cards are issued digitally two times per year reflecting the two semesters of student progress. 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.

## ELEMENTARY ACADEMIC POLICY

### HOMEWORK

Homework is part of Rosedale Christian Academy'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:

- **Kindergarten:** 15 minutes
- **Grade 1:** 20 minutes
- **Grade 2:** 30 minutes
- **Grade 3:** 45 hour
- **Grade 4-5:** 1 hours

*For students in grades 4-5, daily planners are billed through the school.*

A parent's signature may be required on the weekly homework sheet or 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.

For lower elementary, if the homework sheet is not signed by the parent the student may lose recess time that day. Please communicate with the teacher if there is an extenuating circumstance.

For upper elementary, if homework is not completed and turned in on the morning it is due, the student will receive a Homework Slip. The work will need to be turned in the following school day with the signed Homework Slip. For every increment of 3 Homework Slips, the student will receive one demerit for failure to complete the assignment.

At the teacher's discretion, students may make up homework during recess, but for only half of the allotted recess time. The completion of the assignment may also be done during free time or at home.

## MAKE-UP WORK

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 and tests. Work not completed within that length of time may negatively affect a student's academic performance. Students are expected to take previously announced or scheduled assessments the day after they return unless other arrangements are made with the teacher.

# SECONDARY ACADEMIC POLICY

## HOMework

Homework is part of Rosedale Christian Academy's academic emphasis. Assignments are to be completed neatly, accurately, and on time. Homework is given for practice, drill, remedial activity, enrichment activity, and special projects. 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:

- Grades 6-8: 1½ hours
- Grades 9-12: 2 hours

*For students in grades 6-8, daily planners are billed through the school.*

**Middle School and High School:** Students in grades 6-12 receive regular work assignments. 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.

## **ACADEMIC ELIGIBILITY**

Academic eligibility for middle and high school students is based on the student's GPA and class averages in the current academic year.

- Students are considered ineligible if:
  - Their overall GPA is below 2.0.
  - They have one or more grade averages below 55.
  - They have two or more grade averages below 60.
- Students that are ineligible:
  - Are permitted to participate in practices, but are not allowed to participate in games, competitions, or performances until they are eligible.
  - Are considered ineligible until the next progress report or report card. (Progress reports and report cards are submitted every three weeks.)

## **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.

### **Service Learning Hours**

Student Service Learning (SSL) is a Maryland state graduation requirement. Students must earn 75 SSL hours to graduate from high school and can start earning SSL hours the summer after grade 5. Students may continue to earn SSL hours throughout middle school and high school. SSL hours must be logged into FACTS via Family Portal and will be verified by the school office.

Transfer students who have not been previously enrolled in a school requiring SSL hours will need to complete the following depending on their enrollment class:

- Sophomore - 60
- Junior - 40
- Senior - 20

## **DISCIPLINE**

Grade level discipline policies are distributed in your Back to School Celebration packets. You can access the full student handbook in the Resource Documents section of FACTS Family Portal.

### **CELL PHONE POLICY**

#### **Grades K2-5**

- Students will keep their cell phones turned off and placed in their bookbags 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 After Care. 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.

### **Grades 6-12**

- Students must keep their cell phones and smart watches turned off and placed in their lockers 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 Before Care and After Care 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 6-12 are permitted to receive text messages to be dismissed to the parking lot or car line starting at 3:05 PM.

# DRESS CODE

## UNIFORM REQUIREMENTS: GRADES K2-12

- **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 (sweaters or hoodies) or Official Rosedale Gear 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:** Students need to be able to buckle and unbuckle their belt on their own.
- **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 K5-5

- Khaki or navy-blue jumper, skirt, or skorts (hem length should be to the top of 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 (hem length should still be to the top of the knee with tights)

- Loose-fitting khaki or navy-blue uniform pants (no knit or jegging material for 3-5)
- White or navy-blue polo with school logo

## **BOYS IN GRADES K5-5**

- Navy blue or khaki uniform shorts or pants (hem length should be to the top of the knee or beyond)
- White or navy short-sleeved or long-sleeved polo shirt

## **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 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.

## **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 Administration before getting their hair cut or styled.

- Any hair coloring should be a natural color. (For example: no blue, pink, green, purple, etc.)
- Boys' hair should be styled so that hair does not exceed shoulder length. The following styles are examples of prohibited hairstyles: head shaving, mohawks, or ponytails/buns.
- 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 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.
- Boys who would like to wear a necklace must keep it tucked under their collar.

## **PHYSICAL EDUCATION ATTIRE GRADES 1-5**

Students normally take physical education classes in grades K5-5. 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/tight bike shorts). Students can wear leggings/tights under shorts, however, the length of the shorts should come to the top of the knee. Students in K5 are not required to wear a P.E. uniform. Students' should wear athletic shoes on their P.E. day.

## PHYSICAL EDUCATION ATTIRE 6-9

Students normally take physical education classes in grades 6-9. Students may purchase a PE uniform from the online store or wear a Rosedale spirit wear shirt (Field Day, Color Run, RKids, etc.) and plain navy or black shorts or athletic pants (no yoga pants/leggings/tight bike shorts). Students can wear leggings/tights under shorts, however, the length of the shorts should come to the top of the knee. Students' should wear athletic shoes on their P.E. day. ***Students in grades 6-8 may wear their PE uniform to school on the days that they attend PE class.***

## CASUAL DRESS CODE

Students are permitted to wear a casual dress code to school functions (games, dress down days, etc.) 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 ripped/frayed jeans, leggings worn as pants, yoga pants or slippers. Casual day attire should abide by Rosedale modesty guidelines.

### Contact Info

Admissions - [admissions@rosedalechristian.org](mailto:admissions@rosedalechristian.org)

Athletics - [athletics@rosedalechristian.org](mailto:athletics@rosedalechristian.org)

CAPA (Creative & Performing Arts) - [arts@rosedalechristian.org](mailto:arts@rosedalechristian.org)

Enrichment - [enrichment@rosedalechristian.org](mailto:enrichment@rosedalechristian.org)

Finance - [finance@rosedalechristian.org](mailto:finance@rosedalechristian.org)

High School Guidance - [guidance@rosedalechristian.org](mailto:guidance@rosedalechristian.org)

Nurses - [nurses@rosedalechristian.org](mailto:nurses@rosedalechristian.org)

Offices - [office@rosedalechristian.org](mailto:office@rosedalechristian.org)

Rosedale Family Volunteer - [volunteer@rosedalechristian.org](mailto:volunteer@rosedalechristian.org)



