

Rosedale Christian Academy

Family Reference Guide 2024-2025



Main Campus
9202 Philadelphia Road
Baltimore, MD 21237

White Marsh Campus
5325 Nottingham Drive
White Marsh, MD 21236

Hours of Operation
Grades 9-12 - 8:00 AM - 3:10 PM

Hours of Operation
Grades K2-2 - 8:15 AM - 3:00 PM
Grades 3-8 - 8:00 AM - 3:00 PM

www.rosedalechristianacademy.org

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A Word from the Administration

We are delighted to welcome you to the Rosedale Christian Academy family. Your commitment to your child's education and to our school community is deeply appreciated. It is a true privilege to partner with you and your family on this educational journey.

At Rosedale Christian Academy, we are blessed with a dedicated team of Christian educators who are passionate about providing a well-rounded, Christ-centered education. Our goal is to build an exceptional partnership with you as we strive to deliver an education that stands out for its academic excellence and its strong Christian values.

Our mission is at the heart of everything we do: to **reach** students for Christ, **cultivate** character in them, and help them **achieve** academic excellence. Together, we can inspire and equip our students to thrive in all aspects of their lives.

Sincerely in Christ,

Nicole Anderson

School Administrator

Who We Are

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

Mission

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

Student Creed

We are Rosedale Christian Academy, we reach for excellence through our belief in Jesus Christ and the teachings of the Bible. We cultivate our hearts and minds to reflect Christian character, showing love, integrity, and respect in all we do. Each day, we strive to behave positively, treating everyone with kindness and compassion. Our dedication to learning helps us achieve academic success, preparing us to fulfill our God-given potential. We **REACH, CULTIVATE, and ACHIEVE** through Jesus Christ. We are Rosedale!

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.

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 (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).

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 Academy began with traditional classes for grades K4-2, 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 Academy 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 Academy rejoices in the Lord’s provision and the vision that has become a reality.

Core Beliefs

The Rosedale Christian Academy Statement of Faith is as follows:

The Bible

We believe the Bible is the inspired, 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)

God

We believe in one God (Isaiah 45:5; Exodus 20:1-5), eternally existing in three persons: 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)

Jesus Christ

We believe in the deity of our Lord, His virgin birth, sinless life, miracles, atoning death through His shed blood, bodily resurrection, ascension to the right hand of the Father, and personal return in power and glory.

“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)

(See also John 10:33, Matthew 1:23, Hebrews 4:15, John 2:11, 1 Corinthians 15:3, John 11:25, Mark 16:19)

Salvation

We believe that salvation is the free gift of God, given by grace through faith, not earned by works.

“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)
(See also John 3:16, John 5:24, Romans 5:8-9, Titus 3:5)

Unity of Believers

We believe in the spiritual unity of believers in 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)

Holy Spirit

We believe in the present ministry of the Holy Spirit, who indwells Christians and enables them 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)

Social Issues

We believe that marriage is a sacred covenant designed by God to be a lifelong union between one man and one woman.

- "Therefore shall a man leave his father and his mother, and shall cleave unto his wife: and they shall be one flesh." (Genesis 2:24)
- "Nevertheless, to avoid fornication, let every man have his own wife, and let every woman have her own husband." (1 Corinthians 7:2)

We believe that God created humans distinctly as male and female, and these genders reflect God's image and design.

- "So God created man in his own image, in the image of God created he him; male and female created he them." (Genesis 1:27)
- "And he answered and said unto them, Have ye not read, that he which made them at the beginning made them male and female." (Matthew 19:4)

We believe that all human life is sacred and created by God in His image. Life begins at conception and is to be valued and protected from that point forward.

- "For thou hast possessed my reins: thou hast covered me in my mother's womb. I will praise thee; for I am fearfully and wonderfully made: marvellous are thy works; and that my soul knoweth right well." (Psalm 139:13-14)
- "Before I formed thee in the belly I knew thee; and before thou camest forth out of the womb I sanctified thee, and I ordained thee a prophet unto the nations." (Jeremiah 1:5)

Guiding Principles

At Rosedale Christian Academy, we are dedicated to cultivating an environment where students can grow academically, spiritually, and morally. These values serve as a foundational guide to embodying the values we cherish, striving to develop individuals who not only excel in their pursuits but also reflect Christ-like character

in all aspects of life. These values outline the core traits we encourage our students to honor and abide by, shaping them into compassionate, responsible, and ethical leaders of tomorrow.

Love: We commit to loving God and others unconditionally, showing kindness and understanding in all our interactions. Love is the foundation of all our relationships, reflecting Christ's love for us.

Integrity: We uphold Biblical truth and honesty, ensuring our actions are consistent with our values and beliefs. Integrity guides us to live authentically and transparently in all circumstances.

Respect: We honor and value each individual, treating everyone with dignity and recognizing the inherent worth of all people. Respect fosters a culture of inclusion and mutual appreciation.

Compassion: We show empathy and concern for others, actively seeking ways to support and uplift those in need. Compassion drives us to serve selflessly and love others deeply.

Morality: We uphold biblical principles in all areas of life, including sexuality, recognizing that our bodies are temples of the Holy Spirit. We strive to live pure and holy lives, honoring God with our thoughts, words, and actions.

Responsibility: We take ownership of our actions and commitments, demonstrating reliability and accountability in all that we do. Responsibility is essential for personal growth and building trust within our community.

Curiosity: We cultivate a love for learning and a desire to explore God's creation with wonder and inquiry. Curiosity drives innovation and a deeper understanding of the world and our faith.

Diligence: We pursue our studies and tasks with dedication and effort, striving for excellence in all areas. Diligence prepares us to achieve our goals and fulfill our God-given potential.

Discipline: We practice self-control and maintain focus on our goals, adhering to principles that lead to personal and academic success. Discipline ensures we remain steadfast in our commitments and responsible in our actions.

Resilience: We persevere through challenges and setbacks with faith and determination. Resilience helps us grow stronger and more steadfast in our reliance on God.

Humility: We recognize our limitations and the need for God's grace, valuing others above ourselves and seeking to serve rather than be served. Humility keeps us grounded and open to learning from others.

Leadership: We lead by example, inspiring and guiding others with integrity and vision. Leadership in our community is marked by servant-heartedness and a commitment to the common good.

As members of Rosedale Christian Academy, we are called to embody these traits, reflecting the character of Christ in our daily lives. By committing to these values, we aspire to create a community that glorifies God and makes a positive impact on the world around us.

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 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

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.

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 Academy 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 Academy 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 Baptist Church, and is subject to its philosophy and foundational Biblical doctrine.
- Students in grades 1-12 will submit a Teacher Survey and Referral Form.
- Administration may conduct an interview with all new incoming students prior to the final acceptance.

Age Requirements and Grade-level Placement

Students must turn the appropriate age by September 1 of the current school year to qualify for the following grade levels:

- K2 - 2 years old
- K3 - 3 years old
- K4 - 4 years old
- K5 - 5 years old

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.

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 Academy 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 1-12) is required to take an entrance exam to confirm that the student will be successful at Rosedale Christian Academy in his or her next grade level. 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 Academy on a probationary status for the first quarter of each year.

If the student on academic probation has a failing grade or three or more *D*'s on his six-week progress report, parents will be contacted 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 Academy or another school. Students who are voluntarily withdrawn due to lack of cooperation with Rosedale Christian Academy 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 our school through graduation. A family can opt-out of the Continuous Enrollment program prior to the beginning of the next school year. Enrollment is reviewed yearly; the school administration reserves the right to deny continued enrollment or to offer student behavior, academic contracts, or outstanding balances for the next school year.

Withdrawals

Withdrawals from school must be made by submitting a Withdraw Form found on our school website under Resources 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.

Finance

Finance Office

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

Tuition and Fees

As good stewards of what God has entrusted to the school's care, and in order for Rosedale Christian Academy to operate to its fullest potential, it is critical that Rosedale Christian Academy 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 Academy 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 Academy students and is due at the time of application. In previous years we have issued our yearly materials fee in two invoices. In the 2025-26 school year, a single invoice will be posted to family accounts. Full or partial payments will be accepted until April 1st, 2025. 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 Academy students and parents to all Rosedale Christian Academy home athletic events.

Graduating/Promoting students (Grades K5, 5, 8, and 12) 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, and graduation are non-refundable.

Students who are awarded financial assistance and/or have a balance at the end of a school year will need to go onto an automatic payment plan the following year.

Tuition Payments

Families may choose between multiple plans: Annual plan, 10 month, 11 month, or 12 month plan. If the family chooses the full tuition payment plan and pays in full by August 1st, there is a \$100 discount. All plans begin August 1st. Depending on the plan chosen will end May 1st, June 1st or July 1st.

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.

There is a FACTs enrollment fee of \$55 that is charged every year to keep tuition plans and accounts open.

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

A \$20 late fee will be charged to an account after 15 days if payment is not made. Parents can change the due date on their account 3 times before being charged a late fee.

Rosedale Christian Academy utilizes a 30/60/90 rule. This policy will help keep Parents and Rosedale Christian Academy accountable for all student's accounts. Parents will receive a past due notice at 30 days if there is a balance. At 60 days, a student will be suspended until the account is current. At 90 days, student(s) could possibly be subjected to termination from the school if the balance is unpaid. This determination will be made by the Administration.

Student(s) that withdraw with an outstanding balance are to pay this balance upon leaving the school. Student records (including but not limited to report cards, diplomas, etc.) will not be released for families with outstanding balances. If any balance is remaining at the end of the school year, accounts will be sent to a private collection agency.

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 may present a parent note. 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.

Over Absences

Students who accumulate more than 30 absences in the school year may be required to attend summer remediation. Students will serve 1 day of summer remediation for each absence over 30.

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

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, illness, or accident must be picked up within one hour.**

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 may submit a doctor's note for documentation.

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

Campus 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.

Weather Delays and Emergency 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 typically follow Baltimore County for initial weather-related delays and closures. We reserve the right to make independent decisions.

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 who arrive before 8:00 AM (grades K2-2) / 7:30 AM (grades 3-5). The 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 \$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.

Visitors

All classroom visitors must have permission from the administration and are asked to first report to the school office to sign in and receive a visitor badge.

Parent-School Communication

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.)

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.

Parent-Teacher Conferences

If a parent wishes to speak with his child's teacher, a private conference with the teacher should be requested by emailing the teacher. Unless it is absolutely necessary, please do not hold a teacher after school, unless a meeting has been scheduled for that time. Parent recognition and consideration of the teacher's schedule is greatly appreciated. Please allow teachers to attend church or public outings without being confronted with school matters.

The school does have a scheduled Parent Teacher Conference Day during Quarter 1.

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 an issue arises between two families, conversations should not take place on campus.
3. If, after discussing the situation with the teacher or family, you are not able to resolve the problem, you may call the school and request a conference with the administration.
4. We do not mediate conferences between families and will not disclose any personal contact information.

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.

Academic Program

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.

Elementary Program and Curriculum

Rosedale Christian Academy uses the Abeka curriculum in the preschool classrooms and the elementary grades. Abeka's phonics-based approach to reading has proven to be a great foundation for a lifetime of learning. Kindergarten students enrolled in Abeka programs often read up to a second grade level upon kindergarten graduation.

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.

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.

Nap Time (K2-K5)

Every day we have a nap/quiet time for our ELC and Kindergarten classes. All children will lie down to rest for approximately one hour. Children are not necessarily required to sleep during this time, but they must stay on their mats and remain quiet. A nap mat will be provided by the school, and a \$15 fee will be charged to your account. Each student is allowed to bring a small blanket and a small pillow; the blanket needs to be able to fit into a 14x8 inch container.

- K2 will nap for 1 hour and 45 minutes.
- K3 will nap for 1 hour and 30 minutes.
- K4 will nap for 1 hour and 15 minutes.
- K5 will nap for 1 hour.

Spiritual Development

Bible study and Bible memory work are fundamental requirements of all students at Rosedale Christian Academy. 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 once per week for students in grades K5-12. 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.

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		

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. 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.

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.

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.

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.

Make-up Work

All students in grades K5-12 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, quizzes, 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 they return unless other arrangements are made with the teacher.

Secondary Exams

- Students in grades 6-12 take cumulative exams at the end of semester one and two.
- Middle school exams are each worth 5% of the final overall average.
- High school exams are worth 10% of their respective semester average.
- Students are exempt from their semester exam if they have achieved a 93 overall semester average.

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 50.
 - 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.
 - Academic reports are run every Monday. Students are considered ineligible until they meet the academic requirements listed above on the weekly report.

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.

Promotion and Retention

Grades K5-2

Students receiving *F*'s in two or more core subjects are automatically held back in order to give them an additional year to prepare for the next grade. Students receiving one *F* in a core subject will be required to receive tutoring in that subject over the summer. Students receiving a *D* in one core subject may be required to receive tutoring over the summer. Students receiving two or more *D*'s in core subjects will 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.

Grades 3-6

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 two core subjects 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 remediation 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).

Grades 7-8

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 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 remediation 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 that fail any one of the core classes are required to pass the class in summer remediation to receive credit for that class or will be required to retake the class. Students receiving a *D* in one core subject may also be recommended to receive tutoring over the summer. Academic promotion is subject to administrative review (tutoring or testing may be required in some cases). Students that miss more than 15 class periods in a semester will be required to enroll in summer remediation to receive credit for the class.

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.

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 may 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.

<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	$\frac{1}{2}$	$\frac{1}{2}$
<u>TOTAL</u>	21	24

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 hour forms are available at the school office and need to be turned in to the school office as well.

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

Dual Enrollment Credits

Students in grades 10-12 may apply for dual enrollment credits. Students may take courses asynchronously during study hall or outside school hours. Classes taken through an accredited institution **may be approved** to fulfill high school requirements for graduation while also gaining credits for college classes. Students must provide Rosedale Christian Academy with an official transcript upon completion of class to receive credit.

For more information, please contact the school office or high school principal.

Secondary Drop/Add

Students may drop or add classes by the second Tuesday from the beginning of the school year. Once past that deadline, students may not unenroll from any class for the remainder of the school year. Some classes are

only a semester in duration. Students in those classes may enroll in a new class or study hall after the first semester is completed.

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. 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. Penmanship is not included for Honor Roll.

Valedictorian and 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 enrolled at Rosedale Christian Academy for a minimum of four semesters. 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 Precalculus (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 approved 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.

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 serving as a chaperone, Rosedale Christian Academy 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 K2-K4 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 K2-K4 field trip, childcare will still be provided on campus for those who are unable to attend the field trip. Students who will need childcare will be asked to sign up before 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.

Student Engagement and Character Development

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 our school relationships, 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.

Classroom Expectations

All students are expected to:

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

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. Knives, guns, explosives of any kind, or inappropriate, violent threats are not permitted on school property.
6. Gum chewing is not allowed on the school campus.
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 consequence by the administration.
8. Inappropriate conversations at school are unacceptable.
9. All student cell phones must be turned off and in a book bag while on campus, this includes Before and After Care.

Each classroom will operate under these rules and policies as established by the teacher.

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

K3 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.

Bathroom Policy for K5

Each K5 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. If a student wears a belt, they must be able to buckle and unbuckle by themselves.
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 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 such as biting or consistent hitting of children or staff, the parent will be contacted to pick up the child. If the extreme behaviors persist, the child may be asked to stay home the following day.

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.

Classroom Conduct K5-2

Classroom conduct is recorded daily and the average of the daily grades will appear on the student's report card.

Students in lower elementary who end the quarter with a S+ or higher average in Conduct and no "Parent Contacts - Pink Slips," will earn a Conduct Award.

Students who end each quarter with a S+ or higher average in Conduct and no "Parent Contacts - Pink Slips," will earn a Conduct Award for the year.

Daily Conduct Grades for K5-2nd Grade

● "Outstanding"	E	(Teacher will enter a 100 in FACTS.)
● "Great Day"	E	(Teacher will enter a 99 in FACTS.)
● "Good Day"	E	(Teacher will enter a 98 in FACTS.)
● "Ready to Learn"	E	(Teacher will enter a 97 in FACTS)
● Red Card/ Teacher Warning	S+	(Teacher will enter a 90 in FACTS)
● "Think About It"	S	(Teacher will enter an 70 in FACTS)
● "Teacher's Choice"	N	(Teacher will enter a 50 in FACTS)
● "Parent Contact"	U	(Teacher will enter a 0 in FACTS)

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

- A student is given one warning with the issuing of a "Red Card." This is a visual warning and reminder for the student. It could result in the student receiving a "S+" (90%) in conduct for the day.
- 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. "Think About It" could earn the consequence of loss of recess minutes, loss of classroom privileges, etc. The student will receive a "S" (80%) in conduct for the day.

- If the inappropriate behavior continues or a new issue arises, the teacher will instruct the student to move his or her clip to “Teacher’s Choice.” The teacher will give a consequence of loss of recess minutes, desk relocated in classroom for a time, loss of classroom privileges, etc. If a student is on “Teacher’s Choice” two days in a calendar week, they will serve a Lunch Detention. The student will receive a “N” (63%) in conduct for the day.
- 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 Pink Slip will be sent home. The Pink Slip will need to be signed and returned the next day. The detailed behavior report will be entered in FACTS and emailed to you. The student will receive a “U” (0%) in conduct for the day.

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. A student may also be sent if they have committed a serious offense such as fighting, lying, cheating, stealing, use of profanity, etc.

When a student has reached the “Parent Contact” level, a Pink Slip will be sent home and a detailed report will be entered in FACTS and emailed to the guardians. The Pink Slip should be signed and returned the next day. The student will receive a “U” (0%) in conduct for the day.

- If a child earns three Pink Slips within a calendar week, the child will be required to stay home the following school day.
- After the sixth Pink Slip of the year, a behavior conference will be required with the teacher and parents.
- After the ninth Pink Slip of the year, 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 (twelveth) Pink Slip may result in expulsion.

All Pink Slips should be turned in to the student’s classroom teacher the next day.

Severe Discipline Offenses

The following specific guidelines are in place for cheating, lying, forging signatures, fighting, stealing, destruction of property, and use of profanity for grades K5-2, with teacher discretion.

Grades K5– 2

The following consequences are a result of the same offense being repeated 1, 2, or 3 times.

- | | |
|-------------------------|--|
| 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. |
| 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. |

Suspensions

A student who is required to serve a suspension will serve an 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 classwork, homework, and tests given on the day(s) of suspension will be made up and given full credit. Students are not permitted to return to the classroom, unless the work is completed. Parents must walk their child into the front office with the completed work and checklist.

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 nine times in a year they will be placed on behavioral probation. **A student on probation may be asked to withdraw if he or she receives three more "Parent Contacts" 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 Academy. If problems continue with the student after the parent conference, the student will be expelled.

Upper Elementary Discipline (Grades 3 –4)

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.

For each increment of 5 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. Detention meets every Tuesday from 3:45 – 4:30 p.m. with a \$10 detention fee.

When a student accumulates 50 demerits, he will serve a one day suspension and the family will be required to attend a conference with the Elementary principal before returning to school. 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.

Infraction List (Grades 3-12)

Please note the scale below for the infractions listed:

One Demerit

- Chewing gum
- Classroom or cafeteria disruption
- Dress code violation
- Eating in class or hallway
- Failure to follow directions the first time
- Failure to return a requested item
- Homework Offense
- Littering
- Running in hall or classroom
- Talking without permission
- Tardy to class (3, 4, and 5 times in a quarter)
- Unprepared for class

Three Demerits

- Cell phone possession
- Disobedience
- Display of poor attitude
- Horseplay
- Inappropriate behavior
- Inappropriate language
- Inappropriate physical contact
- Inappropriate smart watch use
- Tardy to class (6, 7, 8, etc. times in a quarter)

Ten Demerits*

- Defacing school property
- Disrespect
- Fighting
- Forgery
- Inappropriate social media posts
 - Inappropriate language or content
 - Lifestyle contrary to the ideals of Rosedale Christian
 - Vulgarity/profanity
- 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*

15 Demerits - Suspension*

- Bullying (physical, verbal, or cyber; on or off campus)
- Cheating
- Continuous direct disobedience
- Fighting
- Inappropriate displays of affection on campus or at school events

- Inappropriate social media posts
- 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 vandalism or destruction of school property
- Continued Bullying
- Possession, use, or distribution of recreational drugs, tobacco, or any vape device
- Inappropriate language
- Inappropriate social media posts
 - Inappropriate language or content
 - Lifestyle contrary to the ideals of Rosedale Christian
 - Vulgarity/profanity
- Pornography and immorality
- Possession of weapons
- Threatening acts

Additional Guidelines

- Students are accountable for their actions on and off campus and on social media.
- Repeated offenses or patterns of behavior may result in more severe consequences at the administration's discretion.
- 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.

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 the beginning of each campus's dismissal.

Cheating

The following can constitute cheating on behalf of a student:

- Claiming anyone else's work to be his or her own work (internet information included)
- Communicating during a quiz or a test (verbal or nonverbal)
- Having a textbook or folder with notes for that subject open during the quiz or test
- Possession of cell phone or smart watch while completing classwork, quizzes, or tests
- 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

Cheating Strike System

Academic integrity is an important pillar of Rosedale Christian Academy. To protect that integrity, a three-strike system is enforced for cheating. Cheating on homework, quizzes, tests, or projects may result in a detention or suspension as well as a "strike." After three strikes, students may be asked to withdraw from Rosedale Christian Academy.

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..

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 suspension/expulsion. 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

Lunch Detention

Lunch detention involves students sitting in a supervised area away from friends and eating 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. In grades K5-2, one-day lunch detention is assigned when a student receives two “Teacher’s Choice” in a calendar week or for each “Parent Contact.” In grades 3-8, lunch detention is assigned every 5 accumulated demerits. (5, 15, 25, etc.)

15-Minute Detention

15-minute detention is a detention period from 3:15-3:30 PM. If a student fails to attend teacher detention, an after-school detention may be assigned. In grades 9-12, 15-minute detention is assigned every 5 accumulated demerits. (5, 15, 25, etc.)

After-School Detention

For grades 3-12, if a student receives 10 demerits in a quarter, the student will serve an after-school detention. After-school detentions also include a \$10 fee.

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

Suspension

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

A student serving a suspension will not be allowed in the classroom for the day(s) of the suspension. All classwork, homework, and tests given on the day(s) of suspension may be made up and given full credit if completed on the day the student returns to class. Students are not permitted to return to the classroom, unless the work is completed.

Lower elementary parents must walk their child into the front office with the completed work and checklist. Completed work will be checked by Administration before the student can return to class.

Students serving suspension will not be permitted to attend extra-curricular functions including student activities, athletic, and fine arts events.

Expulsion

Any student expelled from Rosedale Christian Academy or any other school cannot attend Rosedale for the remainder of the year. The student must remain out of Rosedale 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.

Disciplinary Probation

When a student accumulates 30 demerits in a quarter, they may be placed on disciplinary probation for the following quarter. If a student on disciplinary probation exceeds 30 demerits in the following quarter, they will be asked to withdraw from the school. Any student placed on disciplinary probation will not be permitted to participate on any Rosedale athletic team or fine arts cast.

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.

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. All teachers are mandatory reporters.

Rosedale Christian Academy 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.

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.

Merits

The goal of Rosedale's merit system is to cultivate Christian character, maintain a supportive school

environment, and reward student's positive behavior. By recognizing and rewarding positive behavior, the system not only motivates students to strive for personal growth but also strengthens the overall sense of community within the school.

One Merit

- Acts of kindness
- Assisting a teacher or staff member with a task or project
- Demonstrating consistent improvement in a specific academic area
- Demonstrating resilience and perseverance in overcoming a significant challenge
- Remarkable participation in class
- Showing initiative in keeping the school environment clean

Three Merits

- Demonstrating faithfulness in a responsibility
- Demonstrating positive leadership
- Exhibiting outstanding teamwork in a group setting
- Mentoring younger students or peers
- Volunteering in a Rosedale extracurricular activity

Ten Merits

- Conduct Honor Roll
- Demonstrating exceptional commitment to school values and mission
- Receiving a prestigious scholarship or honor related to school achievements
- Performing a significant act of kindness

Merits do not cancel at demerits.

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 Academy, and is the responsibility of the parent. The school does not reimburse for uniforms nor purchase used uniforms. Rosedale 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 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 Requirements Grades K3 – 4

- **Uniform Shirts:** Students are required to wear a navy blue or white polo with the Rosedale Christian Academy Shield logo. Students may wear a white or navy t-shirt under the polo.
- **Outerwear:** Official Rosedale outerwear may be worn in the classroom. Plain navy blue outerwear with emblems or logos no larger than 3x3 inches are also permitted in the classroom. Brands or images contrary to the mission, vision, and values of Rosedale Christian Academy are not permitted on the outerwear. Other outerwear may be worn to and from school, but are not permitted to be worn in the building. Students must wear a uniform shirt under the outerwear.
 - Starting in the 2025-2026 school year, hoodies will not be permitted to be worn in the classroom. Only outerwear without hoods that also meets the guideline above will be permitted to be worn in the classroom.
- **Belts:** If worn, 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.

Girls in Grades K3 – 4

- Khaki or navy blue jumper, skirt, or skorts (hem length should be no shorter than 3 inches from the back of the knee)
- Solid white or navy blue tights may be worn under their uniform (hem length requirement same as above)
- Loose-fitting khaki or navy blue uniform pants (no knit or jegging material grades K5-4)
- White or navy blue short-sleeved or long-sleeved polos with collars may be worn under their jumpers

- White or navy blue polo with school logo

Boys in Grades K3 – 4

- Navy blue or khaki uniform shorts or pants (hem length should be no shorter than 3 inches from the back of the knee)
- White or navy blue short-sleeved or long-sleeved polo shirt with Rosedale Christian Academy shield logo

Uniform Requirements for Grades 5 – 12

- **Uniform Shirts:** Students are required to wear a navy blue or white polo with the Rosedale Christian Academy Shield logo. Students may wear a white or navy blue t-shirt under the polo..
- **Outerwear:** Official Rosedale outerwear may be worn in the classroom. Plain navy blue outerwear with emblems or logos no larger than 3x3 inches are also permitted in the classroom. Brands or images contrary to the mission, vision, and values of Rosedale Christian Academy are not permitted on the outerwear. Other outerwear may be worn to and from school, but are not permitted to be worn in the building. Students must wear a uniform shirt under the outerwear.
 - Starting in the 2025-2026 school year, hoodies will not be permitted to be worn in the classroom. Only outerwear without hoods that also meets the guideline above will be permitted to be worn in the classroom.
- **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.

Girls in Grades 5 – 12

- Navy blue or khaki skirts or skorts (hem length should fall to 3 inches from the back of the knee)
- Navy blue or white short-sleeved or long-sleeved polo shirts with Rosedale Christian Academy shield logo
- Solid navy blue or white tights may be worn
- Loose-fitting navy blue or khaki uniform pants (no knit or jegging material)

Boys in Grades 5 – 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 Rosedale Christian Academy shield logo
- Boys uniform shirts must be tucked in during the school day.
- Belts should be worn at all times.

Class Casual Day and Extracurricular Dress Code

Class casual day dress code consists of a Rosedale Christian Academy or Rosedale Baptist Church t-shirt, uniform shirt, or t-shirt with modest jeans, pants, or shorts with hem length no shorter than 3 inches from the back of the knee.

Extracurricular dress code consists of a t-shirt and modest jeans, athletic pants, or shorts with hem length no shorter than 3 inches from the back of the knee.

1. Prohibited Clothing Items:

- **Ripped Jeans:** Jeans with rips, tears, or excessive distressing are not allowed.
- **Inappropriate Language/Themes:** Shirts, hoodies, or any clothing items with language, themes, or photos that are inappropriate, offensive, or contrary to Christian values are prohibited.

2. Modesty Standards:

- **Midriffs and Crop Tops:** Clothing that exposes the midriff or is considered a crop top is not permitted.
- **Spaghetti Straps and Low-Cut Shirts:** Tops with spaghetti straps or low-cut designs are not allowed. All tops must have sleeves and provide adequate coverage.
- **Leggings:** Leggings are not permitted unless worn under a dress or skirt that meets the length requirements.
- **Shirts Above the Knee:** All dresses, skirts, and shorts must be at least knee-length. Shorts, skirts, and dresses above the knee are not allowed.

3. General Expectations:

- Students should dress in a manner that reflects the school's commitment to modesty, decency, and respect for oneself and others.
- Clothing should be clean, neat, and in good condition.

Physical Education Attire

Students take physical education classes in grades K5-9. Students need to purchase PE uniform shorts from the online Panther Store. Students may wear leggings/tights under shorts, however, the length of the shorts should be no shorter than 3 inches from the back of the knee. Students may wear an official Rosedale t-shirt or a solid navy blue t-shirt. In cold weather, students are permitted to wear navy blue or black athletic pants. Students' should wear athletic shoes on their scheduled PE day.

Students in grades K5-8 should wear their PE uniform to school on the days that they attend PE class.

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 Vice Principal 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.
- Tattoos containing offensive or inappropriate content must be covered at all school events.
- Any form of piercing should not be worn at school or school-sponsored events with the one exception that girls are permitted to wear earrings.
- Beards and mustaches are permitted for boys in grades 9-12 only; they must be neatly trimmed and not exceed a length of one inch.
- Boys who would like to wear a necklace must keep it tucked under their collar.

Miscellaneous Guidelines

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. We ask that all birthday celebrations be limited to a small treat and not a full lunch (please no pizza, Chick-fila, etc.).
3. Store-bought, peanut-free treats may be sent in. The ingredient label should be intact on the packaging.
4. If you would like to send drinks, additional snacks or goodie bags, please check with the teacher.

All treats should be dropped off at the school office.

Book Bags and Water Bottles

Students in grades K2-12 are permitted to carry a backpack to school and regular size water bottles during the school day. Students must keep the book bag under their workspace during the class period. In grades K5-8, all water bottles must be spill-proof, not made of glass, and only contain water. In Grades 9-12, all water bottles must be closeable and only contain water.

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.).

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

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 Books

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

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.

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 on the Rosedale Swap Cart at the end of each quarter.

Lunch and 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 and a snack will be provided each day for all preschool students; parents may optionally pack their own snack. We also request that parents provide all utensils and other items needed for lunches and snacks—forks, spoons, napkins, etc.

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.**

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, may be charged to your account. All students should report damage to school property immediately to the school office.

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.

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

Weather Chart

Understand the Weather

Wind-Chill



- 30° is **chilly** and generally uncomfortable
- 15° to 30° is **cold**
- 0° to 15° is **very cold**
- 20° to 0° is **bitter cold** with significant risk of **frostbite**
- 20° to -60° is **extreme cold** and **frostbite** is likely
- 60° is **frigid** and exposed **skin will freeze** in 1 minute

Heat Index



- 80° or below is considered **comfortable**
- 90° beginning to feel **uncomfortable**
- 100° **uncomfortable** and may be **hazardous**
- 110° considered **dangerous**

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
		Wind Speed in mph								
		CALM	5	10	15	20	25	30	35	40
Air Temperature	50	50	48	40	36	32	30	28	27	26
	40	40	37	28	22	18	16	13	11	10
	30	30	27	16	9	4	0	-2	-4	-6
	20	20	16	4	-6	-10	-15	-18	-20	-21
	10	10	6	-9	-18	-25	-29	-33	-35	-37
	0	0	-6	-21	-36	-39	-44	-48	-49	-53
	-10	-10	-15	-33	-45	-53	-59	-63	-67	-69
-20	-20	-26	-46	-58	-67	-74	-79	-82	-85	
-30	-30	-36	-58	-72	-82	-87	-94	-98	-102	

■ Comfortable for out door play
 ■ Caution
 ■ Danger

Heat Index Chart (in Fahrenheit)																	
		Relative Humidity (Percent)															
		15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90
Temperature (°F)	110	108	112	117	123	130	137	143	150								
	105	102	106	109	113	118	123	129	135	142	149						
	100	97	99	101	104	107	110	115	120	126	132	138	144				
	95	91	93	94	96	98	101	104	107	110	114	119	124	130	136		
	90	86	87	88	90	91	93	95	96	98	100	102	106	109	113	117	122
	85	81	82	83	84	85	86	87	88	89	90	91	93	95	97	99	102
	80	76	77	77	78	79	79	80	81	81	82	83	85	86	86	87	88
75	71	72	72	73	73	74	74	75	75	76	76	77	77	78	78	79	