



ROCK ACADEMY

K-12 Handbook

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www.RockAcademy.org

HEAD OF SCHOOL Chuck Leslie

ELEMENTARY PRINCIPAL Emilie Goodman
ELEMENTARY ASSISTANT PRINCIPAL Gayl Boyett

MSJHS PRINCIPAL Michelle Glenn
MSJHS DEAN OF STUDENTS Rali Schwartz

HOURS

School Hours: 8:00am-2:15pm (K-6); 8:15am-2:30pm (7-12)

Morning Drop-Off Available: 7:00am

After School: Elementary Care (K-6 only) 2:30-5:30pm; 7-12 students who remain on campus after 2:30pm will report to the outlet, unless participating in a sanctioned activity.

The school office is closed during school holidays. Summer hours vary.

CALENDAR

Please check the school website throughout the school year for the most up-to-date calendar.

www.RockAcademy.org/calendar/



Western Association of Schools and Colleges (WASC) Accredited
Association of Christian Schools International (ACSI) Member

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GENERAL INFORMATION

Purpose Statement

The Rock Academy builds leaders who are Deep Thinkers, Dynamic Communicators, and “Do Something” Christians prepared for college and life.

School Learning Outcomes

The Rock Academy builds leaders who are:

- ***Deep Thinkers who***
 - View truth through the lens of God’s Word
 - Analyze information, synthesize thoughts, draw one’s own meaningful conclusions
 - Investigate, examine, and experience God’s creation
 - Solve problems in imaginative and collaborative ways
- ***Dynamic Communicators who***
 - Write with wisdom and eloquence
 - Speak the truth with compassion and humility
 - Express God’s beauty in artistic and creative ways
- ***“Do Something” Christians who***
 - Know Jesus Christ as personal Lord & Savior
 - Have a deep grasp of the Biblical narrative & use Scripture as a personal guide
 - Are passionately committed to live out faith in service to others

Driving Principles

As a school and staff we are:

- Committed to Christ
- Constantly Curious
- Community Centered

Statement of Faith

[What We Believe](#)

[Position on Sexuality and Gender](#)

Traditions

School Colors: Purple, Black, Silver and White

Mascot: Warriors

Non-Discrimination Statement

Rock Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

PARTNERING WITH PARENTS

After School Care (ASC)

Our extended care program is a service made available to K-6 students from 2:30-5:30 pm. All K-6 students remaining on campus after dismissal will automatically be signed into the ASC program. (See After School Care Agreement)

- The cost for the After School Care program is \$6.00 per hour billed in 15 min increments (or any part of).
- Parents who arrive after 5:30pm will be charged \$2.00 per minute per child.

Child Abuse Mandated Reporting

As educators, we have a legal, ethical, and moral duty to protect children entrusted to our care. This includes our reporting to appropriate law enforcement agencies reasonably suspected incidences of child abuse and neglect. Annual training is provided to Rock Academy employees to help ensure understanding and compliance with this legal responsibility.

Court Orders

The Rock Academy MUST have on file all current court orders, signed by the judge, that make reference to school related enforcement. Both parents, regardless of custody, retain the right, by law, to access their child(ren)'s school records for information on student attendance and academic achievement. Proper identification must be presented before accessing the student's records to uphold the Right to Privacy laws of California. Any request for information must be in writing and must include verification of identification (copy of driver's license and social security card, or passport) submitted to the Rock Academy before any and all information is released. The written request may be brought into the Rock Academy office, mailed, or faxed. If a parent wishes to access the information in person, he or she should notify the school office at least one week in advance and an appointment will be scheduled for perusal of the student's records.

Cumulative Files

Parents or guardians (with joint or full legal custody) of minors currently enrolled or former students have the right to see any and all records that are related to their child(ren) only. If desired, the parent or guardian (with joint or full legal custody) of the minor should notify the office so that they may review the contents with an administrator or designated office personnel.

Disaster Preparedness

Emergency Plan

In the event of an earthquake or disaster emergency:

- No student will be dismissed from school or allowed to leave with another person, even a relative or babysitter, unless a parent or person on the student's "Emergency Contact" section comes for him/her.
- All parents or designated parties who come for students must sign a log to release them at the school office or at the temporary Student Release Station.
- Do not call the school – We must have the lines open for emergency calls.
- Following an earthquake or other emergency, do not immediately drive to the Rock Academy. Streets and access to the school may be cluttered with debris. The school's access route and street entrance must

remain clear for emergency vehicles. An alert will be sent to parents/guardians via RenWeb Parent Alert with specific information regarding the emergency and where and when to pick up your children. (NTC Park is our off site pick-up area)

- Turn your radio to 1450AM or 760AM for information and directions from the Emergency Broadcast System.

Disaster Drills

Evacuation drills and earthquake drills are held periodically during the school year as mandated by the State of California. Instructions and directions for leaving each room and each building will be taught to the students. Other drills, such as lock-down and shelter in place drills may also be held at the direction of the Administration.

Drop-Off/Pick-Up Procedures

Drop-Off

- Between 7-7:55am, students should proceed to the playground (Elementary) or cafeteria (MS|HS).
- Students who arrive late must first check in with the Front Office.
 - Elementary students may be accompanied by a parent/guardian to security.

Elementary Pick-Up

- Dismissal for K-6 is 2:15-2:35pm
- Please drive your car to the front of the school for dismissal. At that time, your child will be called out of the building and we will safely place them in your vehicle. We ask that you do not exit your vehicle or loiter so that we can keep the line of cars moving through the dismissal process. If you arrive earlier or wish to walk into the school to pick up your child, please park in a publicly accessible area.
- Please display your name/grade placard which allows the attendant to quickly call your student.
- All K-6 grade students will remain under teacher supervision during the dismissal process and if not picked up by 2:35pm will be checked into After School Care.

MS|HS Pick-Up

7-12 students who have not yet been picked up or are not with a Rock Academy staff member (rehearsal, practice, tutoring, etc.) have the following options:

- May report to the outlet
- May leave campus
- Students may not be unsupervised on-campus

Enrollment/Admissions Information

Continuous Enrollment

Rock Academy has a Continuous Enrollment contract that keeps students continuously enrolled through their 12th grade year without ever having to complete a new enrollment packet. Each year in January/February, parents will be sent the new tuition rates for the following school year and a timeframe in which they may choose to opt out of continuous enrollment via the official withdrawal form. Your FACTS account will be rolled over and registration and applicable tuition will all be scheduled, at that time. The annual re-enrollment fees are non-refundable. Additionally,

withdrawal after June 1 obligates the responsible party to payment of a percentage of the full year tuition detailed in the enrollment packet.

Returning Admission Policy

If a family chooses to transfer their child(ren) to another school and then desires to return to Rock Academy, the following requirements for re-admission are as follows:

- Families who have been gone from Rock Academy for less than one year will need to provide the following when requesting re-entry:
 - Complete academic record
 - Complete behavioral record from current school (or statement on school letterhead that there is no record)
 - Teacher reference form for each K – 8 grade child in math and English
 - Release of student records form(s)
 - ***Families may be asked to come for a meeting with the administration***
- Families, who have been gone from Rock Academy for more than one school year, will be asked to repeat the entire application process.

Withdrawals

In the event it becomes necessary to withdraw a student during the school year, a withdrawal form must be filled out and turned into the Academy business office via email to amy.mccutcheon@sdrock.com in order to ensure and confirm receipt. This also applies to withdrawals during our “opt out” timeframe each year as it relates to continuous enrollment. If the withdrawal form is turned in after the timeframe deadline, certain non-refundable fees apply. Inasmuch as enrollment is made for the entire year and is budgeted accordingly (teachers hired, services contracted, rental agreement made, etc.), withdrawal after June 1 leading into new school year obligates the responsible party to payment of a portion of the tuition detailed in the enrollment packet. In the event of such withdrawal, the parent or guardian intends this payment to be liquidated damages and not a penalty. In accepting a child for enrollment, Rock Academy assumes expenses that are not reduced by the child’s withdrawal immediately preceding or during the school year. For this reason, the school cannot refund tuition paid or cancel unpaid obligations when a child is absent, withdrawn or dismissed for any reason at any time during the year. A Tuition Refund Plan is made available under the terms in the enrollment contract to protect a percentage of your yearly financial obligation after a student has attended Rock Academy a minimum of fourteen (14) consecutive calendar days. All grades will be issued as “Incomplete” until all withdrawal forms have been completely filled out, and all financial requirements have been met.

Field Trips

All parents must complete a background check prior to participating in a school field trip. Parents wanting to drive for a field trip will be required to have a “Parent/Driver Insurance Verification” form on file with the Rock Academy office.

Medical Information

*Parents must be able to pick up your child, if called, within 30 minutes or have someone on your emergency contact list who can pick them up for you within that 30 minute guideline.

Injured students are given appropriate first-aid, depending on the type of injury. Treatment by the school staff is limited to:

Acetaminophen (i.e. Tylenol), Ibuprofen (i.e. Motrin or Advil), Benadryl (for allergic reactions), Tums, and cough drops, ice packs, heat packs, washing injured area with soap and water, applying antiseptic (Neosporin) to wounds, providing Band-Aids, splinting an injured limb, calling home and/or 911, prayer and comfort.

Illnesses in a Covid World

In an attempt to maintain the overall health of the school community, parents may not send a sick child to school. With our new Covid guidelines the school is not allowed to keep sick children on campus. Parents will be called to immediately pick up your child if: they have a fever of 100 degrees or more or have one of the following symptoms: cough, chills, shortness of breath or difficulty breathing, fatigue, muscle pain, new loss of taste or smell, congestion or runny nose, headache, sore throat, stomach ache, nausea, vomiting, diarrhea. Please check our school's most current [Covid-19 guidelines HERE](#).

If your child has a pre-existing condition which causes one of the above symptoms because of allergies, asthma, or other diagnosis, please have your Physician write a note which states the symptoms that are related to the ongoing condition.

Please use the following chart as a guide for procedures concerning communicable diseases;

Communicable Disease List

DISEASE	CHILD MAY RETURN TO SCHOOL
Chicken Pox	All lesions must be dried up.
Measles	When recovered. Re-admittance by note from physician.
Head Lice	Return the day following treatment of hair with no nits still visible in hair.
Influenza	Normal temperature for 24 hours. No vomiting for 24 hours.
Mononucleosis	Written permission of physician mandatory for return.
Pink Eye (conjunctivitis)	Can return to school when under treatment after 48 hours.
Ringworm	May attend school when treated for 24 hours. Must have the area covered with a bandage or gauze until healed. Return with physician note.
Whooping Cough	Must be on antibiotics for 5 days. Re-admittance by note from physician is mandatory.

If a student is out of school with a contagious disease, he is expected to bring an admittance slip from the attending physician upon return to school. Please report any communicable diseases such as strep throat, conjunctivitis, head lice, chicken pox, etc. to the school office promptly so that others may be aware to watch for signs and symptoms of illness in their child.

Illness at School

If a student becomes ill at school, the student should tell the teacher in charge of the class or activity. When deemed necessary, the student will be sent to the health office and parents notified. The school is not allowed to provide extended care for sick children, a sick or injured child must be immediately picked up.

Injury at School

In the event that a student is seriously injured at school, a parent will be contacted immediately. In the event that the student's condition merits, the Emergency Medical System will be initiated. The school office will update parents/guardians as more information is available.

Immunizations

The State of California has strict immunization laws that require a student entering any school within the state to have a certification of immunizations received from the student's physician, which must be kept on file at the school. Failing to meet these requirements means that the student may not attend school.

<u>List of Shots Required to Attend School</u>	(by the California Department of Public Health)
Kindergarten	(4) Polio, (5) DTaP, (2) MMR on or after 1st birthday, (3) Hep B, (2) Varicella
7th Grade	(4) Polio, (5) DTaP, DTP, Td, or DT, (2) MMR on or after 1st birthday, (3) Hep B, 2) Varicella (or disease) (1) Tdap Booster

* Our records are monitored by the State of California on an annual basis. Any time a student receives an additional immunization, please submit a current immunization form for the school records.

Medication

We know there are situations and conditions that require medication to be given during school hours. We will administer medication if your child needs it during the school day under the following guidelines:

All prescription medications: A "Physician's Medication Order Form" must be on file in our main office. This form must be signed by the Physician and Parent and is valid for the length of the illness, but never for more than one school year. All medications must be in their original containers and not expired. Please don't send medication loose in a bag or container.

All non-prescription medication must have a "Parent Release for the Administration of Medicine" form signed by the parent on file in our office. The medicine must be in its original container, and the medicine must be accompanied by clear directions for dosage and time of each dose.

If a student's medical condition requires him/her to carry a life-saving medication on his/her person, a special authorization form will need to be signed by the physician. This form will be kept on file in the office.

Parent Action Committee (PAC)

Parent-Action-Committee (PAC) is a parent-run organization that supports the work of Rock Academy by organizing activities and parent volunteers to carry out the vision of the school and help support the various activities. Involvement in PAC provides an environment of community for parents/guardians to build relationships within the school community.

Parent-Teacher Conferences

To facilitate the family-school partnership, conferences are offered twice a year. Details will be communicated ahead of time.

RenWeb

RenWeb is the school's database which parents and MS|HS students can access at any time for information. RenWeb provides access to: account balance, attendance, behavior records, grades, report cards, homework, family demographics, staff & school directory, enrollment, and configurable web forms. Please be sure to keep your current contact information on file and inform the school if changes are made. RenWeb can be accessed at www.RenWeb.com. The school's district code is TRA-CA.

School Closing/Delays/Inclement Weather Policy

We will announce on RenWeb parent alert via phone or text, as well as via bulk email, all closings and delayed openings due to weather, fire, or other conditions.

Visitors to School

Due to regulations concerning COVID-19, the Rock Academy is required to restrict visitor access in order to limit the number of adults on-campus. We apologize for any inconvenience that this might cause. When arriving, visitors must check in with security, but will not be permitted to freely move about the campus.

STUDENT LIFE

Athletics

Warriors strive to glorify Jesus on the field. Eligibility and all athletic expectations are found in our [Athletic Handbook](#).

Attendance

Students are required by state law to attend every class every day. Regular attendance in school is required by law and is essential to the success of a student's school experience. Parents may check a child's attendance at any time by visiting www.RenWeb.com.

Students will be required to make up missed work at the discretion of the faculty. It is the student's responsibility to obtain and complete missed work covered in class while absent or tardy.

All absences are initially recorded as "Truant" until an email (attendance@sdrock.com) explaining the reason for the absence from the parent/guardian is received by the main office. Once a parent has contacted the school, the "Truant" mark will be changed to an "Excused Absence."

Excessive Absences

A student may have a maximum cumulative total of 9 absences a semester in any class. Therefore, please check attendance regularly via RenWeb.

Truant

A truancy is an absence which neither the school nor the parents have authorized. The student may not receive credit for work missed.

Excusing Student During The Day

For Elementary students, parents/guardians must come into the office and sign a student release log. The student will be called out of class at that time. Students will only be released to authorized individuals whom are indicated on the Parent Authorization List in RenWeb. If someone else who is not indicated on the Emergency Record needs to pick up your child, notification to the school must be made.

MSJHS students may leave on their own as long as parents notify the office.

If a student returns to school, they must first check back in with the Front Office.

Tardiness Policy and Procedure

A student is considered tardy if (s)he is not in line (K-6) by 8:00am or in class (7-12) by 8:15am.

Class Tardy (7-12)

Without a note, students are marked "Tardy" to a class if they, without permission, arrive late to a class. If a faculty member retains a student, causing him/her to be late, that student should secure a note from that staff prior to entering the next class. If a student arrives late to class because of an off-campus appointment, that student must obtain a note from the Front Office.

Excessive Tardiness

Students who accrue excessive tardies may be subject to disciplinary action at the discretion of the administrator.

Community Service

It is our desire that all students develop into a "Do Something" Christian with a life-long passion of service to others. Service opportunities for Elementary students may be facilitated by their teachers and administration.

All MSJHS students are required to complete the following:

- MS - 10 Hours per year
- HS - 20 Hours per year

All positions must be conducted in a solely volunteer (unpaid) capacity. Students may complete all or part of their required hours in the summer and/or may accrue additional hours, if desired. Additionally, service opportunities will be provided throughout the school year. All details will be communicated by Bible teachers.

Conduct and Discipline

Rock Academy aims to lead all students into positive relationships with God and those around them as well as to prepare them for living responsible and respectful lives. As such, all Rock Academy students are expected and encouraged to be respectful in all situations and to all people while taking ownership of their own conduct, personal growth, and relationship restoration. The following disciplinary procedures are general guidelines. However, all disciplinary decisions are at the discretion of the Administration and may be individualized. Additionally, all teachers will have their own methods of classroom management. Based on the circumstances, students may be subject to any of the following:

- Demerit
- Detention
- Community Service
- In-school suspension
- Out-of-school suspension
- Academic/Behavior Agreement
- Dismissal

Dress Code

Monday-Thursday

All shirts, pants, shorts, and skirts worn to campus must have a Rock Academy logo and be purchased from our uniform provider – Educational Outfitters. Jackets must also have a Rock Academy logo and can be purchased from either Educational Outfitters or our Spirit Store. Jackets provided by Rock Academy sports teams or clubs may also be worn.

Friday (Warrior Wear)

- Blue/Black denim pants (without holes or tears) OR uniform pants, shorts, skirts
- Rock Academy t-shirts, outerwear OR uniform tops

Physical Education (7-12 students enrolled in PE may wear PE attire to school on ODD days)

- Rock Academy -issued t-shirt
- Rock Academy -issued outerwear or jacket
- Rock Academy -issued athletic shorts, sweats, or warm-ups
- Closed-toe athletic shoes
- Tights/yoga pants, as long as under approved shorts/sweats

Special Dress Days

Specific information regarding Special Dress Days (ex/ field trips, assemblies, spirit days, etc.) will be clearly communicated in advance.

Hats and Sunglasses

Both hats and sunglasses may only be worn outside and must be removed upon entering the building.

Footwear

Students must wear closed-toe shoes (i.e. no sandals, Crocs, etc.) unless they have a medical note. Footwear should not have a high platform.

Hairstyles

Hairstyles should not be extreme or distracting.

Piercings

Students may only have piercings on their ears and they must not be distracting.

Accessories

Minimal accessories (i.e. bracelets, jewelry, chains, belts, etc.) that do not draw attention away or detract from the look of the uniform.

Locker Use

All MS and HS students are assigned a locker and a lock at the beginning of school. The following rules apply:

- This locker and combination lock are the property of Rock Academy.
- The student is to use the combination lock that is assigned to him. No other locks are permitted. Any unauthorized lock may be cut off and removed from the locker.
- Rock Academy reserves the right to open and search lockers at any time.
- The student is responsible for the condition and contents of their locker.
- The student may not enter or tamper with another student's locker or belongings.
- The student is not permitted to switch or use other lockers without permission.
- Families may incur a replacement fee if their assigned lock and/or locker is lost, damaged, or not returned at year-end check-out or upon withdrawal.

Lunch

Rock Academy has enjoyed partnering with Toast Catering, which provides daily healthy meals made available online [for pre-order](#).

Students not pre-ordering lunch on any particular day are responsible for bringing their own food that does not need to be heated. Students will not have access to a microwave.

Off-Campus Lunch (High School only)

High School students and parents must sign and submit their Handbook and Off-Campus Lunch Agreements before they may go off-campus for lunch.

All High School students have off-campus privileges on Thursdays while Senior students have an additional day of privileges on Mondays.

Please note that permission may be revoked or denied at any time by a parent or the administrator.

The below guidelines are in place for off-campus lunch privileges:

- Students may not accrue excessive tardies and must remain in good academic and behavioral standing.
- Students leaving campus for lunch must be and remain in their school uniform.
- Students are never to go anywhere in a car.
- Students must stay within the Liberty Station Retail boundaries (Vons is the farthest point).
- Students must follow all rules and regulations for both Liberty Station and their businesses.
- Students must arrive back on-campus and be in their next class on-time.

Restrooms

All students may use the student restrooms in the lobby and those connected to the cafeteria.

Second-floor restrooms are only accessible to K-8 students while third-floor restrooms are only accessible to 7-12 students.

Student Drivers

The law prohibits students under 18 from driving anyone under 25 until said student has had their driver's license for at least one year. If any student plans on driving to or from any school-related event, they must receive from and submit proper documentation to the Front Office. Please see CA Vehicle Code V C Section 12814.6 Provisional License for Minors Distinctive Drivers License for more information. All students must abide by the law at all times

Students who drive may park in all publicly authorized parking lots, spots, and/or streets and should carefully observe all signage to avoid being towed and/or ticketed.

Technology Policy

Rock Academy embraces the advancement of technology as an effective tool to enhance learning and to prepare students for real-world experience. In addition, we also believe in the emerging research that highlights the need to find electronic balance so that we may foster and encourage strong interpersonal relationships and healthy community. As such, please note the following:

- Elementary students are not permitted to bring or use personal electronic devices (cell phones, etc.) at any time.
- MSJHS students:
 - Will stow away phones during classes, in the hallways, and at lunch.
 - May use their cell phones during Learning Lab or with staff permission.
 - Will bring a personal laptop to school every day for use in classes.
 - No gaming or streaming will be allowed.
- Devices may be confiscated if used outside of the above guidelines.

ACADEMICS

Awards and Honors

Academic Honor Roll

Academic Honor roll status is granted at the end of each term to students with high citizenship marks as follows:

Grades K – 1: Due to the nature of subjects at this age, no Honor Roll is awarded.
Grades 2 – 12: Honor Roll = 3.5 or above cumulative unweighted GPA
Principal's Honor Roll = 3.75 or above cumulative unweighted GPA

Valedictorian

The senior student who earns the highest total weighted grade point average through the 7th semester and has been a student at Rock Academy for at least their junior and senior years, will be designated as Valedictorian for the class. GPA will be based on classes taken at Rock Academy only, unless the student transfers in. Then the GPA will be based on transfer credits earned at an accredited high school prior to enrollment at Rock Academy unless the student transfers in with a higher GPA than is possible to earn at Rock Academy. In such a case, the higher GPA of the transfer student will be adjusted to equal the highest possible GPA attainable at Rock Academy, at the time of the transfer, prior to junior year. If a student spends only the junior and senior years at Rock Academy all academic coursework counted toward GPA must be completed at Rock Academy (i.e. no off-campus coursework). In case of a tie, the 3rd nine-week report grades will be used to determine valedictory status. If GPA are still equivalent, then the students will be declared co-valedictorians.

Salutatorian

The senior student, who earns the second highest total weighted grade point average and has been a student at Rock Academy for at least their junior and senior years, will be designated as Salutatorian for the class. Eligibility requirements are the same as those described for valedictorian.

*Note: For valedictorian and salutatorian determination, grade point averages will be computed to the hundredth place value.

Graduation with Honors

Graduation with honors is noted on the commencement program. Recognition is based on the cumulative weighted GPA during the first seven semesters of High School credit. Graduation honors categories are as follows:

Cum Laude (gold) – GPA of 3.5 – 3.74

Magna Cum Laude (silver) – GPA of 3.75 – 3.99

Summa Cum Laude (white) – GPA of 4.0 +

Drop of Class

A student may request to drop from a class within the first two weeks of the semester. The administration offers no guarantees but will do its best to accommodate all requests. Drop of a class after the two-week “add/drop” period may result in a “Withdrawal Fail” (“WF”) on the transcript.

ESP - Educational Support Program

Rock Academy is proud to offer our outstanding ESP program which specializes in the creation of individualized academic support plans for students in grades K-12 who are challenged with mild to moderate learning difficulties. In some instances, administration may require that a student be enrolled in the PILLARS program in order to help foster success at Rock Academy. Please visit our [webpage](#) for more information.

Graduation Requirements

Students who attend Rock Academy High School for four years (grades 9 – 12) must complete core classes in addition to Bible each year in attendance. Adjustments may be made for students who matriculate into Rock Academy after Grade 9, depending on curriculum requirements in their former institutions, at the discretion of the administration.

GRADUATION REQUIREMENTS FOR Rock Academy	
SUBJECT	CREDITS
BIBLE (Every Year)	8
ENGLISH (4 Years)	8
HISTORY (3 Years)	6
MATHEMATICS* (3 Years)	6
SCIENCE (3 Years)	6
FOREIGN LANGUAGE (2 years same language)	4
VISUAL/PERFORMING ARTS (1 Year)	2
Health/Speech (1 Year)	2
PHYSICAL EDUCATION (must have 2 credits in 9th grade; 2 more credits for rest of HS)	4
ELECTIVES	4
MINIMUM CREDITS	50
ADDITIONAL GRADUATION REQUIREMENTS	
FIRST AID CERTIFICATION (may be certified at any time during HS)	
CPR CERTIFICATION (may be certified at any time during HS)	
COMMUNITY SERVICE (80 hours total)	
SENIOR PORTFOLIO & PRESENTATION	
CITIZENSHIP (GOOD STANDING)	

Incompletes

If a student has been absent due to a serious illness or hospitalization during the semester, a teacher may assign a grade of incomplete so the student has the opportunity to make up the assignments that were missed. The incomplete must be made up within three weeks after the report cards are received. It is the responsibility of the student to find out what work must be completed. The grade of incomplete will automatically become an "F" if another grade is not submitted by the teacher at the end of the three-week period.

Off-Campus Fulfillment of Course Requirements

All required courses are ordinarily taken on the Rock Academy campus. In some circumstances, students may fulfill graduation requirements off-campus. Students wishing to request this permission must individually consult the Administrator before a decision is made and forms given. A full course description will be required. Upon reception of the written evaluation of the off-campus course, academic transfer credit will be added to the

student's official transcript. Only grades of "C-" or higher will transfer. A transfer grade of CR/NC will be placed on the transcript for all courses taken through a non-accredited program (i.e. PE).

Report Cards

Report cards will be issued four times a year.

For K-6 grades, the first two quarter grades average together to determine the first semester grade. The last two quarter grades average together to determine the second semester grade.

For K-6 grades, the two semester grades are averaged together to determine the course final grade.

For 7 – 12 grades, progress grades are issued at the end of the 1st and 3rd quarters.

For 7 – 12 grades, permanent transcript grades and credits are issued per semester only and are cumulative.

Parents may also view the academic progress of their child through the last week of school via RenWeb at www.renweb.com.

Effort/Citizenship Grades will be as follows:

E	Excellent
G	Good
S	Satisfactory
N	Needs improvement
U	Unsatisfactory

Academic grades are as follows:

Letter	Percentage	GPA	Weighted GPA (for HS honors and AP courses)
A+	98-100%		
A	93-97%	4	5
A-	90-92%		
B+	88-89%		
B	83-87%	3	4
B-	80-82%		
C+	78-79%		
C	73-77%	2	3
C-	70-72%		
D+	68-69%		
D	63-67%	1	
D-	60-62%		
F	Below 60%	0	
Incomplete			

Retention

It may be the recommendation of the student's teacher that a child repeat a class or grade level. Being retained does not imply failure nor is it a punishment of any kind. The teacher and administration will request a meeting with the parent and discuss concerns and ideas that could help the student to find success. The final decision for retention will be made by both the teacher and the administration.

High School students who fail a semester course may be required to repeat the course the next year, or take an equivalent summer course from an accredited High School or College. Students should be aware that while a D- to D+ is technically a passing grade; colleges will not recognize any grade below a C- for college entrance credit. It would, therefore, benefit the student to repeat the semester in order to attempt to earn a C- or above.

Summer School Classes

Students who fail a semester course or who wish to earn extra academic credits may enroll in accredited high schools and junior colleges during the summer session. Classes must be approved by the Administration in advance. To transfer credit from that school to a Rock Academy transcript, a grade of "C-" or higher must be earned, and the student must request high school credit at the time of registration. Proof of the course will only be accepted when an official transcript from an accredited school is received by the Rock Academy. Courses taken to correct an unsatisfactory or failing grade will not replace the grade earned on the Rock Academy transcript but will be listed on the Rock Academy transcript as a transfer grade. Students will not receive credit twice for the same course. Students may take online classes through Sevenstar for credit or recovery credit at parent expense, if desired. Please contact the Administration for more details.

Textbooks

Hardbound and re-usable paperback texts are the property of Rock Academy. Families may incur charges to replace any lost or excessively damaged texts in order to purchase a replacement.

Transcripts/Record Requests

College application transcripts must be requested through Naviance during a student's senior year to the college(s) of application on record. A copy of a non-official transcript may be requested from the Registrar or guidance counselor at no charge by the parent/guardian of a minor student or by the student if (s)he is at least 18 years old.

Tutoring

Tutoring is available and open to all Rock Academy students, at no extra expense. Please consult with individual teachers regarding their specific tutoring hours. In some cases, students may be required to attend mandatory tutoring.