



Student Handbook

K – 12<sup>th</sup> Grade

2024-2025

## STUDENT HANDBOOK

### INDEX

### PAGE NUMBER

---

Statement of Faith .....	3
Mission Statement.....	3
Philosophy of Education .....	3
Admissions .....	3
Investments & Fees.....	4
Standards of Conduct.....	5
Health & Safety.....	5
Campus Hours .....	6
Visitations .....	6
Cell Phones & Technology Devices.....	6
Inclement Weather Policy & School Closures .....	6
Lunch .....	6
Leaving Campus .....	6
Parties .....	7
Student Drivers .....	7
Discipline & Internet Usage.....	8
Uniform Guidelines .....	11
Withdrawals.....	13
Absences .....	13
Tardies .....	14
Parent Pledge.....	15

Solid Rock Christian Academy (SRCA) in addition to being an institution of education, is a place where a relationship with Jesus Christ can be nurtured. It is necessary for us to give a clear statement of faith. We combine that with a statement of our school's mission and purpose.

### STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible Word of God.
2. We believe that there is only one God.
3. We believe in the deity of Lord Jesus Christ, in his Virgin birth and His sinless life, in His miracles, in His vicarious death through His blood shed, in His ascension, and in His personal return in power and glory.
4. We believe that for salvation of lost and sinful men, there must be a plan. Three parts are included in this plan of salvation: 1. Repentance, 2. Water baptism (in the name of Jesus and for the remission of sin), and the 3. Infilling of the Holy Spirit. (Acts 2:38, John 3:5)
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly, moral life.

### Mission Statement

Our mission at Solid Rock Christian Academy is to empower and equip students with the educational, biblical, and spiritual principles necessary to serve their community using their God-given gifts with excellence.

### Philosophy of Education

A Christian school is essential because it provides an environment and atmosphere of Godly influences. Not only from teachers & staff, but a Godly influence from their peers. This creates a strong sense of community between students, teacher & student, and teacher to parent. This allows the student to grow not only academically but grow as a person without the distraction of a worldly pressure. And we believe that will set a firm foundation that will propel them into their future.

### Admissions

As a private institution, SRCA reserves the right and privilege of setting and maintaining its own standards of student conduct, dress, and scholarship. The school maintains the right to refuse admittance to anyone and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school.

## Admission Procedure

1. Student applications must be filled out completely & returned to the school office no later than August 1<sup>st</sup>.
2. Final registration is complete only when the following items have been received by the school:
  - a. Completed application form
  - b. Application fee
  - c. Interview - sign records request form
  - d. Previous school records if applicable
  - e. Child's health records and up-to-date immunization records signed by a doctor
  - f. Registration fee of \$50 paid by June 1st
  - g. Enrolled in payment plan, tuition assistance, or Hope Scholarship

*Failure to comply with any of the admission requirements will result in admission to SRCA being denied.*

## Investment & Fees

### Kindergarten – 12<sup>th</sup> Grade Investment

	Monthly	Annually
K - 12 <sup>th</sup> Grade	\$450.00	\$4,500.00

- *Application Fee \*multi-child discounts available*

Application fees are due with application.

Extra Early Application Fee - \$20.00 (February – March)

Early Application Fee - \$40.00 (April – May)

General Application Fee - \$80.00 (June – July)

- Registration - \$50.00 nonrefundable fee to hold the *new* student's spot for the following school year.
- Curriculum Fee - \$200.00
- Testing & Technology Fee - \$50.00

We are required by law to issue a National Standardized Test to our students each year. SRCA will be administering the IOWA Assessment.

### Standards of Conduct

SRCA must provide an environment conducive to the spiritual growth and development of its young people. We believe that Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and the loss of the Christian's physical, mental, or spiritual well-being. In order to allow spiritual growth, SRCA has adopted the following standards for students in attendance while they are at school and at home.

1. Refrain from swearing, smoking, using indecent language, gambling, participating in occult activities, use of intoxicating beverages, experimenting with illegal drugs, or promiscuous conduct (being sexually active).
2. Maintain high standards of courtesy, kindness, morality, and honesty.
3. Be dressed appropriately and modestly.
4. Be kind and helpful to young children and always respect those in authority.
5. Students will not participate in, nor belong to gangs, cults, or other such organizations, which do not adhere to basic Christian standards of living.

### Health & Safety

#### **Medication**

We do not allow any commercial, over-the-counter drugs to be taken at school. Before medication can be taken, it must be a prescription drug, and a doctor's note must accompany it. This note is good only on the prescription; if the drug is refilled, a new note from the doctor must accompany it. We adhere to this rule for the safety of our students.

#### **Lice**

Students who have head lice will be sent home for treatment and will not be able to return until all bugs & nits are removed. The student's head will be checked by SRCA staff prior to returning to the classroom.

#### **Injuries**

Any accident concerning a student will be reported to the administrator immediately. Any necessary first aid and/or medical attention will be administered. An incident report will be completed by the teacher or witness. A copy of the report will be put in the student's file & sent home in their take home folder. With serious injuries, a parent/guardian phone call may be needed.

### **Sickness**

SRCA does not employ medical personnel. A place will be available for students who are fevered or too ill to remain in the classroom. During this time, the parent will be notified to pick their child up within the hour.

### **School Procedures**

#### **Campus Hours**

Monday – Thursday 8:30-3:30

Friday 8:30-1:45

Parents/Guardians should drop students off between 8:15 - 8:25 and should pick them up between 3:30-3:35. On Fridays students should be picked up between 1:45-1:50

#### **Visitations**

Parents who wish to volunteer in their child's classroom must schedule their visit in advance with the teacher.

#### **Cell Phone & Technology Devices (watches, tablets, etc.)**

If brought to school, student cell phones, smart watches, devices, etc. MUST be turned into the student's teacher when they arrive at class and will be kept in the school office. Students may pick devices up before leaving at the end of the school day.

#### **Inclement Weather Policy and School Closures**

SRCA will follow the inclement weather schedule of Fayette County Public Schools. Students and parents will also be notified via ThinkWave. If SRCA is open for school but a student is unable to attend due to inclement weather in a specific area or circumstance, then the school administration will make a determination as to whether or not that absence is excused on a case-by-case basis.

#### **Lunch**

Students must bring a packed lunch from home. On occasion, we will have other lunch options available. You will be notified monthly.

#### **Leaving Campus**

SRCA has a closed campus. Students, including those who drive, are not permitted to leave the campus during school hours without written permission from parents/guardians and signing out at the office. Students will not be allowed to sign themselves out and wait outside for a ride.

### Parties

SRCA will not permit individual student birthday parties in the classroom. The school as a whole will celebrate certain holidays; Christmas and Valentine's Day. SRCA will not celebrate Halloween.

### Student Drivers

All student drivers must provide the administrator with written information on the make, model, color, and license plate number of their vehicles, along with parental permission to drive to school. Students riding to school with another student must provide written consent from the parents of both the passenger student and the driving student.

### Discipline

Our view of discipline is positive training in the right direction, however, there is a negative side of correction and adherence to rules.

### Prohibited Conduct

Several areas of infractions should be noted:

- Disrespect to teachers or students
- Disorderly conduct in the classroom or during chapel
- Not completing assigned work
- Destroying or defacing school property
- Meddling in other student's property or taking personal things without permission
- Fighting
- Leaving the school grounds without permission.
- Language – Students are prohibited from using the Lord's name in vain and from using vulgar and slang expressions.
- Substance abuse
- Intimidation/Harassment
- Cheating/Dishonesty

A student may be dismissed or expelled from the school or asked not to return the following year if he or she is out of harmony with the code of conduct or other school policies, whether on or off campus, as determined by the sole discretion of the

administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

SRCA is not a corrective institution; consequently, we may ask that a student not be enrolled with the idea that we will reform him or her. We are here to work with the home but not take the place of parents who have experienced difficulties in fulfilling their roles.

Solid Rock Christian Academy reserves the right to search all lockers, gym bags, purses, backpacks, notebooks, vehicles, or any personal property brought on school campus or any off-campus activities, with or without prior notification to parents and without parental consent. Immoral conduct will constitute automatic expulsion.

### Internet guidelines

- Use of the Internet is for educational purposes only, including classroom and individual research.
- Teachers or classroom monitors must be present in the classroom when students are accessing the Internet.
- Parents, guardians, and school personnel may revoke Internet access privileges at any time.
- If a student shares, allows others to use school-provided passwords, or “hacks” into another student’s account, this could lead to suspension or expulsion.
- SRCA school officials are permitted to access network storage of a student’s files or any school-provided portable storage file.
- Students are prohibited from attempting to circumvent the school’s Internet filters.
- Students are prohibited from using the schools Internet to harass, personally attack, and/or post private information about a person.
- Students are prohibited from posting negative information online about the school, its administration, staff, policies, events, or activities.
- Students may not create or use false and unauthorized accounts.



### Social media policy

Substantial disruption to the educational environment of SRCA could occur through the content of student or parents Internet blogs, posted statements, or images. Therefore, students who post such blogs may be subject to school discipline for the following reasons that include but are not limited to:

- A published threat toward a student, administrator, teacher, coach, or other school employee
- Blog postings or posting images, which call for or display the violation of laws or school rules
- Publishing false statements or rumors about other students that can damage reputations and lead to defamation of character
- Using a blog, web posting, or image to hold faculty, administrators, or staff up to ridicule or disrespect for their authority, their position, or their reputation as an employee in the SRCA school community
- Using a blog as an instrument of crime as in stalking, pornography, threat of injury, or loss of life or property
- Posting or contributing to the posting of harassing languages or images that might cause a student or staff member emotional or psychological distress thereby disrupting a class, a school sponsored event, or otherwise disrupting the school environment

### Sexual Activity/Expressions

In keeping with the ministry's statement of faith, immoral conduct will not be tolerated, and is the basis for dismissal. The Bible strictly forbids such conduct, which includes immoral actions as well as advocating for such behavior. Any statements of immoral acts will not be tolerated. The term "immoral act" is defined as bodily contact, actively undertaken or passively permitted between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in a sexually immoral act. This includes viewing pornographic material on or away from school campus. The term "statements of immoral acts" is one in which a student identifies him or herself as sexually active or claims he or she is homosexual, bisexual, transgender, or otherwise immoral words, language, or behavior to that effect, including dress or other appearance, that a reasonable person would believe is intended to convey the statement that engages in or has a propensity or intent to engage in immoral and/or homosexual behavior.

Examples: "I am gay" "I am a homosexual" "I am a transgender" "I am sexting" "I am sleeping with my boyfriend"

Homosexual or transgender conduct, defined by the identifying statements, is incompatible with enrollment at Solid Rock Christian Academy and is basis for dismissal. All students however, must be treated with dignity and respect, free of threats and harassment.

### **1. Detention**

Detention is held either before school, after school, or during scheduled break times. Students may be requested to perform academic work or other tasks during detention. The length of detention will be determined by the severity of the infraction.

### **2. Probation**

Probation is a specified time to closely observe a student's overall progress including: academic work, general attitude, and relationship with staff and students. The lack of progress during the probationary period will result in other disciplinary measures such as suspension or expulsion.

### **3. Suspension**

a. In-House - Students will be separated from all other students during the school day. Continuation of academic work will be the responsibility of the student. Duration of in-house suspension will depend upon severity of infraction.

b. Off Campus - Students will be dismissed from the school premises for a specified number of days. Continuation of academic work will be the responsibility of the student. Duration of off-campus suspension will depend upon severity of infraction.

### **4. Expulsion**

Expulsion will be a permanent dismissal of a student from attendance at Solid Rock Christian Academy. SRCA will not be responsible for assisting in furthering the education of a dismissed student.

### **Law Enforcement Involvement**

If a student's actions warrant law enforcement involvement, the administration and staff reserve the right to contact such enforcement. Teachers and administrators are mandatory reporters of physical and sexual abuse. SRCA has a zero-tolerance policy toward sexual and physical abuse and will report any reasonable suspicions of abuse. Parents are required to inform the school in the event that a child attending the school has been arrested by law enforcement. SRCA reserves the right to assess the situation and assign consequences independent of any finding by law enforcement or formal legal adjudication.

### **Appeal procedures**

If a student feels he or she has been treated unjustly and has been unable to resolve the matter and feels there is still a problem, the student should then take the matter to the principal. At this time a written statement of the problem must be presented to the principal. If the problem cannot be resolved at this level, a written statement will be sent to the church/school pastor's office. The pastor, parents of the student, and the student will meet to resolve the matter to the satisfaction of both parties. If the matter cannot be resolved, it may be deemed, in the best interest of the school, to terminate the student's attendance.

### **Uniform Guidelines**

The dress code is to be followed at all school functions. This includes orientation, special services, meetings, and programs, SRCA upholds the biblical standard of modesty. Since modesty is subject to interpretation, the school reserves the right to define modesty in situations not covered herein.

- All clothing must be clean and neat. Clothing should be free of wrinkles, strings, frayed edges, holes, and tears.
- Students must wear clothing that fits appropriately: no oversized clothing or skin tight clothing.
- Only SRCA school logo and emblems will be allowed on clothing.
- General colors are navy, burgundy, white, & tan.

### SRCA Guys

1. Pants
  - a. Colors – solid navy, khaki/tan
  - b. No denim, corduroy, or cargo style
2. Polo & Dress Shirts
  - a. Colors – white, navy, & burgundy
3. Sweaters, Cardigans, & Vests
  - a. Colors – navy & burgundy
  - b. Must be worn with a polo or dress shirt
4. Guys must maintain their hair in a neatly cut manner, above the ears and collar. Facial hair, including sideburns below the ear lobes, mustaches, etc., are not permitted. Hoodies & hats are not permitted.

### SRCA Girls

1. Skirts, Dresses, & Jumpers
  - a. Colors – Navy, khaki/tan, & SRCA plaid
  - b. No denim, corduroy, or cargo style
  - c. Length – must be long enough to cover the knees
2. Polo & Dress Shirts
  - a. Colors – navy, white, & burgundy
3. Sweaters, Cardigans, Vests
  - a. Colors – navy, burgundy
  - b. Must be worn with a polo or dress shirt
4. Accessories
  - a. Hair Bows/Headbands – navy, white, burgundy, & tan
5. Girls must wear knee-length dresses or skirts. Skirt splits should be below the knee. The wearing of earrings and makeup, including colored nail polish on fingernails or toenails, is not permitted. Hoodies & hats are not permitted.

### Shoes

Elementary students **MUST** wear shoes appropriate for recess (no heels or slippery dress shoes)

### Athletic Attire

- Guys – Navy athletic pants & SRCA gym shirt
- Girls – Navy, black, or tan Athletic Skirt with shorts or leggings underneath & SRCA gym shirt
- Athletic shoes must be worn for gym

### Chapel Attire | Friday

- Dressy Church Attire K – 12

### French Toast Uniforms

Frenchtoast.com

### Withdrawals

Withdrawals from the school must go through the administration office. Students transferring to another school should do so at the end of a grading period. If one day of any grading period is attended, the full nine-weeks will be charged. SRCA cannot guarantee the transfer of credits to another private or public school.

### Absences

In case of absence, the parent or guardian must call the school office by 10 a.m. to explain the absence. **When the student returns to school, he/she must bring a note from a parent or guardian informing us of the absence.** This note is for our files and must include:

- Student's first and last name
- Date(s) of absence
- Date of the note
- Signature of parent/guardian

Students arriving after 12pm without a doctor's note will be counted as absent for the entire school day.

Students leaving early after 12pm will be counted as tardy

Excessive absences may result in dismissal from school. No refunds on tuition will be made because of absences. Any student that misses 15 or more days per semester, excused or unexcused, will automatically fail that semester. We follow state of West Virginia Board of Education Policy 4110, which states:

Parents may excuse up to 10 absences per year by parent note. Verification by a physician is required when the absences exceed ten total days per year.

Students may be permitted to be excused from school for:

- Failure of van to run.
- Serious illness or death in the immediate family of the student.
- Observances of religious holidays.
- Leaves of educational values with prior approval of the school principal not to exceed five days.
- Calamity such as fire in the home or flood.
- Verified legal obligations.

### Tardies

A student arriving after 8:25am shall be considered tardy and must report to the school office before they will be admitted to class. **Five tardies within any grading period will be assessed as one unexcused absence. Students may not exceed 10 tardies per semester.**

### PARENT'S PLEDGE

I understand that it is my responsibility to read and to understand these documents and to explain them to my child. I agree to abide by the provisions in the handbook applicable to parents and that my child and I will be held accountable for the policies and procedures contained therein. I understand that if, at any time during or away from school, my child violates any provisions of the code of conduct or any other provisions of the handbook, he or she will be subject to the discipline described in the handbook, up to and including suspension or expulsion from school. I understand that I am responsible for making all tuition payments. I give permission for my child to take part in all school activities and absolve the school from liability to me or my child because of any injury to my student at school or during any school activity. I recognize that school pictures, without the student's name, could be used as advertisement for Solid Rock Christian Academy. I appreciate the standards of the school and do not tolerate profanity, obscenity in word or action, dishonor to the Godhead and the Word of God, or disrespect to the personnel of the school. I hereby agree to support all regulations of the school on the applicant's behalf and authorize this school to employ discipline as it deems wise and expedient for the training of my child. I understand the school reserves the right to dismiss any child who fails to comply with the established regulations and discipline or whose financial obligation remains unpaid. I understand that I am responsible for all debts incurred by me on behalf of my child/children. I further understand that no grades, transcripts, or diplomas will be given until all outstanding balances are cleared. I understand that SRCA cannot guarantee the transfer of high school credits if the student is pulled out and transfers to another private or public school for any reason. I have read the student handbook, and understand the terms stated on this form and agree thereto. I understand that this is a legal and binding agreement.

---

Signature of Legal Guardian

Date