

Table of Contents

Mission Statement	2
Administrative Prerogative.....	2
Before & After School.....	2
Celebrations.....	2
Class Trips.....	3
Class Ranking	3
Complaint & Problem Procedure.....	3
Field Trips.....	4
Free & Reduced Lunches.....	4
General Visitors.....	4
Grade Point Average.....	4
Grading Scale	4
Hallway Expectations.....	5
Lost & Found	5
Parental Involvement	5
Personal Property.....	5
School Closing.....	5
School Lunches.....	6
School Property.....	6
Search & Seizure	7
Student Dress Down	7
Telephone Use	7
Uniform Policy	8
Working Students	8
Bullying Policy.....	9
Health Guidelines.....	10
Student Activities.....	11
Special Services.....	12
School Security.....	13
Traffic.....	13
Student Appearance	14
Attendance.....	15-16
Tardies.....	17
Academics	18-21
Discipline	22-27
Athletic Eligibility	28-30

Rock Creek Community Academy Student Handbook

GENERAL INFORMATION

MISSION STATEMENT

The mission of Rock Creek Community Academy is to offer a distinctive education choice that provides rigorous standards of academic excellence in a safe and nurturing environment in partnership with parents and community. We will instill and develop in our students; character, servant leadership, and a desire for lifelong learning.

Our mission will include:

- Instruction aligned with State Standards
- Gateway to Mastery Program
- Character Education
- Partnership with parents and community
- College level curriculum with Ivy Tech, Vincennes, and Oakland City University
- 40 Development Assets as set forth by the Search Institute, Inc.

ADMINISTRATIVE PREROGATIVE .

The intent of this handbook is to give general guidelines to be adhered to by students and parents. Sometimes there will occur new situations or changing circumstances not covered specifically in this handbook. The Administration reserves the right to interpret or change any policy or procedure at any time by its sole discretion in responding to these new or changing situations.

Before and After School

For the safety of our school family, the entrances and exits to the school are being carefully monitored. High school students who arrive between 7:20 and 8:10 MUST report to Gymnasium, elementary students MUST report to the cafeteria.

Parents should make certain their child is at school in plenty of time to be properly prepared for the day. It is critical that students arrive on time to begin receiving instructions for the day. Late students cause an interruption for the entire class and may miss pertinent information.

Students on a bell schedule (middle and high school) will be considered tardy to class if they are not in their seats for that class when the bell rings.

No individual or group may stay after school, unless they are under the supervision of a teacher or coach.

Students are to be picked up no later than 3:20 (K-5) and 3:25 (6-12). Any students in grades K-5 not picked up by 3:20 will be placed in after care, students in 6-12 not picked up by 3:25 must report to the youth room. The youth room will be open Monday - Friday from 3:10 - 5:30.

Rock Creek Community Academy Student Handbook

CELEBRATIONS

Parents who wish to celebrate a birthday or a special event may make arrangements with their child's teacher. Any school-sponsored event will be announced by a notification letter from the teacher. NO invitations for private parties are to be distributed at school.

CLASS TRIPS

RCCA sponsors various overnight trips throughout the year. The first will be the senior retreat which is designed to help the students in team-building and class unity. Other trips are scheduled to give students the opportunity to travel, and to broaden the educational experience. If a student wishes to participate in these trips, he or she is responsible for raising all necessary funds. Various fundraisers (separate from the official school fund raising effort) are available to help students raise money to participate in these trips.

Participation in class trips is a privilege. Violation of behavior or attendance will jeopardize this privilege. Any student who has accumulated 5 or more absences in the current grading period will not be allowed to attend these trips.

CLASS RANKING

Students in grades 9-12 will be ranked according to academic achievement as determined by their GPA. Class rankings will be calculated at the end of each semester. To determine valedictorian and salutatorian, a final class ranking will be calculated for seniors after the third grading period of the senior year. Class valedictorian and salutatorian will be chosen from students who must follow a college prep course of study, and must have been a student at RCCA for their junior and senior years.

COMPLAINT OR PROBLEM PROCEDURE

During the course of the year, occasional misunderstandings or problems may arise between a teacher and a student, teacher and parent, parent and school or any of several possible areas. This is often the result of a lack of communication between those involved.

The school's policy for dealing with these situations is mentioned below.

1. All questions, problems, or complaints should first be brought directly to the teacher or coach before anyone else is involved.
2. If the situation is not resolved at this level through direct contact, it should then be brought to the principal.
3. Finally, but only when all of the above steps have been taken, does this problem find its way to the School Board through written appeal from the parent. It will then be placed on the agenda of the School Board at its next scheduled meeting. The School Board is the final level of appeal.

Rock Creek Community Academy Student Handbook

FIELD TRIPS

Field trips are scheduled periodically throughout the school year. Individual classes will have set schedules on the frequency and timing on field trips. The purpose for these trips is for both educational enrichment and enjoyment. Individual teachers may use the field trip experience as part of an assignment; therefore, all students are expected to be in attendance, to participate in, and to be responsible for any events related to the field trip, including writing reports which may be part of the classroom grade. Because field trips are an extension of school all school rules apply. Appropriate dress and behavior are mandatory on all field trips. Any parent who wishes to chaperone shall not be permitted to bring siblings on field trips.

FREE & REDUCED LUNCHESES

Families who qualify for Free or Reduced lunches are eligible for this program at RCCA. Applications are available in the school office.

GENERAL VISITORS

All visitors must check in at the school office and wear a visitor's badge identifying them to the school community. Also, visitors must sign out of the office when leaving the property. During school hours, parents must sign in at the school office and receive a visitors badge before proceeding to any classroom

GRADE POINT AVERAGE

Students in grades 9-12 will be assigned a grade point average (GPA) at the end of each grading period. This GPA is used to show an overall view of the student's academic progress, and will be used to determine class rank. RCCA is on a 4.0 grading scale. The following numerical values are assigned for each letter grade:

A/A+ = 4.0 A- = 3.67 B+ = 3.33 B = 3.0 B- = 2.67 C+ = 2.33 C = 2.0 C- = 1.67
D+ = 1.33 D = 1.0 D- = .67 F = 0.0

GRADE REPORTS

Grade Reports are issued at the end of each nine-week period. Only the semester grades are copied to the students' permanent records. At the mid-point of each nine weeks, a progress report will be mailed home. The reports are the property of the students' parent and are not returned to the school.

GRADING SCALES

The following grading scale will be used for all students enrolled in grades K-5:

A 93% -100% B 85% - 92% C 75% - 84% D 68%-74% F Below 67%

The following grading scale will be used for all students enrolled in grades 6-12:

A 90% - 100% B 80% - 89% C 70% - 79% D 60% - 69% F Below 60%

Rock Creek Community Academy Student Handbook

HALLWAY EXPECTATIONS

- Students should not block or stand in the middle of the hallway.
- There should be no “running or “horseplay” in the hallway.
- Please do not litter in the hallway. If you drop papers or other items, please pick them up - and dispose of them properly.

LOST AND FOUND

Lost articles, including books, clothing, valuables, etc., may be reclaimed in the school office before or after school only. Items in Lost and Found that are not labeled with students names will be sorted and distributed to areas of need at the end of each month.

PARENTAL INVOLVEMENT

Parental support and involvement are vital to the success of the school. The parent/teacher/student fellowship exists to support and promote the educational experience of our students. There are many opportunities for parents and grandparents to be involved in the life of the school. Parent volunteers give of their time and talents to provide a well-rounded learning experience for the students. Areas of influence include:

- attending the required parents' meeting at the first of each school year; .
- being available to serve at the school when special needs arise (classroom projects, academic fairs, special ceremonies, athletic events, music programs, etc.);
- attending school meetings and functions;
- volunteering in the Parent/Teacher Students (PTS) group;
- participating in the required fund-raising activities for the school;

PERSONAL PROPERTY

Tapes/CD's, Radios, Video Games/CD Players/Toys/Ipods are not permitted in school, on school sponsored trips or in the before/after school care program. Not only do they disturb the classes, but they are often lost or may be stolen. The school will not assume responsibility for personal items when damaged, lost or stolen.

Valuables (jewelry, electronics, music or athletic equipment) should be insured through a parents' homeowner's policy. If any of these items are not locked in either a student's locker or in the locker room, locked, these items will not be searched for by the administration.

SCHOOL CLOSING

In the event of severe inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced on local radio and television stations. If no report is heard, please assume school will be in session.

Rock Creek Community Academy Student Handbook

SCHOOL LUNCHESES

Students at RCCA will have the option of bringing their lunch or purchasing a school lunch through our cafeteria. Lunch tickets will be sold each morning until 8:30 am only. Students may purchase a 1-day or a 5-day lunch ticket. The ticket must then be presented to the lunch monitor upon receiving a lunch. A count is also taken during the first period of the day. If a student is planning to eat a school lunch, he or she must be included in the count. Students will not be allowed to "double up" on their lunch ticket at any time.

Students should bring a sack lunch on days RCCA is in session but West Clark Community schools are not. (RCCA lunches are provided by the West Clark system).

Students who do not purchase their tickets upon arrival at school will not be allowed to purchase them at lunchtime. All students are expected to keep all cafeteria areas clean, and properly dispose of any trash in the cafeteria. Students are expected to conduct themselves in a manner similar to that of the classroom behavior.

SCHOOL PROPERTY

Lockers: Student lockers are to be kept neat and clean. Students are not to write or do anything of a permanent nature to the inside or outside of the lockers. Periodic checks will take place during the school year. Lockers will be available to students in grades 6-12. Items are not permitted on top of the lockers. RCCA will retain access to all lockers by keeping a master list of combinations and/or retaining a master key. Unapproved locks will be removed and destroyed. There is a \$12.00 replacement fee for lost locks. The administration reserves the right to check lockers at any time.

Textbooks - Students are responsible to maintain textbooks/materials in the condition in which they were received. Students will be charged for damage to textbooks based on the evaluation of the teacher and principal.

General- When school property is damaged by a student it will be the responsibility of that student/parent to pay for all damages/repairs.

School Schedule

School will begin at 8:15 for all middle and high school students, and 8:30 for elementary students. All students are dismissed at 2:55.

Rock Creek Community Academy Student Handbook

SEARCH AND SEIZURE PROCEDURES

RCCA reserves the right to "search and seizure" if there is a reasonable cause to believe that such a search would lead to the discovery of items that would endanger others or violate school rules. Personal searches will be limited to searches of a student's pockets and any object in the possession of a student, such as purses, book bags and briefcases, etc. Items found during the course of the search of a student's locker, pockets, or possessions that violate student conduct standards may be seized as evidence in any suspension or expulsion process, returned to the parent or guardian of the student from whom it was seized, destroyed if it has no significant value, or turned over to a law enforcement officer.

STUDENT DRESS DOWN DAYS

It is a privilege to participate in "dress down", the opportunity to dress in jeans or other appropriate non-uniform dress on the second and fourth Friday of each month. This privilege begins in September and is earned by having no dress code violations during the previous two weeks. Honor roll and perfect attendance dress down is every Friday after the first quarter. Details regarding the dress down guidelines are included on separately published and distributed materials and will be announced in school prior to the first day of dress down.

TELEPHONE USE

Telephone messages will be relayed to the student at the end of the day. Only emergency calls will be referred to the student immediately. Students will be allowed to use the office phone for emergencies only.

Students are permitted to have cell phones at school. They must be turned off and in the students' lockers during regular school hours. Students are not to use cell phones during school hours. If a student is caught with or using their cell phone during school hours the phone will be confiscated and returned at the end of the next day.

Note: The school office, not the student, will contact the parent when a student is ill and need to go home. Students should not use their cell phones to call home when ill. The use of cell phones during this time will result in the confiscation and delivery of the phone to the parent.

Rock Creek Community Academy Student Handbook

UNIFORM POLICIES

Rock Creek Community Academy is a uniformed school to ensure the neatness of its students and to allow students from all economic backgrounds the freedom to be themselves apart from the stress of competitive dress. Students are to be neat, modest, and well groomed at all times while on the school campus.

Students attending any school event or function must be appropriately dressed (proper t-shirts, shorts, pants, etc.)

A copy of the official School Uniform dress code for grades K-5 and 6-12 can be obtained from the school office. The dress code does not specifically apply to the preschool and pre-kindergarten students.

WORKING STUDENTS

RCCA will permit older students to be employed during non-school hours. Students who work are expected to maintain good attendance, punctuality, and adequate attention to homework and class participation.

Students with excessive absences or tardies will be in jeopardy of losing work permits.

In situations where work schedules interfere with school schedules and procedures, school schedules take precedence.

Work permit applications may be obtained from the school office and must be signed by the school Principal. Violations of child-labor standards will be reported to the proper authorities.

Rock Creek Community Academy Student Handbook

Bullying and Harassment Policy

Definition of Bullying: there are many definitions of bullying and most of them seem to have three common threads:

1. It consists of deliberately hurtful behavior
2. It occurs repeatedly over a period of time.
3. It is difficult for those being bullied to defend themselves.

Bullying can/does occur three main ways:

1. Physical – Where the person being bullied is hit, kicked, or when belongings are taken or damaged.
2. Verbal – Bullying which consists of name-calling or insulting, racist or sexist remarks.
3. Indirect – When malicious rumors or stories are spread or the person is excluded from the social groups.

Consequences for Bullying

- 1st Offense – Student is sent to the office and given a reprimand. Parents of both parties are called.
- 2nd Offense – Student is sent to the office and is given ISS for one to three days.
- 3rd Offense – Student is sent to the office and is given OSS for one to ten days.
- 4th Offense – Student is sent to the office and is given OSS for ten days and expulsion papers are filled.

Rock Creek Community Academy Student Handbook

HEALTH GUIDELINES

Medication: All medications, both prescription and non-prescription, must be dispensed from the School Office. Students should never pass medications to another student, or carry medication on their person while at school or at a school function. Medication should be brought to school in the original, labeled bottle, with written instructions from the parent, and, for prescription drugs, the physician, indicating how it should be given. At registration, a form may be signed which releases the school to administer Tylenol or Ibuprofen as deemed necessary. These over-the-counter medications must be brought to school by the family. The school can not furnish these medications.

Students with a chronic disease or medical condition who must possess and self-administer medications during school hours must submit each school year a completed “self-administration” of medication. If your student is allergic to something that may result in a medical emergency, please notify the office.

Illness: If a student becomes ill at any time of the school day, he or she must obtain a pass from the teacher and report to the school office to be evaluated. If a short rest (no longer than 30 minutes) does not prove sufficient to continue the school day, parents will be contacted and arrangements will be made for the student to go home. Students must be seen in the office before calling home.

Communicable Disease Policy: Teachers and staff of Rock Creek Community Academy have received training in handling blood-borne pathogens and will adhere to the policy set forth in the Universal Precautions for Handling Bodily Fluids.

Drug Testing: It is our desire for RCCA students to live a clean life, free from drugs. However, RCCA reserves the right to require a drug test for any student who is suspected of drug use. The cost of such tests will be incurred by the parents. Results are to be submitted immediately to the school for review and possible further action.

Medical Emergency Procedure: At the beginning of each school year all parent(s)/guardian(s) are asked to fill in the information on the Student Medical Information Form which includes the name and phone number of the doctor to be notified, as well as the name, address, and phone number of the parents and an alternate person to be notified if the need should arise. It is the responsibility of the parent or guardian to communicate correct and up-to-date emergency medical information to the school administration.

In case of serious illness or injury, this information may be used before consultation with the family if this is felt necessary. In the case of serious illness or injury, the parent or guardian will be contacted. If necessary, parents or guardians will be asked to come to the school to pick up their child

Rock Creek Community Academy Student Handbook

Injuries Sustained at School: Students who receive a minor or serious injury at school will immediately be referred to the teacher. The teacher will contact the office as needed. If the injury is such that it is deemed advisable for the student to go home, the parents will be contacted by the school office so that the necessary arrangements may be made.

STUDENT ACTIVITIES

Class Officers (Grades 6-12): Each class within the school shall nominate and elect class officers each school year. Elected officers shall act as representatives of his/her class for the school year in which they were elected. Class officers are to work to promote the class within the school. The work of the Class Officers will be overseen by the Class Sponsor. Students on academic or disciplinary probation may not be nominated for a leadership office.

Student Council (Grades 9-12): Student Council is a student advisory board that is composed of no more than 13 students grades 9-12. Student Council members serve on the Student Council until such a time as they exclude themselves from office or graduate. Student council members are overseen by the office of the High School Principal and are selected by faculty.

Junior and National Honor Society: Students from grades (6-9), Junior National Honor Society, and grades (10-12), National Honor Society are those who demonstrate academic excellence and who meet other established leadership, service and character criteria. Members are chosen by an administrative and faculty membership committee from nominations made by all junior and senior high teachers.

Fellowship of Christian Athletes: The Fellowship of Christian Athletes operates according to national organizational guidelines and invites member athletes and non-athletes to participate in "huddle" activities. A schedule of activities and events are announced during the school year.

Community Service: It is the intent of RCCA to teach our students the reward of giving back to our community. We will strive to teach our students the important need in our community for volunteers to accomplish the many needs that exist. We begin with our pre-school students through grade 12, stressing the importance of all students participating in community service.

Our "Helping Hands" program gives all of our students the opportunity to participate in community service for one special day. In addition, our high school students are required to do fifteen (15) hours of service each year. Seniors must have sixty (60) hours of community service when graduating from RCCA.

Rock Creek Community Academy Student Handbook

SPECIAL SERVICES

Prosser School of Technology: Students in grades 10, 11 and 12 may be eligible to participate in technical training classes at Prosser School of Technology in New Albany, if they meet requirements and if schedules can be arranged to accommodate such. Information is available in the guidance office. These students must receive at least a "C" in Prosser courses to remain in the program. Prosser classes count as 3- credits per semester.

Special Needs: RCCA offers classes for special need students under the direction of several full-time special needs teachers and makes every effort to customize schedules of special needs students to achieve the best possible learning environment for their optimal learning. Students may be assigned to regular classes with possible modifications to assignments, tests, expectations, etc., all monitored by the special needs teacher. Other students may have classes in the Resource Room in either individual or small group learning situations. The school maintains close contact, including regular testing, case conferences, etc., with the local counties' School Psychological Services for all students who have a Learning Plan. Testing is available; contact the school guidance office for information.

Title One Tutoring: As a result of a state-mandated program, the school has the services of a Title I tutor, funded by the State of Indiana. The tutor does remedial work with students in grades K-6 who fall below the 40th percentile in math and reading on the yearly-standardized achievement test

Rock Creek Community Academy Student Handbook

SCHOOL SECURITY

Student Visitors: Any student visitor must have prior approval from the office 24 hours before the visit is to take place. To receive approval, students must present a written letter from a parent or guardian with explanation of the visit given. Once permission is granted, a visitor must sign in at the office upon arrival and is expected to follow all guidelines pertaining to students while on campus. All parents must check in with the office before going to a room. All visitors will be given a visitor identification tag to wear while in the school building. Visitors must comply with school guidelines of dress, appearance, and behavior to be permitted on campus.

Security at Rock Creek is a community-wide responsibility. Faculty, staff, administration, parents and students will work together to create a safe learning environment. Procedures have been developed to address campus security, use of controlled substances and weapons, violent behaviors, and crisis management. Any individual that threatens school safety and related procedures may be separated from the school community.

Fire, Tornado, Severe Storms and Earthquake Drills: In accordance with the State requirements, RCCA will conduct periodic safety drills. Each teacher will have an evacuation/safety plan for his/her classroom. Teachers will inform all students of these plans. It is the students' responsibility to familiarize themselves with these plans. There should be no talking during any drills.

TRAFFIC

Arrival/Dismissal Traffic: A Traffic Flow Map is available in the school office. Revisions to this map may be distributed through student packets or the mail. Please be a good example to your child by following these rules.

Students Driving Cars to School: Students driving cars to school must be at least sixteen years old and hold a valid Indiana driver's license. Sitting in/on/around cars in the parking lot is not permitted and will result in immediate disciplinary action. Reckless driving of any kind, or driving a car at an unauthorized time, will result in disciplinary action. Repeated playing of loud music and/or loitering in the parking lot may result in losing driving privileges on school property. Automobiles are "off limits" during the school day, unless office permission is requested and granted.

Students parking their cars (personal property) on the school lot, do so at their own risk. Rock Creek Community Academy cannot guarantee the security of anything left on the parking lot.

Rock Creek Community Academy Student Handbook

Speed Limit: For the safety of students, families and faculty all cars on the Rock Creek Community Academy campus are expected to adhere to a 10 mph speed limit.

Student Appearance

Rock Creek Community Academy Minimum Standards of Acceptability Regarding Students' Appearance

Rock Creek is concerned about the potential for disruptions in the educational process if students are allowed to wear clothing and/or have exposed body markings or piercing that contain lewd, vulgar, or indecent speech; promote illegal substances; relate to gang/cult matters; or create safety hazards.

A copy of the official School Uniform dress code for grades K-5 and 6-12, can be obtained from the school office.

The following is a list of clothing and/or appearance that will be considered unacceptable:

1. "Sagging Pants" at any time
2. Sunglasses worn in the building
3. Bandanas, hats or hoods are not to be worn in the building
4. Jewelry should be in good taste; no gang related symbols, no dog collars, no chain wallets, etc.
5. No earrings on males at any time; no body piercing on any student
6. All tattoos must be covered at all times, including extra-curricular activities.
7. Bizarre hair colors (green, blue, etc.); make-up should be clean and in good taste. Male students should keep their hair trimmed so that their eyes can be seen at all time.
8. Facial hair must be neatly trimmed
9. Flip flops cannot be worn in the classroom.
10. Coats cannot be worn in the classroom

Always Unacceptable – During dress down days, on school grounds at at any school function:

1. Drugs, Alcohol, Tobacco, Violence, Profanity, Sexual Connotations, Racism, or other generally offensive topics.
2. Clothing or accessories related with gangs or cults
3. Jewelry or accessories with spikes, heavy chains, etc.
4. Clothing that reveals underwear or private body parts, including: see through and mesh shirts or blouses, undone clothing or accessories(belts, zippers, snaps, etc.), sagging pants, low cut tops and short shorts.

Acceptable Items:

1. All clothes must be clean and in good repair
2. Brown or black belts must be worn at all times

Rock Creek Community Academy Student Handbook

3. Only plain, white, red or black t-shirt/knit turtlenecks may be worn under school uniform polo
4. Shirts and blouses must be tucked in at all times in the building and outside on school property
5. Socks must be worn at all times

Students not following school dress code will be denied dress down privileges on the following dress down day.

ATTENDANCE

ABSENCE PROCEDURES

One of the keys to successful academic achievement is punctual and regular attendance at school. Even the absence of one or two days can have a surprisingly disruptive impact on progress. Proper education relies on continuity of instruction, classroom participation, learning experiences, student/teacher interaction and structured study.

Excused Absences - Not every absence will be considered an excused absence (even with a note from the parent). Absences may be excused for the following reasons:

1. Personal illness - any absence exceeding two days must be verified by a physician or religious leader.
2. Death of an immediate family member. (Parents, siblings, grandparents, aunts, uncles and first cousins) not to exceed five (5) school days.
3. Medical or dental appointments which cannot be scheduled outside of the school day, not to exceed one-half day. Documentation required upon return to school.
4. Court or legal appointments which require the student's presence, not to exceed one-half day.
5. Religious observances (needs one day prior approval and documentation)
6. Other reasonable absences - **MUST RECEIVE PRIOR APPROVAL BY THE PRINCIPAL.**

Students will be counted present under the following circumstances:

1. Serving as a page in the legislature or similar honor.
2. Serving in the National Guard.
3. Service on a precinct election board, or as a worker for a candidate or political party, not to exceed one day.
4. Juniors and Seniors will be allowed two (2) college visitation days per year.

Rock Creek Community Academy Student Handbook

IN ALL SITUATIONS OF ABSENCE, WRITTEN VERIFICATION IS REQUIRED BY THE SECOND DAY UPON RETURNING TO SCHOOL. Written verification consists of a note confirming days missed (and the reason for absence), signed by the student's parent, guardian, physician, attorney or other court official, legislator, political candidate, or college admission officer as applicable. Absences left unverified beyond the second day of return to School may be considered unexcused. Students having unexcused absences may not be given credit for work missed during that period.

Unexcused Absences - Absences are considered unexcused for the following circumstances:

1. Written verification of absence was not presented within the specified time.
2. The reason for the absence cannot be verified. .
3. The absence required prior approval or notification, and the approval was not obtained or notification was not given before the absence.
4. Truancy - absence from school without the permission of the Principal and parent or guardian. Truancies do accumulate toward the excessive absence limit.
5. Out-of-school suspension - does accumulate toward the excessive absence limit.

Any elementary student who is absent more than twenty (20) days in a school year place his/her promotion to the next grade level in jeopardy

Any high school student who is absent more than five (5) days per class per semester severely jeopardizes their academic standing and will be placed on an attendance contract. Beginning with the 4th unexcused absence, the students quarterly grade will be reduced 1 % per additional absence. There will also be a required parent conference to talk about resolving this issue.

Violation of Indiana Compulsory Attendance Law or RCCA policies governing attendance may result in Suspension, Expulsion, and or a referral to the Juvenile Probation Department.

Truancy

When a student is truant, he or she will be subject to being disciplined by school and/or civil authorities. Parents will be contacted. If truancy becomes habitual, the matter will be referred to the appropriate civil juvenile authority. Future employers are very interested in student attendance at school.

Habitual Truancy

Driver's License/Permit Restriction Policy

Pursuant to the Public Law 121-1989, Rock Creek Christian Academy adopts this policy regarding the restriction of driver's license and permits.

Rock Creek Community Academy Student Handbook

SECTION I Habitual Truancy

- A. Indiana Code 20-8.1-3-17.2 provides, that any person, while of the ages of 13 to 18, who is determined to be a habitual truant as defined by school policy, cannot be issued an operator's license or learner's permit until the age of 18.
- B. The term "habitual truant" is hereby defined as a student who willfully refuses to attend school in defiance of parental or school authority in anyone of the following circumstances:
 - 1. Is truant for three (3) separate instances in a period of two consecutive semesters*or
 - 2. Is truant for a total of five (5) days in a period of two consecutive semesters*.

For Clarification: the two consecutive semesters means that accumulated days or individual instances of truancy may carry over from one school year to the next, i.e. spring of one school term and fall of the next school term.

Tardiness

Tardiness is not condoned. A student is expected to be on time for school and classes. If a student arrives late to school, the student must report to the office for an admittance slip. Each student will be allowed three (3) tardies a semester for being late to school. After the third tardy, the student will be assigned Lunch Detention each time, he/she is tardy, unless the student has a medical slip from a doctor or dentist. Any tardies beyond ten (10) a semester will be considered excessive and the student will be put on tardy contract, with possible referral to the Juvenile Probation Department.

Tardy Policy Consequences

Tardies 4-8 – Administrative Lunch Detention

Tardies 9 – One day IN-School Suspension

More than 9 tardies may result in Out-of-School Suspension

Early Dismissals

Early dismissals will be issued for emergencies only. Doctors and dental visits should be made outside of school hours whenever possible. Permission for early dismissal must be secured from the school office. Parents should report to the office and student must check out through the attendance office before leaving school. Students are to be released to the parents or guardians only.

Prior arrangements must be made if anyone other than the parents/guardians are checking out a student. Students MAY NOT leave the building without permission from administration or office personnel.

Rock Creek Community Academy Student Handbook

ACADEMIC STANDARDS

A goal of RCCA is to provide the student with an atmosphere that promotes excellence through learning. Academic achievement will be stressed in all areas of school curricula.

RCCA will make every effort to assure that each student is provided with course work that is at the student's level of learning, while remaining challenging and rewarding for the student, so as to help each student reach his or her full potential

All students at RCCA will be expected to meet the requirements of each class in which they are enrolled. Handing in homework assignments in a timely manner, taking all test and quizzes, participating in all projects, field trips, reports, and research papers, as well as class participation will be required of all students.

RCCA follows Indiana State Standards and is currently using the Gateway to Mastery Program.

WEIGHTED COURSES

Weighted courses are advanced academic courses that carry an additional value in determining GPA.

Courses are weighted to encourage students to take higher academic classes, and to reward students who excel in these advanced courses.

RCCA offers the following weighted courses: Honors English 9-12, Advanced Biology, Physiology and Anatomy, Zoology, Physics, Advanced Math, Calculus, Spanish III & IV.

Certain courses will be offered for college credit from Vincennes University, Oakland City University, and Ivy Tech. For more information, check with the school office.

STANDARDIZED TESTING

Rock Creek Community Academy will be administering the ISTEP Test to grades 3-8.

RCCA will also be administering the assessment (NWEA), in the Fall and the Spring to all students in grades K-12. Occasionally, other tests are also given. Such tests are designed to help educators understand what kind of work a student is potentially capable of doing, how far he/she has come in the learning process, and how well our teachers teach. Test results are helpful in guiding a student's progress through school.

Students in grades 9-12 will also be required to take at the end of the year all state standard Core 40 exams. Students in grades 10 and 11, may also be involved as such testing as the PSAT (administered at our school in the fall); students in grades 10-12, especially college bound seniors, may be taking the ACT and SAT, college admissions tests administered at other community locations. Information and registration forms for these tests are available in the guidance office. Students must register well ahead of time for these tests.

Rock Creek Community Academy Student Handbook

ACADEMIC PROBATION

If a high-school student's overall GPA for a nine-week grading period falls below a 2.0, that student will be placed on academic probation. That student may be required in the following grading period to attend after-school help sessions in order to raise the GPA. After the following grading period, if the student has achieved a 2.0 GPA, then the probation will be terminated. If the student has not achieved a 2.0 GPA, a parent conference will be required. During this probationary period a weekly academic progress report will be required for the student.

RELEASE OF STUDENT RECORDS

The school maintains complete cumulative academic records, for each student. All items in these records are treated as strictly confidential and available only according to the following policy:

1. Parents or guardians have the right to inspect and review all official records, files and data directly related to their child's academic progress, including all material that is incorporated into their student's cumulative folder.
2. Parental request to inspect and review official records relating to a child shall be made in writing to the administration. Such requests will be honored within ten (10) school days following the receipt of the request.
3. There will be no release of a student's personal records or files or any data in those records without the written consent of a parent or guardian, to any individual, agency, or organization other than the following:
 - a. Staff members of the school who have legitimate educational interest.
 - b. Court or law enforcement officials, if the school is given a subpoena or court order.
 - c. Certain federal, state, or local authorities performing functions required by law.
 - d. Officials of other schools in which the student intends to enroll.

Rock Creek Community Academy Student Handbook

GRADUATING REQUIREMENTS

Rock Creek Community Academy requires 40 credits for all students for graduation eligibility as required by the State of Indiana for a Core 40 Diploma.

The 40 credits are distributed as follows:

English/Language Arts	8 credits
Mathematics	6 credits (Algebra 1 – 2 credits; Geometry – 2 credits; Algebra II – 2 credits)
Science	6 credits (Biology – 2 credits; Chemistry, Physics or Integrated Chemistry & Physics – 2 credits; Any approved core 40 science course – 2 credits)
Social Studies	6 credits (US History – 2 credits; US Government – 1 credit; World History or World Geography – 2 credits; Economics – 1 credits)
Directed Electives	5 credits (World Languages, Fine Arts or Career/Technical)
Physical Education	2 credits
Health & Wellness	1 credit
Electives	6 credits (Career Academic Sequence recommended)

DIPLOMAS

Rock Creek Community Academy's graduating students who have completed 40 credit hours with Core 40 courses, and with a minimum cumulative GPA of 3.75 will receive a HIGH HONOR DIPLOMA. Students with a minimum cumulative GPA of 3.5 and completing 40 hours with Core 40 courses will receive an HONOR DIPLOMA. Graduating students completing 40 credit hours with Core 40 courses will receive a DIPLOMA. All graduates must have passed the End of Course assessments as required by the state of Indiana. Rock Creek's graduating seniors are eligible to receive the Indiana Academic Honors Diploma upon fulfilling all requirements. Information is available in the school guidance office.

AWARDS

Incentive Programs: RCCA is committed to encouraging students to succeed in all positive areas. Elementary students can receive Lion Pride Awards (pride is Respect, Involvement, Dependability, Excellence) which includes the Cub Club Award (for good citizenship), the Paw Print Award (for good handwriting), and the Lion's Den Award (for creative writing).

Rock Creek Community Academy Student Handbook

Honor Roll: At the end of each grading period, a school honor roll will be published. The following is a list of requirements for placement on the honor roll:

- Students must complete prescribed work in each subject,
- For "A" honor roll, all grades must be "A's",
- For "A-B" honor roll, all grades must be "A's" and "B's",

Students achieving the honor roll will have their names published in local newspapers and will be given special awards. Perfect Attendance for the grading period is also recognized.

Year-End Awards: At the end of the school year, RCCA sponsors graduation exercises for kindergarten students as well as high school seniors, and awards ceremonies for all students of Rock Creek. The following awards are given at the spring awards ceremonies:

- Subject area awards,
- Character Trait Awards
- Perfect attendance awards
- Service Awards
- President's Academic Excellence Awards
- President's Physical Fitness Awards
- Citizenship Award

Rock Creek Community Academy Student Handbook

DISCIPLINE (Grades 6-12)

Learning takes place best in a classroom with good order and structure. Students are reminded that they must adhere to a code of good behavior not only for their own benefit, but also for the benefit of others. Listed below are a few of the general rules and guidelines that Rock Creek students are expected to adhere to while at school:

- Classes are always dismissed by the teacher
- Students must get to class on time
- Students are expected to take all necessary materials to class, including textbooks, paper, pencil, etc.
- Fighting will NOT be tolerated on or near school property or at any school related activity
- Flagrant disrespect of teachers will be grounds for disciplinary actions
- No student is allowed in the halls during class time without her/his Planner, which is to be used as a pass

Demerit Program

Rock Creek has incorporated a system of demerits that will be used for infractions that occur in the commons areas such as, hallways, cafeteria, gymnasium, etc. In order for parents and students to be aware of where the student stands, the following accumulation period for demerits is listed:

- 3 Demerits – The student is assigned one (1) day of Lunch Detention and parents will be contacted.
- 5 Demerits – The student is assigned one (1) day In-School Suspension and parents will be contacted
- 10 Demerits – The student is assigned two (2) days of In-School Suspension and parents will be contacted
- 15 Demerits – The student is assigned one (1) day of Out-of-School Suspension and will be contacted
- 20 Demerits – The student is assigned three (3) days of Out-of School Suspension and parents will be contacted and made aware of upcoming possible expulsion
- 25 Demerits – The student is assigned five (5) days of Out-of School Suspension and the student will be recommended for EXPULSION FROM SCHOOL

Rock Creek Community Academy Student Handbook

Student Code of Conduct

Disciplinary Code of Possible Consequences:

- | | |
|-----------------------------------|---------------------------------|
| 1. Reprimand/Conference | 5. Recommendation for Expulsion |
| 2. Administrative Lunch Detention | 6. Referral to Police |
| 3. In-School Suspension | 7. Restitution |
| 4. Out-of-School Suspension | |

The Following Actions will not be tolerated and are assigned possible consequences:

- Alcohol/Intoxicating beverages (using, under the influence, or in possession of) 4,5,6
- Articles disruptive to school. Possession of radios, head sets, tape recorders, lasers, MP-3 players, etc. 2,3,4
- Assault and/or battery of school personnel or student (verbal or written) 4,5,6
- Bomb Threats 4,5,6
- Bullying Harassment – refer to bullying policy
- Bus Referrals – 1,2,3,4
- Cell Phones, possession of 2,3,4
- Computers misuse (i.e. sabotaging and/or changing software) 3,4,5,6,7
- Defacing or damaging school property 3,4,5,7
- Defiance or gross insubordination 3,4,5
- Discrimination against/threatening school personnel or other students 3,4,5,6
- Disrespect to school personnel 3,4,5
- Disruptive Behavior 3,4,5
- Distribution of literature promoting illegal or disruptive behavior 3,4,5,6
- Drugs (using, under the influence, or possession of illegal drugs; including paraphernalia on campus) 4,5,6
- Fighting or instigating a fight 4,5,6
- Fighting with a weapon 4,5,6
- Fireworks, possession of 3,4,5
- Forgery 2,3,4
- Gambling 2,3,4,5
- Gang Activity 3,4,5
- Gross Insubordination 2,3,4,5
- Leaving Campus without permission 3,4
- Lying/false information/impersonation/misrepresentation 2,3,4,5
- Out of class without permission (no planner/hall pass) 1,2,3
- Profanity. Obscenity, vulgarity, possession of lewd material 2,3,4,5
- Racial/Anti-Semitic behavior 3,4,5,6
- Refusal to Participate 3,4, 5
- Sexual Harassment 2,3,4,5,6
- Sexual/Lewd Behaviors 2,3,4,5
- Stealing/Theft 4,5,6
- Tobacco Products 4,5
- Truancy 3,4,5,6
- Vandalism 1,2,3,4,5
- Weapons, possession of 4,5,6

Rock Creek Community Academy Student Handbook

Note: Any items that are confiscated may not be picked up until the following school day after the items were confiscated. On the second offense only a parent or guardian may retrieve the items.

Lunch Detention- A lunch detention may be assigned to provide an immediate consequence for behavior problems of a less serious nature and tardies. Failure to report to lunch detention will result in the student receiving an office referral, which could result in the student receiving In-School or Out-of School Suspension

Suspension – Two types of suspension are used at Rock Creek. In School Suspension and Out-of-School Suspension. In School Suspension is used for behavior problems that require more punitive measures than being kept during lunch time. The In-School Suspension room is monitored by school personnel, and their teachers assign regular class work for the entire time they are there. Out-of-School Suspension is used as a consequence in case of vicious, illegal or immoral conduct, insubordination, persistent violation of narcotic laws, use of alcoholic beverages, smoking, use of weapons or fireworks, and or violation of local, state or federal law. The length of Out-of-School Suspension will be determined by the school principal (up to ten (10) days) and will reflect the seriousness of the offense committed. Parents will be notified by phone and mail. The student will be re-admitted after parent, student, and principals agree upon a satisfactory solution to his/her conduct.

Note: Students who are assigned “Out-of-School Suspension” MAY NOT attend or participate in any extracurricular activities, e.g dances, sports events, etc. on the day of their suspension.

Expulsion - When a student is expelled both the student and the parent(s) shall be notified in person and in writing as to the reasons for the expulsion. The Principal alone has the authority to expel a student and may expel a student for any reason he/she deems necessary, with or without the consent and/or agreement of the parents. Expulsion may result when there is a serious departure from the school's guidelines for student, including but not limited to the following:

- a. Repeated misconduct.
- b. Failure to respond positively to repeated corrective efforts by the school's personnel.
- c. A third occurrence of cheating during a student's high school (9-12) experience.
- d. Threatening or bringing harm to any member of the school community.
- e. An action or attitude that seriously harms the school's reputation in the community, including immorality; an attitude not in harmony with the goals of the school.
- f. Illegal use of drugs or alcohol

Rock Creek Community Academy Student Handbook

Once expelled, a student may be considered for admission as a new student after the semester the student was currently in and the full next semester are complete. Expelled students may be restricted from access to school property or events for the remainder of the school year. Students may or may not be eligible for re-admission depending on the severity of the offense. The final decision will be made by the School Board,

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some ways with school procedure or the educational process. Such items as toy guns, water pistols whistles, electronic games, radios, beepers, CD players, knives, toy handcuffs, balls, etc. if brought to school as play things are undesirable and will be confiscated. Walkmans and MP3 players may be brought to school, but they must be removed and put away before the student enters the building. Parents are expected to help students understand the necessity for such regulations.

WEAPONS AT SCHOOL OR AT SCHOOL FUNCTIONS

Any student who knowingly possesses uses and /or transmits a weapon constitutes an interference with educational functions and/or school purpose. Therefore, weapons are strictly prohibited in any school building , on any school property, or at any school sponsored or school related activity, regardless of the location for the function or activity. Furthermore, using a weapon in any way, on or off school property, that constitutes a violation of the laws of the State of Indiana, where such use causes an interference with school purposes or education functions will not be tolerated.

Weapons are defined as any of the following or anything represented to be of the following: explosives, fireworks, mace, any type of firearm (including pellet guns, air guns and BB guns), knives, switchblades, straight razors, metal knuckles, chains, stars, lasers, ice picks, or any other items that could reasonably be used or are capable of being used for violence, force, coercion, threat, physical harm, and/or intimidation. If a student is knowingly possessing, using and/or transmitting a weapon, as defined above, the student will be suspended for up to ten (10) days and a recommendation for expulsion may be initiated. Police will be called when necessary.

Rock Creek Community Academy Student Handbook

ELEMENTARY DISCIPLINE PROGRAM

The elementary school discipline program is called Discipline in Love and Logic. This method of discipline works most effectively when parents, teachers and administrators act as a team to lead the children into responsible behavior. The Love and Logic approach (1) allows children to grow through their mistakes (Love), and (2) allows them to live with the consequences of their choices (Logic).

Minor Acts of misconduct are those that interfere with the orderly operation of the classroom or school activity, such as classroom disruption, disorderly conduct, disrespect for others, not following directions, Frequent lateness, etc. Such behavior when not habitual in nature will ordinarily be handled by the teacher through counseling in the Love and Logic approach.

On a first minor act offense the teacher will speak with the student about their behavior and the natural consequences that relate to that behavior (someone getting hurt, hurt feelings, etc.). If the behavior continues, parents may be notified by phone or through e-mail regarding their child's behavior. Continued misbehavior may result in a parent conference, and/or a conference with the Dean of Students.

Intermediate and Major Acts of misconduct are those that are directed against other persons or property such as fighting, destruction of property, insubordination or defiance, habitual minor misconduct, possession or use of any object that threatens the safety of others, profanity or vulgarity, sexual misconduct, cheating, stealing, etc. Intermediate and major acts of misconduct, whether on or off campus, may result in disciplinary action by the school.

Parents can expect either the Principal and or/Dean of Students to speak with their child about the behavior and the natural consequences that relate to that behavior. The conversation will demonstrate empathy, while holding the child responsible for the decision to misbehave. The child will be asked to think through how they are going to resolve the problem. The administrator will approve or disapprove of the plan while presenting goals toward restoration. The parent will be contacted, and asked to reinforce the plan of action to be taken.

Rock Creek Community Academy Student Handbook

ELEMENTARY DISCIPLINE OPTIONS

The goal of the discipline in K-5 is to correct misbehavior and provide the opportunity for learning repentance and restoration. The primary responsibility for discipline, is given to the parents.

The teachers and administrators will communicate with the parents through the use of the Parent Communication Form when a student is having trouble obeying the school and classroom rules. A copy will be sent home, one will be given to the Principal, and one will be kept by the teacher. The parents must sign their copy and return it to the school, so that the teacher knows that it was received.

Many times this form may be used only as a communication device, and no disciplinary action will be assigned by the teacher.

However, the following actions may be taken, depending on the severity of the offense.

1. Points may be deducted from the conduct grade.
2. Time out within the classroom.
3. An after school detention in the classroom may be given.
4. The amount of recess time may be shortened.
5. The student may be sent to the Elementary Principal or Dean of Students.
6. A one-day suspension may be given, either in or out of school for the day.
7. A multi-day suspension may also be given.
8. Expulsion.

Rock Creek Community Academy Student Handbook

ATHLETIC ELIGIBILITY

Rock Creek Community Academy is a member of the Indiana High School Athletic Association (IHSAA) and as such follows IHSAA guidelines for eligibility in local and state athletic tournaments.

A student must be passing 4 subject areas to participate in athletics. A student must also maintain an academic grade point average of 2.0 to remain eligible. A student may become ineligible due to discipline problems determined by the school administration.

High School Eligibility: A student's eligibility will be based on the following guidelines set forth by the Indiana High School Athletic Association and/or Rock Creek Community Academy and must be followed:

1. Be enrolled as a full-time student at Rock Creek.
2. Be passing in at least four subjects and maintain a 2.0 GPA.
3. No student who is enrolled or connected with any other school shall take part in any athletic contest.
4. All student athletes who are participating at the Varsity level shall be subject to the IHSAA guidelines.
5. A parent (or representative) is required to attend the Athletic Orientation.

Elementary Eligibility: A student must be enrolled as a full-time student at Rock Creek

1. Be passing in at least four subjects.
2. Must maintain satisfactory marks in conduct.
3. A parent (or representative) is required to attend their child's respective coach's meeting:
4. A parent (or representative) is required to attend the Athletic Orientation (grades 6-8)

In order to try out or participate in any sport, a student must have insurance and a physical form signed by his/her physician on file with the coach or athletic director.

STUDENTS WHO ARE ABSENT FROM SCHOOL ON THE DAY OF THE EVENT OR ACTIVITY MAY NOT ATTEND OR PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES THAT EVENING.

Rock Creek Community Academy Student Handbook

Athletics: All athletes, coaches, and fans are expected to represent our school in a dignified manner. The school is a member of the Indiana High School Athletic Association (IHSAA). The following sports are currently offered:

- Baseball (high school)
- Basketball (elementary, middle & high school)
- Cheerleading (elementary, middle & high school)
- Cross Country (elementary, middle & high school)
- Golf (middle & high school)
- Soccer (middle & high school)
- Volleyball (middle & high school)
- Track & Field (high school)

Practice sessions for the various teams will be set by the coaches, and will be approved by the Athletic Director. Students are expected to be at all practices, unless excused by the coach. Parents must sign a permission/release form before students may participate. Athletes will receive a copy of individual team rules at the athletic orientation held each fall.

Athletic Lettering

Students must complete the following in order to receive an athletic letter:

1. The student must compete in one half of the games and matches scheduled.
2. The student must complete the season in good standing.

Varsity Athletic Policy: In accordance with the IHSAA and RCCA policy, a VARSITY athlete in any sport shall not be allowed to participate in the same sport on a church team, optimist team, all star team or any other team during that school sport season.

Transporting Athletes

Rock Creek requires that a Transportation Waiver form be signed by a parent and kept on file in the Athletic/School office prior to the first game/activity of the season. The scheduling of transportation is dependent upon the following factors: distance, availability of bus, number of students to be transported and costs. When transportation is not provided, parents are responsible for transporting their students to and from games/activities.

Parents assume responsibility for transporting their own children and the transporting of other children in their vehicle at their own risk. Parents may drive student athletes to games and practices if that parent has signed a "Parent Driver Form" and this form is on file with the Athletic/School office.

Rock Creek Community Academy Student Handbook

Sportsmanship: As a Charter school, we at Rock Creek will refrain from sitting in the stands or standing on the side line speaking about coaches, players or parents of our team or the opponent. This applies to both students and parents alike. As parents, we are role models for our children, and we, at RCCA expect you to be a positive representative. Any report to the contrary will result in immediate action by the administration.

Please follow these steps in resolving any negative situations during the season:

1. A meeting with the coach to discuss any concerns.
2. A resolution is not resolved, the next step is a meeting with the Athletic Director.
3. If the situation is still unresolved, a meeting with the principal should be requested. This step is only taken after the previous two have failed.