

2024
2025

ROCKFORD CHRISTIAN

815.391.8000

Upper School | 1401 N. Bell School Road
Rockford, Illinois 61107 | www.rockfordchristian.org



UPPER SCHOOL STUDENT & PARENT HANDBOOK

Cultivating biblically minded students who serve God
to their greatest potential and impact the world for Christ

Dear Families and Students,

I cordially welcome you to the 2024-2025 school year. Summer break is a time for faith, family, and friends. Hopefully all have been absorbed and have found fulfillment through the course of your child's time off. The faculty and staff look forward to your child's spiritual and academic development this upcoming school year.

Enclosed you will find the 2024-25 Student Handbook for you to read and review. Everything from our Statement of Faith, Vision, Mission, and Core Values along with academic, behavior, athletics, and club offerings are found within the pages of this document.

Please read and sign the Handbook Affirmation statement on the back of the last page. By reading and signing, you and your student agree to observe the rules, policies, and standards of conduct outlined in the handbook.

In His Service,

C. Lindstedt
Head of Upper School

- Please note the following policies or sections were updated for the 2024-25 school year:
- General Information
 - Communication Procedures
 - Health & Safety
 - Asthma Training
 - Faith's Law
 - Academics
 - Adding / Dropping a Class
 - Finals
 - Grade-Level Promotion
 - Report Cards
 - Royal Lion Award
 - Student Code of Conduct
 - Attendance → Make Up Work
 - Dress Code
 - Locker Decorations
 - Tardies
 - Technology
 - Extracurricular Activities
 - Activity Fees
 - Athletics
 - Athletic Fees
 - Multiple Sport Athletes

2024-25 Upper School Student & Parent Handbook

This handbook is reviewed annually by school administration, and approved by the RC Board of Directors. Rockford Christian reserves the right to amend the student handbook and revise policies in accordance with local, state, and federal law. Edits and/or updates will be approved by the Head of School and/or Board of Directors, and communicated to the student and parent communities in writing. Updated on 08.19.24.

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RC POINTS OF CONTACT

UPPER SCHOOL OFFICE

Carter, Sue	Counselor / Registrar
Hawkinson, Erik	Facilities Manager
Homan, Liz	Counselor
Johnson, Isaiah	Athletic Director
Lindstedt, Chris	Head of Upper School
Malcolm, Andrea	Administrative Assistant for Athletics
Riley, Sophie	Administrative Assistant to Head of Upper School
Tibbetts, Heath	Head of Spiritual Life
Thompson, Missy	Assistant Athletic Director / Camp VE Director
Vogel, Victoria	Food Service Manager
Carter, Don	Technology Director

BUSINESS OFFICE

Ahern, Laura	Human Resource Director
Duda, Jahna	Head of School
Jackson, Cheri	Head of Advancement
Miller, Laurie	Exec Assistant to Head of School
Nelson, Christina	Content Manager
Nethery, Theresa	Admissions Director
Orr, Kim	Head of Finance & Operations
Sunday, Mary	Accounts Payable
Weltzer, Beth	Accounts Receivable & SCRIP

UPPER SCHOOL FACULTY & STAFF

Middle School (5th Grade Homeroom)

Gargani, Kris	5th Grade
Hermann, Tara	5th Grade

Middle School (6-8)

Bamberger, Becky	Math
Carlson, Amanda	Science
Cufr, Michelle	English-Language Arts
Durand, Abby	Bible
Hoff, Don	Bible & Social Studies
Reese, Jake	Social Studies
Thomas, Deb	Student Support
Volk, Katie	English-Language Arts

High School

Davis, Tad	Math
Downey, Jen	Science
Ecklund, Cheryl	Math
Gragg, Jacob	Science
Greenlee, Lucas	Science
Griffin, Andy	Computer Science / Technology
Happ, Marcette	Spanish
Jones, Chris	Bible
Koch, Stephanie	Student Support
Leonard, Chuck	Social Studies
Lewis, Jonathan	Bible
Mark, John	Social Studies
Molchin, Jonathan	Social Studies
Moore, Randy	English Language Arts
Oldenburg, David	Science
Pobjecky, Valerie	Spanish
Sughrue, Tim	Math
Walsh, Sophia	English Language Arts

Shared Middle School & High School

Bradley, Sally	Math
Day, Liz	Art
Gulley, Terry	PE & Health
Heinzeroth, Alicia	Math
Johnson, Hannah	Art
Manke, Mike	Science
Wooden, Logan	Band
TBD	Choir

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GOVERNANCE & FOUNDATIONAL STATEMENTS

In alphabetical order

Accreditation

Rockford Christian School is fully accredited by the Association of Christian School International (ACSI), Cognia (previously AdvancED), and is recognized by the State of Illinois.

Governance

RC is an independent, private school governed by a board of directors. Up to 15 members are on the board at any one time with alternating terms of service. Individual committees are tailored each year according to current needs. Contact the head of school or current president of the board for information regarding its constitution and bylaws.

Final Authority for Matters of Belief & Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Rockford Christian School's faith, doctrine, practice, policy, and discipline, our Board of Directors is Rockford Christian School's final interpretive authority on the Bible's meaning and application.

Philosophy of Education

Education at Rockford Christian School promotes spiritual, intellectual, creative, social, and physical growth guided by a family-school concept, which supports and challenges students of varying abilities. A shared belief in cooperation and involvement among students, faculty, and parents/guardians provides a basis for each child's individual development. Rockford Christian seeks to build confidence and self-esteem within an environment where acceptance of responsibility, respect and concern for others, respect and love for God, and love for learning are actively fostered values. Every subject, whether scientific, historical, mathematical, literary, or artistic, is taught with the consciousness that Jesus Christ is to be central in all living and learning. Rockford Christian School is a two-campus facility housing students from Pre-Kindergarten 3-years-olds through 12th grade, which encourages continuity of our academic program and enhancement of the family-school tradition.

Non-Discriminatory Statement

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

Statement of Faith

At Rockford Christian, we believe

- In the Scriptures of the Old and New Testaments as wholly inspired by God and are inerrant in the original writings, and that they are the supreme and final authority in faith and life (2 Tim. 3:16-17).

- In One God, Creator of all things, eternally existent in three persons: Father, Son, and Holy Spirit (Deut. 6:4, Matt. 3:16-17, 1 Cor. 8:6, Rev. 1:4-5).
- In the deity and humanity of our Lord Jesus Christ, in His Virgin birth and His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His future personal and bodily return in power and glory (Rom. 1:1-4, 1 Pet. 2:22, Acts 2:22, 1 Pet. 2:24, 1 Cor. 15:3-8, 1 Pet. 3:22, 2 Thes. 1:10).
- That regeneration by the Holy Spirit is absolutely essential for the salvation of the lost and sinful person (John 3:1-8).
- That all who receive by faith the Lord Jesus Christ are regenerated by the Holy Spirit and thereby become the children of God (John 3:1-8).
- In the bodily resurrection of both the saved and the lost; for those that are saved it is a resurrection into everlasting joy with Christ, and for those that are lost it is a resurrection into everlasting suffering (Dan. 12:2, John 5:29).
- That people were created in the image of God; that they sinned, and thereby incurred both physical death and spiritual death, which is separation from God; and that all human beings are born with a sinful nature, and indeed sin in thought, word, and deed (Gen. 1:26, Eph. 2:1-3, Rom. 5:12).
- In the spiritual unity of all believers in our Lord Jesus Christ (Rom. 12:5, Gal. 3:28).

Statement on Marriage, Gender, and Sexuality

- We believe that God offers redemption and restoration to all who confess and forsake their sin OF ANY KIND, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10)
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.
- We believe that God wonderfully and immutably (unchanging) creates each person as either biologically male or female. These two distinct, complementary genders together reflect the im and nature of God. (Gen 1:26-27.)
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.)
- We believe that any form of sexual immorality (such as adultery within marriage, consensual sexual intercourse between two persons not married to each other, homosexual behavior, and use of pornography) is sinful and harmful. (Matt 15:18-20; 1 Cor 6:9-10 and 18.)
- We believe that in order to preserve the function and integrity of Rockford Christian School as a biblical role model to the students of Rockford Christian School, their families and the community, it is imperative that all persons employed by Rockford Christian School in any capacity support in word and action this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

Statement of Diversity, Inclusion, and Unity

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Rockford Christian School is a community of learners whose mission is to serve God and others. Together we strive to live with one another in unity and peace. Our ability to fully demonstrate these qualities is limited by the extent to which we resemble the breadth of God's family. Recognizing that unity is not uniformity, and based on the diversity that we witness in the body of Christ, we believe that greater diversity at RC enhances the educational experience by providing a better context for demonstrating the unifying power of the Gospel, better equipping our students for success in the increasingly global and diverse world, and actively and intentionally seeking to recruit staff and teachers that reflects the wonderful diversity of our community.

RC has a calling that is higher than superficial compliance or obligation. We are called to build a Christian community as an example to our community and beyond. Our school should model the reality of the body of Christ, and be inclusive of diverse people of God using their unique gifts for God's glory.

Through the power of the Holy Spirit, we are to reflect the biblical mandate to be ministers of reconciliation and to bring about genuine unity within a diverse world. RC actively seeks to attract and serve a diverse group of Christian employees and students in an environment that reflects our guiding values.

Vision, Mission, and Core Values

The vision of Rockford Christian School is to provide a legacy of excellent, Christ-centered education where students thrive spiritually, excel academically, and live boldly for Jesus Christ.

The mission of Rockford Christian School is to cultivate biblically minded students who serve God to their greatest potential and impact the world for Christ.

The core values of Rockford Christian School are:

- Decidedly Christian - Intentionally nurturing hearts and minds to know Jesus and grow His Kingdom
- Community Minded - Passionately pursuing relationships to influence the culture through intellect, service, and love
- Distinctively Excellent - Diligently seeking excellence in all that we say, think, and do
- Faithful Stewards - Genuinely caring for His people and His school to ensure Christian education remains viable and accessible for today and tomorrow

GENERAL INFORMATION

In alphabetical order

Admissions

A student who has previously given birth or fathered a child and makes application to Rockford Christian School will be considered on an individual basis for enrollment provided the student meets all other applicable criteria in this policy. A parent with a child at home will not be eligible for enrollment in high school.

Upper School Extended Care (Grades 5-8)

The Upper School Extended Care program is available for families who need before and after school care for their middle school students.

Times

- Before school care is from 7:00 am to 7:55 am in the HS Commons.
- After school care is from 3:15 pm to 5:30 pm in Room _____. Students picked up after 5:30 pm will be charged a higher rate.

Expectations

- The student handbook policies apply to extended care and students may be subject to disciplinary action for infractions.

Procedures

- Any middle school student who has not been picked up by 3:15 pm will be required to go to extended care to ensure they are properly supervised after school.
- Any student wanting to watch a home game must report to extended care until the game starts. He/she must have written parent / guardian permission to leave extended care at that time.
- In the event of an emergency, program supervisors are authorized to act on your behalf should you be unavailable and/or cannot be located.
- Parents/guardians must sign students out upon pick-up.

Student Athletes

- If a student is an athlete waiting for the start of a home sporting event, he/she is to report to extended care until the coach arrives on campus (usually 30 minutes before the start of the game).
- Athletes who finish practice and are still on campus 15 minutes after practice has ended will be sent to extended care.

After School for High School

High school students may go to the HS Commons and wait for transportation until 4:30 pm. No student should remain in the building unsupervised after that time.

Blackbaud

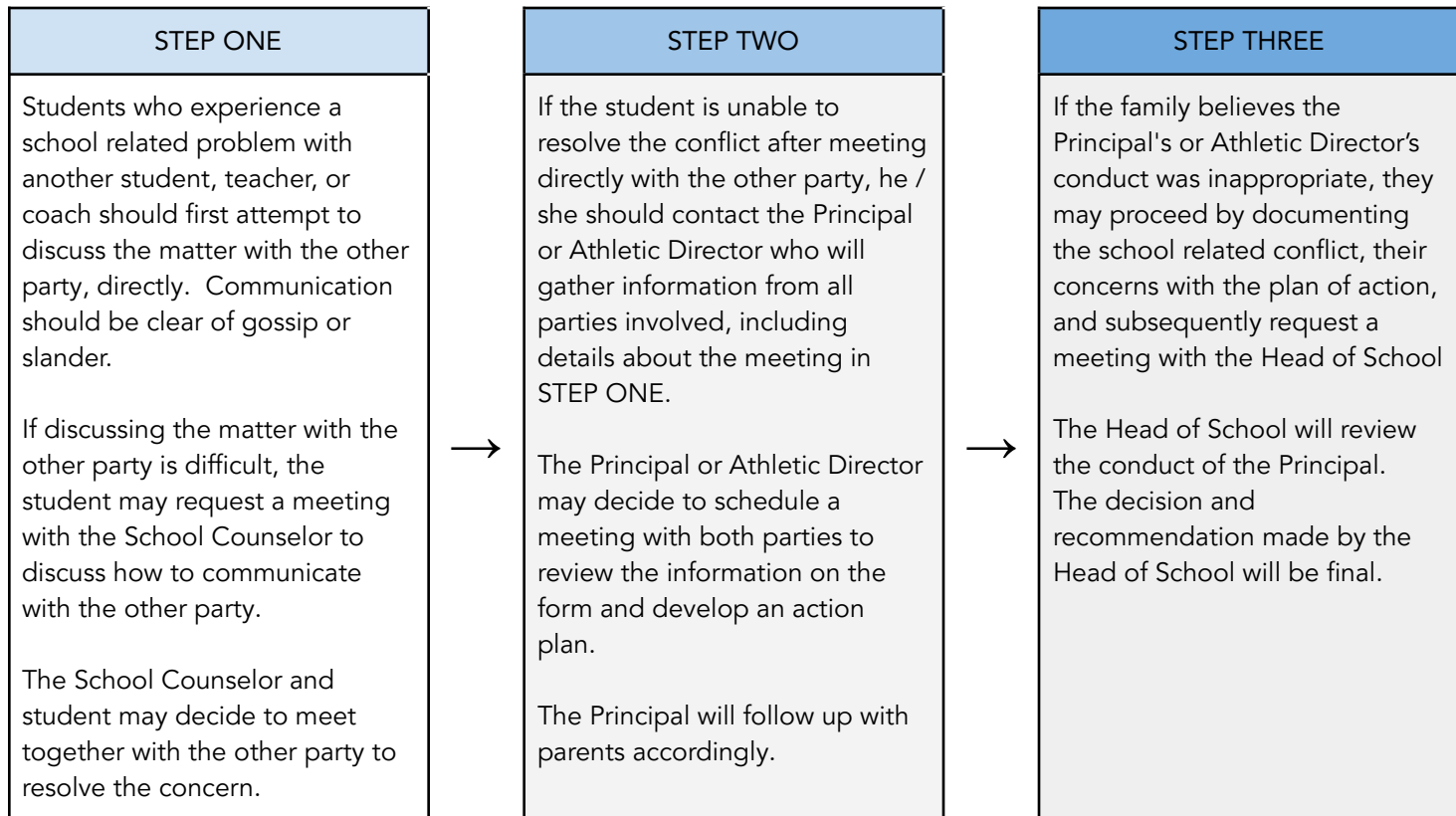
Parent(s)/guardian(s) may access student’s homework and grades, school calendar, and other announcements. Weekly grade reports will be sent out on Sundays. This communication will serve to keep families up to date on student progress.

Communication Procedures

Healthy and God-glorifying relationships are the focus of our community. We will be honest with each other while always being kind. When a relationship becomes broken, we will strive to restore it through repentance and forgiveness. RC is committed to sustaining a positive environment in which home and school work constructively together. A process has been established as a foundation for providing a school community that:

- Provides opportunities for reconciliation to occur quickly, fairly, and without retaliation.
- Improves communication and understanding between and among parties involved.
- Supports a positive school community by allocating teachers and principals responsibility for preventing and resolving conflicts and complaints.
- Ensures confidence in teacher or principal decisions by providing a mechanism whereby conduct can be objectively reviewed.

Parents should not approach another student in an attempt to confront or resolve conflict between their child and the other child. The parent, and child, should follow the steps listed below.



Federal Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. RC does not receive federal funding and therefore is not legally bound to follow or comply with Federal 504 legislation. However, we do believe in providing (to the best of our ability) the necessary educational support for students who need minor accommodations and will document said needs through a formal RC Support Plan.

Field Trips

All field trips are direct extensions of the classroom and will have educational value. Field trips will be planned by the teachers and approved by the administration. The teacher will determine the number of chaperones/supervisors attending each field trip experience. Siblings (not in applicable grades) will not be permitted to attend the field trip. Permission slips must be signed and returned to school before the field trip commences. The teacher may request ONE slip for ALL local trips. The responsible teacher will notify all faculty and staff with details about the trip such as date, time, and attendees one week in advance. Students are responsible for turning in homework assignments prior to leaving on a field trip.

Lost and Found

Many items are turned into the Lost and Found each week. Every effort will be made to return items that have names on them. In order to keep the items from becoming unsightly, unclaimed items are given to charity at the beginning of each month.

Office Hours

The school office is open from 7:30 a.m. to 4:00 p.m.

Parent-Teacher Conferences

Each fall there will be a formally scheduled parent/teacher conference day with both day and evening times to meet with each teacher. These conferences are designed for parent(s)/guardian(s) to discuss their student's progress with the teachers they deem necessary to see. All other conferences are made by appointment only, and can be scheduled by emailing the faculty or staff member.

School-Wide Communications

It is essential that we maintain excellent communications. Therefore, please observe the following:

- School news and events are published on the school website (www.rockfordchristian.org), and social media feeds.
- Parent(s)/guardian(s) are encouraged to communicate in writing, email, or through voicemail any messages for school staff.
- A weekly newsletter will be sent out via email. Please ensure that your contact information is up to date within Blackbaud.

School Records

Parents/guardians of students currently in attendance or eligible students have the right to:

Inspect and review the student's education records. Please call the school office to make arrangements. Seek amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. This request must be submitted in writing to the administration's office. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and section 99.31, authorize disclosure without consent. File with the Department a complaint under section 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act.

The school maintains a cumulative academic, attendance, and health record for each student enrolled in accordance with the Federal Family Rights and Education Privacy Act. Information on the student's permanent record will be given out to the following:

- To the parents/guardians and adult students by written request.
- To colleges, universities, and military services upon the student's written request.
- To the court system by parental/guardian permission or by warrant (parent/guardian will be notified).
- Records are not released if accounts are not current.

(US Department of Education and Family Educational Rights and Privacy Act or FERPA)

Volunteers

Volunteers make a difference in the life of the school. If you would like to volunteer, we welcome your service in one of the following areas:

- Activity Sponsors - We need adults to supervise and sponsor various student activities from time-to-time.
- Events - Special programs (arrangements, decorations, etc.)
- Field Trips - You can volunteer to chaperone and/or drive students on a field trip.
- Maintenance – We need parents/guardians who are available to help with some painting, yard work, electrical work, repair, and maintenance during the year. We would like for parents/guardians to consider three hours of donated time during the year.

HEALTH & SAFETY

In alphabetical order

Allergy Safety

- Food allergies - Classroom treats and school lunches may not be safe for your child to consume. Please discuss with your child the necessary precautions he/she needs to take to prevent exposure while in school.
- Other allergies - Many students are allergic to latex and animal dander. Please do not bring latex balloons or pets into the building.

Asthma Training

RC personnel shall complete an in-person or online training program annually on the management of asthma, the prevention of asthma symptoms, and emergency response for the school setting.

Crisis Procedures

RC will follow emergency procedures outlined in the school crisis management plan. Communication with parents regarding any real or perceived emergencies will be made using the most efficient mode possible, including but not limited to: text alert, email, or social media. Drills will intentionally be scheduled throughout the year in accordance with state and local recommendations. Directions for leaving individual rooms are posted. It is imperative that students follow directions during emergency situations.

ALICE

RC has become an A.L.I.C.E. trained school which stands for Alert, Lockdown, Inform, Counter, or Evacuate. Communication with parents about a lockdown and / or implementation of A.L.I.C.E. procedures will be made using the most efficient mode possible. It is imperative that students need to follow directions from teachers to assist in barricading a door, evacuating the building, or countering an intruder.

FIRE / EVACUATION

Teachers will assist students in identifying exits from each classroom. It is the responsibility of students to know ALL emergency procedures for each room in which he / she has class.

- Walk in a single file out of the assigned exit in an orderly manner. Do not stop for belongings.
- Students should be quiet during drills or evacuations and listen to directions.
- Once outside, students will report to their assigned location.
- Attendance will be taken promptly and reported to the designated school official.
- The signal to return to the building will be given when all is clear.

TORNADO

- A series of short blasts will indicate the beginning of a tornado drill.
- Students from class will be directed to the safe zone by their teacher.
- Students must remain quiet and follow further directions from their teacher.
- Students should not be in front of doors.

- Students must be in a formed shelter area within 2 minutes.
- A signal will be given when all is clear.

Daily Security / Visitors / Deliveries

All RC entrances will be locked during the school day. Students / families / visitors need to press a small buzzer outside the entrance and wait for admittance into the building by the office staff. All visitors must sign in at the front office and wait in the vestibule until teachers / students are available to meet them.

Students from other schools and / or alumni may not visit or “hang out” on campus, including the parking lot, before or after school. The police department will be notified, if necessary, to assist with removing people from campus.

Any deliveries for a student are to be made to the school office which includes, but is not limited to: lunch, homework, medication, and messages. At an appropriate time, students may pick up their delivery from the office. Due to the possibility of triggering an allergic reaction, no latex balloons are allowed inside the school building. In order to maintain a safer environment, no food deliveries may be made by delivery services.

Dental Exam Requirement

All children in kindergarten, second, sixth and ninth grades shall have a dental examination performed by a licensed dentist (Section 27-8.1(1.5) of the School Code). Parents must present proof of the examination prior to May 15th of the school year. The dental exam must have been completed within the 18 months prior to the May 15th deadline.

Faith’s Law

School Employee Code of Professional Conduct

Pursuant to Illinois’s Faith’s Law requirements, Rockford Christian Schools adopts this Code of Professional Conduct for School Employees. Each school is required pursuant to Faith’s Law to post this Code of Professional Conduct for School Employees on the school’s website and to publish [this resource guide](#) in the school’s parent/family/student handbook, if the school has one.

I. Educator Code of Conduct

Pursuant to recent Illinois law, Rockford Christian School adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived:

Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgment.

Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school and Christian colleagues and other professionals in the interest of student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators.

Principle 4: Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families striving to develop and maintain professional relationships with school parents and families; and promoting collaboration and supporting student learning through communication with parents and families.

Principle 5: Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to Christian schools, state and federal laws and regulations as applicable to Christian schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Christian schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations that apply to Christian schools.

Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. Rockford Christian Schools have no tolerance for any unprofessional conduct.

II. Sexual misconduct

1. **Sexual misconduct**, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102- 0676, (105 ILCS 5/22-85.5).
2. **Grooming behavior**, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic

data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

III. Expectations of School Employees

School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact.

1. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and/or inappropriate between an employee and student.
2. Employees are not permitted to transport students in the employee's privately owned vehicle, unless the employee has obtained the prior permission of the Principal to do so.
3. Employees are not permitted to take or possess a photo or video of a student on their private devices that would be construed as inappropriate.
4. Employees are expected to maintain a professional relationship in all interactions, both in and out of school.

IV. School employees are mandated reporters

Rockford Christian School restates here the requirement that its employees, including the employees who work at both the Upper and Lower Schools, shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services. Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline number at 1-800- 25-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

V. Employee training related to child abuse and educator ethics

Rockford Christian School requires employees to be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding.

Health Emergencies

In the event a student believes emergency professionals should be called, the student must communicate with a staff member regarding the situation.

Health Exam

All students, upon initial enrollment in ANY grade, who have not been previously enrolled in an Illinois school, must have a current physical that meets the requirements of the State of Illinois. For ALL students entering grades six and nine, a new physical is required. A physical examination must be on record before beginning the school year.

Health Office

The school employs a registered nurse who is responsible for maintaining all health records. Rockford Christian School follows state mandates for vision and hearing screening. The school nurse works cooperatively with parents/guardians, private physicians, and all school personnel to improve and maintain the health of all pupils. Rockford Christian School is a smoke-free environment.

Illness

If a student is ill, or has been ill during the night, the student must remain at home. If the student has been vomiting and/or running a fever, the student must remain home for 24 hours. This time will allow the student to feel well physically and thereby be productive in the classroom. Also, this time helps keep other students from being exposed to sickness. If a student becomes ill at school, we will call the parent/guardian to determine what should be done. If a student is suspected to have a communicable health problem (mono, pink eye, etc.), please have the student checked by a physician prior to sending the student to school.

Immunizations

Students must show proof of basic immunizations and required boosters for Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Meningitis, Haemophilus Influenzae Type B (required for pre-school only), Varicella (required for preschool through 12th grades), Hepatitis B (required for pre-school and 6th - 12th grades), and Pneumococcal Vaccine schedule for children d 24-59 months of .

All immunizations must be updated and recorded on the Illinois State school physical form. A physician or other healthcare professional must sign these forms.

Parents of students with religious objections must submit a new, signed letter of objection (each year a school physical is required) that meets all state requirements by October 15th and sign the exclusion letter explaining that unimmunized students will be excluded from school in the event of an outbreak as directed by the Winnebago County Health Department.

STUDENTS OF ROCKFORD CHRISTIAN SCHOOL MUST BE IN COMPLIANCE BY THE FIRST DAY OF SCHOOL. Students who have not submitted a required school physical and/or all required immunizations by the first day of school will be excluded from classes until State of Illinois school health requirements have been met.

New Students in ALL Grades must submit a current physical exam with up-to-date immunizations within 30 days of enrollment.

The Annual Immunization Data Report submitted to the Illinois State Board of Education for Rockford Christian School is available upon request.

Injuries

In the event that a student is injured at school, the following steps will be taken:

- Determination if emergency care is needed
- Administer first aid to the best of our ability.
- Telephone the parent/guardian

Medications

Per the State of Illinois, parents are required to work out their child's medication around the school schedule to the best of their ability. The administration of medication to students during regular school hours and during

school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. Medications should be limited to those required during school hours which are necessary to maintain the student in school and those needed in the event of an emergency.

Medications will be dispensed at school under the following guidelines:

- All medication(s) that are to be taken by a student at Rockford Christian must be dispensed through the nurse's office.
- No student is to carry his/her medication (including over-the-counter medication).
- No student may dispense medication to another student.
- Any student requiring medication should bring the medication in the original bottle and a completed medication authorization form with the attending physician and parent/guardian signature indicating the amount and time that the student is to receive the medicine. This policy includes over-the-counter medications. Parents or guardians must sign a statement acknowledging that Rockford Christian School and its employees and nts are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of any medication. Forms are available in the health office.
- Students not following the above procedures may be subject to disciplinary action.
- Students with asthma are permitted to carry and self-administer their rescue inhaler.
- Parents/guardians must provide the health office with the original prescription labeled box, detailing the name and dosage of the medication and circumstances under which the medication is to be administered. Parents/guardians must sign a statement acknowledging that Rockford Christian School and its employees and nts are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of asthma medication.
- Parents of students with asthma should provide the school nurse with an Asthma Action Plan completed by the child's physician.
- Students at risk of anaphylaxis are permitted to carry an epinephrine auto-injector as long as the proper medication forms have been provided to the health office. Medication authorization from the prescribing physician identifying the student's ability to self-administer the epipen must be provided. This authorization must also be signed by the parent. Parents/guardians must sign a statement acknowledging that Rockford Christian School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of an epinephrine auto-injector.
- Rockford Christian School has instituted a standing protocol for the use of undesignated epinephrine auto-injectors. Any student exhibiting signs/symptoms of anaphylaxis may be administered epinephrine by the school nurse or trained personnel. Parents have the right to refuse this emergency medication by submitting their refusal in writing to Rockford Christian School. Rockford Christian School and its employees and nts are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration or use of an epinephrine auto-injector.
- Rockford Christian has instituted a standing protocol for the use of an undesignated albuterol rescue inhaler. Any student exhibiting signs of respiratory distress may be administered albuterol by the school nurse or trained personnel. Parents have the right to refuse this emergency medication by submitting their refusal in writing to Rockford Christian School. Rockford Christian School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication.
- Rockford Christian has instituted a standing protocol for the use of undesignated Narcan (naloxone). Any student exhibiting the signs of opioid overdose may be administered Narcan by the school nurse or trained personnel. Parents have the right to refuse this emergency medication by submitting their refusal in writing to Rockford Christian School. Rockford Christian School and its employees and agents are to

incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist (Narcan).

Text Alert System

The school provides a text alert system to notify subscribers of school delays, school closings, emergency information, and unexpected interruptions at the school. Current cell phone numbers must be provided in the student information system.

Transportation

Rockford Christian School makes every attempt to provide school bus/van transportation to most school sponsored activities.

The following policies regarding transportation exist:

1. Transportation to all class field trips must be in school approved vehicles. The Illinois State Board of Education provides an outline for legal transport of students in this document. (https://www.isbe.net/Documents/vehicle_use_summary.pdf).
2. Transportation to service events, classes that meet off campus, athletic and other extracurricular events: Rockford Christian School makes every attempt to provide school bus/van transportation to extra-curricular events that are in excess of 15 miles from campus. For events where there is no school supplied transportation it is the responsibility of the parents to make sure their student has safe and legal transportation to the event.
3. Adults who drive for school events must have a [transportation agreement](#) on file with the school office.

Video Surveillance

Video surveillance is conducted in all public areas of the school 24 hours a day. Recordings of the surveillance are stored for a limited time except in the case of specific reported incidents. These recordings are property of the school and may be viewed only by authorized school or law enforcement personnel. Because this foot shows more than just a single child, to protect the privacy of all people on school grounds, recordings will not be shared with parents or other parties except in special circumstances approved by the Board of Education, administration, or specifically requested by law enforcement or other legal proceedings.

Vision and Hearing Screening

Appropriate Vision and Hearing screenings are performed annually as mandated by the State of Illinois: Vision screening is provided for all students in Pre-K, Kindergarten, (who have not submitted an eye exam), grade 2, new students, and all students with an IEP. Hearing screening is provided for all students in Pre-K, Kindergarten, grades 1-3, as well as new students and students with an IEP. According to the State of Illinois School Code (section 27-8.1): "Vision screening is not a substitute for a complete eye and vision screening by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Vision screening is NOT an option. If a vision examination report is not on file at the school for your child, your child in the mandated /grade/group will be screened."

Students enrolling in school for the first time must present proof of an eye examination by a licensed optometrist or physician licensed to practice medicine in all its branches and do eye examinations as defined by the law within the previous year before October 15th of the school year..

Weather-Related Emergencies

Rockford Christian School will do everything possible to ensure the safety of our children during inclement weather. Decisions will often align with Rockford Public Schools (RPS 205), however, there may be times when RC remains in session while RPS 205 is canceled or vice versa. In situations where RC remains in session, students driving to RC from a school district where schools are closed may remain home with parent permission. Said absence(s) will not be counted against the number of allowable absences.

Decisions to cancel (i.e. snow day) will be determined by 7:00 am on the day of the anticipated weather emergency. Families and employees will be notified through school text alerts, email, and the school website as well as school social media and local television stations.

In situations where the weather emergency is anticipated in the afternoon or early evening, administration may determine it is in the best interest of student drivers to dismiss prior to the end of the school day. We will do our best to determine if an early dismissal is necessary no later than noon. Times for the early dismissal will be established based on the safety of our student drivers. Families will be notified through the same communication channels mentioned above.

The first two snow days each school year are "free" days meaning no remote learning will be expected or provided. If additional snow days occur, administration will determine if remote learning and/or adding those school days at the end of the school year is necessary for student learning. Advance notice will be provided if either is anticipated.

In the case of extreme temperatures, the school will employ the following principles to ensure students remain safe:

- If the heat index is greater than 104 degrees, outdoor activities (i.e. recess, sports) will be moved into an air conditioned space (if space allows), canceled, or postponed.
- If the heat index is between 91-104, school personnel will exercise caution, monitor students closely for necessary action, implement mandatory water breaks, consider reducing time outside (i.e. recess, practice, or play), or consider moving activities inside, canceling, or postponing.
- If the heat index is below 91, students will be monitored closely for necessary action, participate in outdoor activities as usual, and be provided optional water breaks.

ACADEMICS

In alphabetical order

Academic Philosophy ~ Educating the Whole Child

STUDENTS have the responsibility to develop good work and study habits.

- Set aside a special time in which to do his/her assignments.
- Find a special place free from excessive noise and other distractions in which to work.
- Organize time so assignments can be completed in a reasonable length of time.
- Carefully check the completed assignments.
- Return all work completed to the teacher by the date required.

PARENT cooperation is a necessary factor for homework to be meaningful. It is important for parents/guardians to support the teacher and to instill in the student an attitude that homework is an important and necessary part of the learning process. Parents/guardians should:

- Provide a quiet, well-lighted place for the student to study.
- Establish a regular "homework time" in the home and have a special place free from excessive noise and other distractions where the student can work.
- Encourage and support the student's efforts and be available for questions, being careful to remember that homework is the student's responsibility, not the parents/guardians.
- Set aside time to review the student's homework to make sure it is completed.
- Communicate with the teacher whenever the student has consistent difficulty with homework assignments.
- Encourage the student to seek help and ask questions of the teacher when in doubt about an assignment.

EDUCATORS will make every effort to provide a suitable learning environment and have engaging lessons. In cases of a student not performing up to academic expectations, or grades of D or F, contact a parent/guardian will be made to communicate specific challenges or areas of concern and/or missing assignments. Our teachers desire to assist the parents/guardians in the training of their students and appreciate any helpful communication that may provide valuable insight into your student. Each teacher has voicemail at the school and an email address for your convenience. Please be understanding of teachers' schedules in expecting a response.

Adding / Dropping a Class

High school students have **five (5) days to add a class** at the beginning of each semester without penalty. Students need to fill out an "Add / Drop Form" available in the Upper School Office, and obtain permission from the teacher, counselor, and parent before the class will be added to the student schedule.

High school students have **ten (10) days to drop a class** at the beginning of each semester without penalty. Students need to fill out an "Add / Drop Form" available in the Upper School Office, and obtain permission from the teacher, counselor, and parent before the class will be dropped from the student schedule.

Advanced Placement (AP) and Dual Credit

RC offers Advanced Placement (AP) and dual credit courses. The benefit of both options is that courses are taught by RC teachers who ascribe to our Statement of Faith and hiring criteria, and are infused with a biblical worldview to examine content through the lens of Scripture. In addition, earning college credit in high school can be a significant cost savings during the postsecondary education process.

- Advanced Placement On Campus - AP courses *may* earn a student college credit if they obtain an established score on the AP test outlined by the college or university in which they are interested in attending. For example, one college or university may require an AP Calculus score of 4 in order for the course to count as college credit. In the State of Illinois, public universities must accept an AP score of 3 or higher for college credit. Even if the student does not earn college credit for AP courses, colleges and universities like to see that a student has taken advanced courses while in high school, which may help during admission or the determination of scholarships. Students are required to take the AP exam in May; the cost of the exam is approximately \$100. AP courses currently offered at RC: AP American Government, AP Art History, AP Biology, AP Calculus AB, AP Calculus BC, AP Chemistry, AP Chinese, AP Economics, AP English Literature, AP Environmental Science, AP European History, AP Language, AP Physics, AP Physics 2, AP Psychology, AP Spanish, AP Statistics, AP United States History.
- Dual Credit On Campus - Dual credit (high school & college credit) courses are guaranteed to count as college credit as long as the student maintains a passing grade. Rockford Christian School has started a new partnership with Rock Valley College (RVC) to provide college credit. Students can choose whether or not to take the RC course for dual credit. The cost per class is \$50 (compared to \$125 per credit hour). A representative from RVC will meet with students during the school year to register them for the college credit. RVC has an established relationship with the Regents School of Illinois and therefore, RVC credits will transfer within the State of Illinois. When considering private or out-of-state schools, please be advised these classes may transfer as elective credit rather than credit for core courses. Dual credit courses offered at RC for the 2024-25 school year include Intro to Photoshop, Digital Design and Illustration, and Advanced Literature.
- Dual Credit Off Campus - Students may receive elective credits for courses taken at an accredited college that have been approved by the School Counselor and Administrator. Students wishing to receive dual credit must submit a request to the Upper School Office prior to enrolling in the college course.

Credit Recovery

At times, middle school and high school students will need to utilize credit recovery if they fail a core class (math, science, social studies, English, Bible) for the semester. Completing credit recovery over the summer might be required in order to remain enrolled at Rockford Christian for the following year.

If a high school student fails an elective course causing the student's total credits to fall below a minimum of 12 credits per year, the student must make up those credits during the summer. This class may be any elective, except one scheduled for Rockford Christian the following year or one already taken.

Credit recovery courses must be taken at an accredited high school, adult education center, or correspondence schools. Prior credit authorization must be obtained from the school counselor. Credit recovery grades will be included in the student transcript, but will not replace the failed course.

Early Graduation

Students who have satisfied graduation requirements may request early graduation. To do so, students should visit with their School Counselor, complete a request form, obtain parent approval, and meet with the Head of Upper School.

All fees and tuition must be paid in order for the student to go through commencement exercises. In addition, students graduating after the first semester must agree to abide by the RC Standards of Student Conduct during the second semester even though they are not in residence at RC, in order to be eligible for commencement exercises at the end of the school year.

Earning High School Credit in Middle School

Starting in the 2022-2023 school year: middle school students who successfully complete an on-campus high school level class may be eligible for high school credit. In order to earn high school credit, the appropriate form must be picked up from the academic counseling office, and signed by the student, their parent/guardian, the teacher, and the academic counselor. The form will go to the high school administration for final approval. Approval must be requested and granted prior to the add/drop date for the class.

If approved, the class will count towards the student's minimum course requirements and towards the required number of credits for graduation. However, they will NOT count towards the student's future high school GPA.

Electives / Co-Curricular Opportunities

Art and Publications

Students with interests and talents in the fields of art, journalism, and yearbook likewise experience opportunities to share their talents beyond the walls of the classroom through displays, competitions, and community events.

Band

Students in grades 5-12 will be offered the opportunity of participating in instrumental music. Students who choose to participate are making a commitment for the year. Opportunities for performances will be appropriately scheduled during the year.

Choir

Students in 7-12 will be offered the opportunity of participating in the choir program. Those students who choose to participate are making a commitment for the year. This group will represent the school in providing music upon request from outside churches and organizations.

Music

Rockford Christian Middle School & High School band and choral music programs promote excellence and provide opportunities for young people to share their talents outside the walls of the school. Fifth and Sixth grade students will have a music class. Music electives, which represent Rockford Christian School in the community, including Band & Choir.

Final Exams

Rockford Christian School gives semester finals designed to review and reinforce learning from the entire semester, and serve as a valuable source of information for faculty regarding curriculum goals. When appropriate and approved, an end of the semester project or paper may substitute as the final exam. Final exams constitute 20% of the semester grade.

Beginning in the fall of 2024, students may no longer opt out or be exempt from final exams.

Middle school will have a modified schedule for testing, but will NOT dismiss early:

- Afternoon electives and/or other planned activities will take place to ensure MS remains in session until Lower School dismisses.
- It is expected that teachers carefully monitor pacing to ensure learning continues up to finals, with possibly one or two days utilized for semester review. Pacing is especially key during 2nd semester in AP courses. These classes are expected to have valuable learning activities leading up to finals.

High school will have a modified schedule during semester finals that includes an early dismissal each day:

- Students may not rearrange finals to make it more convenient for them or to get out of school earlier than others.
- Only teachers may rearrange a schedule following the process outlined in the Faculty Appendix.

Students taking finals must arrive on time to the scheduled exam. Failure to do so will result in having to take the exam within the time remaining. Students must remain in the exam room until the scheduled dismissal time. No student should be dismissed early. All students are to be in normal dress code/uniforms during exams.

Grade Level Promotion

Students must meet the following requirements in order to be promoted to the next grade level. Students can check with counselors at any time to ensure they are on track for grade level promotions and/or graduation.

Middle School

GRADE LEVEL	REQUIREMENTS
5 th - 8 th Grade	Must pass 5 or more core classes

High School

GRADE LEVEL	CREDITS NEEDED
9 th Grade	0 - 12.5
10 th Grade	13 - 25.5
11 th Grade	26 - 38.5

12 th Grade	39 or more
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Grading Scale

Courses are weighted as seen below. In order that we may standardize our grading procedure, the following scale will be used:

GRADE	POINTS	HONORS	AP	GRADE	POINTS	HONORS	AP
A+ (100)	4	4.5	5	C+(77-79)	2	2.5	3
A (93-99)	4	4.5	5	C (73-76)	2	2.5	3
A- (90-92)	4	4.5	5	C- (70-72)	2	2.5	3
B+ (87-89)	3	3.5	4	D+ (67-69)	1	1	1
B (83-86)	3	3.5	4	D (65-66)	1	1	1
B- (80-82)	3	3.5	4	F (0-64)	0	0	0

Graduation Ceremony

Participation in the graduation ceremony is a privilege for those students in good academic and behavioral standing. Only students enrolled as full time Rockford Christian Students in their senior year may receive a Rockford Christian diploma. Students must complete all required coursework, service hours, and fulfill all financial obligations to Rockford Christian School to be eligible to receive a diploma at the graduation ceremony. Students must have completed a minimum of 50 credits to be eligible to participate ("walk at graduation") in the ceremony.

Graduation Requirements

All full-time high students must be enrolled in a minimum of 5 credit bearing classes each semester. PE waivers carry NO credit. Teacher Aid (TA) positions count as ½ credit per semester.

A total of 52 credits and 20 hours of community service each year are required for graduation. One credit is given for each full-time semester class.

REQUIREMENTS	CREDITS
BIBLE	8
ENGLISH	8
SOCIAL STUDIES	6
MATH	6
SCIENCE	6

PHYSICAL EDUCATION	3
HEALTH	1
ELECTIVES	14 2 are earned during Jan Term
COMMUNITY SERVICE HRS	20 hours

Bible credits and Jan Term will be waived for sophomore, junior, and senior transfer students. Rockford Christian School also recommends 4 credits of a foreign language and 2 additional elective credits to meet most college or university acceptance requirements.

For service hours, it is the desire that each student invests some of his/her energies and time in programs that serve the needs of other people. Community service could include, but is not limited to the following areas:

- The hungry and homeless
- The elderly
- Children
- People with disabilities
- Refugees
- Local churches
- Local nonprofit organizations
- Community events
- Environmental concerns
- World missions

Community service hours are volunteer hours, so students should not attempt credit for services for which they were paid. Community service hours are also to be done for the benefit of the community and not the student's individual family. Therefore, students will most likely not receive credit for services such as:

- Babysitting jobs
- Household chores
- Helping family members such as grandparents
- Helping at a family business

It is the responsibility of the student to submit a community service form to the office for their hours of service to be counted towards their requirement. To do so, the student must obtain a signature from the person/organization for which services were rendered and be able to give an explanation of the type of service performed. Hours will be updated throughout the school year and will be listed on each quarter's report card for parents and students to view. *Any hours completed over the summer will be recorded on the first quarter's report card. Hours completed during the school year will be recorded towards the corresponding quarter in which service occurred.* To ensure that students develop a habit of service, it is encouraged that service be done throughout the school year.

Homework

Homework assignments will review, reinforce, or extend classroom learning by providing practice and application of knowledge gained; teach students responsibility and organizational skills; promote wise and orderly use of time; and provide opportunities for enrichment activities.

Teachers and administration will develop strategies of instruction to include homework appropriate for the students and their educational needs. The strategies will consider assignments of other teachers, individual differences in students, and other factors that may affect the home as an extension of the classroom.

Honors Classes

Students taking Honors Classes must maintain a B average in that class to remain in the Honors section. Students applying for Honors Classes must have received an A in the previous class as well as place in the 85th percentile or above on their most recent Standardized Test. Teacher recommendation and administrative approval are required.

Honor Roll / High Honor Roll

Academic awards are given to high school students at the end of the school year. Students must maintain a 3.2 GPA each semester to be on the Honor Roll. Students must maintain a 4.0 GPA each semester to be on the High Honor Roll. The first year honor roll students will receive a letter while second through fourth year students receive pins.

Incomplete Policy

Students who need to take an incomplete in a class must contact their teacher prior to the end of the quarter. The teacher will notify the registrar of the incomplete. The student has 10 school days to complete the course. If the student doesn't complete the course in 10 days the incomplete will be changed to an F for the quarter.

Jan Term

Jan Term is modeled after the college January term concept that allows for in-depth study of new areas. Jan Term courses/trips/internships are graded and credits are counted toward graduation requirements. Jan Term is for grades 9 – 12. Jan Term is credit bearing and not considered optional, and families should carefully plan vacation and travel time to ensure students are back for this session. Students are permitted only one absence to receive credit. A failed Jan Term course must be made up through a course, correspondence or summer school course approved by the administration or their designee.

Part-Time / Homeschool Students

Part-time / homeschool students are permitted to take 3 classes per year on campus. Homeschool credits will not be calculated into a student's GPA unless they were earned at an accredited homeschool program.

PE Waiver

Student athletes in grades 10-12 will receive a PE waiver for each sport in which they participate fully in. A PE waiver does not earn a high school credit, it waives the requirement to take credits two and three of the PE

requirement. This time must be filled by completing another for-credit course. 52 credits are still required for graduation, regardless of the number of PE waivers earned.

Report Cards

Report cards will be emailed following each term (quarters for middle school; semesters for high school). Grades are available at all times on Blackbaud, and teachers will keep gradebooks up to date.

Middle school semester grades are determined as follows*:

- Quarter 1 = 45%
- Quarter 2 = 45%
- Final Exam = 10%

*Semester two follows a similar pattern with Q3 and Q4.

High school semester grades are determined as follows:

- Semester = 80%
- Final Exam = 20%

Royal Lion Award

The Royal Lion Award is given to students who have attended Rockford Christian School for 12 consecutive years from 1st grade through 12th grade. Students will be recognized at the Senior Awards Ceremony and Commencement.

Student Supports

Rockford Christian School offers a rigorous academic program. Classroom teachers provide additional challenges and remediation for students who require them. A Christ-centered student support system is a proactive decision-making framework designed to address barriers to learning through a collaborative process between home, school, and community partners. The goal of the framework is to identify student needs and intervene as early as possible to counter problematic issues related to learning (dropout, failed classes, content deficiencies), behavior (delinquency, aggression, substance abuse), and social-emotional (anxiety, depression, mental health disorders).

Enrichment

Occasionally a student may need additional opportunities for growing academically. In these situations, we offer honors and AP classes to provide an appropriate challenge. Three factors are considered in determining eligibility for honors and AP courses. They are standardized test scores, classroom performance, and teacher recommendation.

Support Plans

RC provides accommodations for students within the classroom setting. A parent, teacher, student or school staff member may inquire about the need for an accommodation plan. To determine if a student is eligible to receive an accommodation plan the school staff will complete an evaluation. This may include an intervention or additional testing to collect more data. Accommodations will be provided to help students participate in the educational environment; however, it is the student's responsibility to work to the best of their abilities.

What is required to be eligible for an accommodation plan?

- A diagnosis from a medical doctor or psychologist outlining the specific learning, health, or social-emotional need.
- Multiple sources of data within the school proving there is a significant discrepancy from peers such as standardized assessments with a score that is 1.5x or greater discrepant from peers, a 23 (or less) standard score, or scores falling at the 10th percentile or less.
- Displayed need within the school setting.

What is not covered by the accommodation plan?

- Modifications to the RC curriculum
- Support that is regularly provided to all classroom students
- Support outside the scope of services and/or coursework available
- A health plan written by the school nurse may accompany an accommodation plan, however, it will be considered a separate document.

How will accommodations be written after a student is found to be eligible?

The school team will utilize the data collected from the evaluation and intervention to make decisions about the best accommodations to support the student. At this time the school staff and parents will meet to discuss the plan. While doctors/psychologists may provide a list of suggestions for accommodations, it is the responsibility of the educational experts at RC to determine what accommodations will be provided to the student. Accommodations will be written based on data collected and will be adjusted over time to increase student independence. Incoming 504 documents will be re-evaluated and converted to an RC Support Plan.

Transfer Credits

High school students transferring from another accredited high school will have courses and grades transferred to the Rockford Christian transcript for GPA calculation. Students with grades from an unaccredited high school program will not have their transcripts combined and will not be eligible for Valedictorian or Salutatorian Honors.

Valedictorian and Salutatorian

To be eligible for valedictorian or salutatorian, the student must have attended Rockford Christian for 4 consecutive semesters prior to the calculation of val / sal at the end of the first semester of senior year. Two criteria are used in determining the valedictorian and salutatorian of the senior class. The student with the highest number of grade points earned and / or the highest grade point average will be the class valedictorian. In the case where the number one ranked GPE is not the same person as the number one ranked GPA, there will be co-valedictorians. The same procedure will be followed to determine the salutatorian.

The calculation of valedictorian and salutatorian is currently under review.

BEHAVIOR

In alphabetical order

Code of Conduct

2024-25 Upper School Student & Parent Handbook

This handbook is reviewed annually by school administration, and approved by the RC Board of Directors. Rockford Christian reserves the right to amend the student handbook and revise policies in accordance with local, state, and federal law. Edits and/or updates will be approved by the Head of School and/or Board of Directors, and communicated to the student and parent communities in writing. Updated on 08.19.24.

Upon enrollment, families choose to enter into a partnership with Rockford Christian School in our vision to provide an excellent, Christ-centered education where students thrive spiritually, excel academically, and live boldly for Jesus Christ. Since students may be at different phases of their spiritual formation, behavior expectations and policies are focused on growing and promoting followers of Christ who are passionate about positive school culture and climate.

As members of the RC community, we are committed to respecting:

- That a relationship with Jesus as our Risen Savior and pursuit of a life committed to glorifying God is the top priority of all programs and academic studies at Rockford Christian (Luke 10:27, 1 Peter 3:15, Col. 1:15-16).
- Biblical belief that the Christian community is commanded by God to foster holy living (1 Peter 1:15, Gal. 5:16-24). Anything that fosters unholy living is not permitted (including illegal activity such as alcohol, tobacco, and drugs).
- Biblical belief that God created sex between a man and woman within the context of marriage (Gen. 2:18-25). Pornography or any other sexual activity is not permitted.
- Biblical belief that God commands His people to love each other (Mark 12:31). Therefore, I will commit to promoting unity in the student body while at school or at home (e.g. use of social media) by encouraging others (1 Thes. 5:11), avoiding gossip (2 Cor. 12:20), avoiding inappropriate language and sexual innuendos (Eph. 5:4), confronting another student in humility to resolve issues (Matt. 18:15), being self-controlled and seeking to forgive when sinned against (Col. 3:13).
- Biblical belief that God commands His people to submit to the authority figures that God has sovereignly placed in their lives (Rom. 13:1-7, Titus 3:1, Eph. 5:25-6:9). Therefore, I will obey all the rules listed in the student handbook (including dress code) and show respect to every administrator, faculty and staff.
- Biblical belief that cheating is against the very nature of God (Heb. 6:18, Eph. 4:25). Therefore, I commit to not cheating on any homework assignment or test.
- Biblical belief that Christians are called by God to gather together and worship God and be taught from God's Word (1 Cor. 14:26, Heb. 10:25). Therefore, I will bring a respectful attitude to chapel, respecting the speakers and those around me.

Aligning to these commitments is a choice. Families who are unwilling to partner with RC and/or students who demonstrate a pattern of behavior or attitude that reflects an unwillingness to comply with the Student Code of Conduct will be asked to withdraw or be faced with expulsion. In the event a student chooses to withdraw prior to a recommendation for expulsion, he or she may reapply for admittance after one successful year in another educational institution. A probationary period may be used as a condition of readmittance.

Discipline Process

The RC discipline process is restorative in nature and focuses on fostering a sense of community within the student body to prevent conflict and react to misconduct through a tiered system of support that helps students accept responsibility for behavior and restore relationships.

Most discipline situations afford the opportunity to follow the tiered process; however, there are times when steps may be expedited to ensure the overall safety and well-being of other students or faculty. The tiered system includes:

- **WARNINGS:** It is the desire and goal of each staff member to cultivate biblically minded students who serve God to their greatest potential and impact the world for Christ. That begins with a positive

relationship in the classroom where students are known and loved. Many student behaviors can be addressed through conversations between teachers and students in which warnings are issued & expectations are clarified. These are mentoring in nature and may be with any faculty, staff, counselor, coach, or administrator. Warnings are recorded in the student database to track patterns of behavior. If the behavior continues after 3 or more warnings, demerits will be issued for each offense thereafter.

- **DETENTIONS:** Detentions may be assigned when a student meets a certain threshold for demerits and “cost” the student something such as time away from practice, community service around the school, etc. Detentions are Tuesdays or Thursdays **at 7:00 am** and may not be rescheduled. Students are expected to be on time for the scheduled detention. Skipping a detention will result in additional detentions.
- **BEHAVIOR PROBATION** - Repeated violations of the Student Code of Conduct will result in Behavior Probation for one semester. Specific terms of probation are determined by the Administration and will include loss of privileges such as open campus, leadership or captain roles, positions on Student Council or Chapel Team, denial for mission trip or senior trip travel, etc. Students who do not meet the terms of probation will not be invited to return for the following semester.
- **ACADEMIC PROBATION** - Students who have poor grades (D or F) in more than one class at the end of a term will be placed on Academic Probation for one semester. Specific terms of probation are determined by the Administration. Students who do not meet the terms of probation will not be invited to return for the following semester.
- **IN-SCHOOL SUSPENSION (ISS)** - Often used for first or lower-level offenses as determined by administration, and can be up to 10 days of school. The need and length are decided by administration, and reported to the Head of School. During an ISS, the student is at school but is not allowed to attend classes or enjoy lunch and breaks with classmates. The student is able to complete school work for full credit with the same requirements as their fellow students. Teachers are not expected to provide instruction during the suspension. The student is allowed to participate in activities outside the school day.
- **OUT-OF-SCHOOL SUSPENSION (OSS)** - Usually is for major or repeated offenses. Administration determines the length of time and makes a recommendation to the Head of School. The Head of School may affirm or modify the recommendation. Additional days may be approved by the Executive Committee of the Board of Directors. During OSS, the student is not allowed to attend school or participate in or attend extracurricular and other school activities including over weekends during the suspension. The student is able to complete school work for full credit with the same requirements as their fellow students. Teachers are not expected to provide instruction during the suspension.
- **EXPULSION** - Expulsion from Rockford Christian School means that the expelled student is excluded from enrollment in the school and may be excluded from being present on school grounds for a period of time. Expulsion can happen due to academic performance and/or if a student’s behavior is serious, repeated, or is dangerous to the health and safety of other students, employees, and others. Expulsion can also happen due to the attitudes and/or behaviors on the part of parents/guardians/custodians and/or students that are not supportive of the philosophy and mission of this Christian school. The school retains the right to amend, discontinue or vary from these procedures without prior notice.

The student may be suspended until the expulsion begins. There may be instances where student misconduct warrants immediate expulsion. If a student is expelled from Rockford Christian School, the parents/guardians/custodians are still obligated to pay the full year's tuition. Principals refer matters of expulsion to the Head of School. The Head of School recommends expulsion to the Executive Committee of the Board of Directors by providing the reason(s) for expulsion and the date on which the expulsion should become effective. The Executive Committee may affirm or modify the recommendation of the Head of School. The Executive Committee shall report its findings in writing, to the Board of Directors. The Executive Committee shall report its findings to the appellants by Certified Mail, Return Receipt Requested, within three (3) business days after its consideration and to the Head of School. The report to the appellants will include the following information: the reason(s) for the expulsion, the date on which expulsion will begin, and notice of the opportunity to appeal the decision to the Board of Directors.

There may be situations in which a student comes forward to a coach, advisor, or teacher for spiritual guidance on something they are struggling with such as sexuality, drugs / alcohol / tobacco, etc. In these delicate situations, it is our desire to balance accountability (truth) with correction (grace) and walk beside students who want to know the Lord and/or strengthen their relationship with Him. In most situations, the student will not be subject to disciplinary action upon first disclosing the issue to a trusted adult. Disciplinary action will be taken if, after asking for help, the student a) continues in repeated behaviors, b) refuses to comply with accountability standards, or c) develops a mocking or scolding attitude that is detrimental to Christian community. Please be advised that as mandatory reporters of any type of abuse, RC faculty and staff are obligated to report situations in which a student reveals that they are at risk of harming themselves or others.

Procedures for Parent Appeals

In-school suspensions may be appealed to either the Head of School. Out-of-school suspensions and expulsions may be appealed to the Board Executive Committee using the process outlined below. The Head of School's and/or Executive Committee's decisions are final. Other disciplinary actions such as warnings, demerits, and detentions, are not eligible for the appeal process.

In-School Suspension

- The student remains suspended until the appeal process is complete.
- A suspension appeal must be provided in writing, be addressed to the Head of School and delivered to the Head of School's office. Notification by email is acceptable.
- The written appeal must include the reason(s) for the appeal and the reason(s) why the decision should be changed.
- The Head of School will consider the appeal within 2 days of receipt of the appeal.
- The Head of School may affirm or modify the decision of the Head of Upper School.
- The decision of the Head of School is final.
- The Head of School shall report the appeal finding to the student and parents/guardians/custodians in writing within 1 day after the appeal finding and to the administration. Email notification is acceptable.

Out-of-School Suspension

- The student remains suspended until the appeal process is complete.
- A suspension appeal must be provided in writing, be addressed to the Executive Committee of the Board of Directors, and delivered to the Chair of the Board of Directors at the Head of School's office. Notification by email is acceptable.

- The written appeal must include the reason(s) for the appeal and the reason(s) why the decision should be changed.
- The Executive Committee will consider the appeal within 2 days of receipt of the appeal.
- The Executive Committee may affirm or modify the decision of the Head of School.
- The decision of the Executive Committee is final.
- The Executive Committee shall report its findings in writing to the appellants by email within 1 day of the appeal hearing and by Certified Mail, Return Receipt Requested, within three (3) business days after its consideration and to the Head of School.

Expulsion

- An expulsion appeal must be provided in writing, be addressed to the Board of Directors, and delivered to the Chair of the Board of Directors at the school's street address.
- The Board of Directors must receive the appeal within two working days following the appellant's receipt of the Executive Committee's decision.
- The written appeal must include the reason(s) for the appeal and the reason(s) why the decision should be changed.
- The Board of Directors will consider the appeal within thirty days of receipt of the appeal.
- The Board of Directors may affirm or modify the decision of the Executive Committee.
- The decision of the Board of Directors is final.
- The Board of Directors shall report its findings in writing, to the appellants by Certified Mail, Return Receipt Requested, within three (3) business days after the Appeal Hearing.

TIER I BEHAVIORS - Listed in alphabetical order

In most situations, Tier I behaviors can be effectively addressed through restorative discipline such as teacher/student conversation, warnings, demerits, and detentions. Administration reserves the right to assign consequences they deem appropriate. Demerits will reset at semester.

- 3 Demerits = 30-minute detention
- 6 Demerits = 60-minute detention
- 9 Demerits = 90-minute detention
- 12 Demerits = in-School-Suspension (ISS)
- 15 Demerits = Referral to a Discipline Committee

ATTENDANCE

Accreditation through the State of Illinois requires attendance of all regularly enrolled students for the entire time when school is in session during the regular school year including, but not limited to, special activities such as Jan Term, Spiritual Emphasis, and Service Day. Students are expected to be on time in order for them to receive maximum benefits of the educational program, develop habits of punctuality, self-discipline, and responsibility, and to assist in minimizing disruptions to the educational environment for themselves and others.

Please refer to the Athletic section of the handbook for the number of classes a student must attend during the day in order to participate in after school practices or games. The same guidelines apply for activities and athletics.

REPORTING ABSENCES - When a student must be absent from school, a parent or guardian must:

	<ol style="list-style-type: none"> 1. Call the Upper School Office at (815) 391-8000 before 9:00 am on the day the student is absent. Messages may be left on voicemail OR emailed to the Administrative Assistant. 2. The parent or guardian should give the following information when calling: their name, student name & grade, hours of absence, and reason for absence. <p>CHECK IN / CHECK OUT PROCEDURES - To ensure RC can account for the whereabouts of students at all times, all students must sign in / out in the upper school office. Parents must also notify the school that the student has permission to leave for an appointment, illness, or absence.</p> <p>EXCUSED ABSENCES - Students will only be assigned an excused absence for illness, family emergency, medical appointments which cannot be scheduled outside school hours, or other reasons which can be justified from an educational standpoint and for which approval is given by the student's parents and administration, including family vacations. Students are only allowed 10 absences per class per semester, and only 1 absence during Jan Term. Exceeding absences could result in lost credit for the course and / or Behavior Probation.</p> <p>UNEXCUSED ABSENCE - See the TRUANCY section in Tier II.</p> <p>COLLEGE VISIT - Students in grades 10-12 are allotted THREE days per year to visit a trade school, college, or university. Absences will be coded as "College Visit" and will not count toward the excused absence total. Students may be asked to submit a letter, verifying the visit, from the college admission's office.</p> <p>SCHOOL ACTIVITIES - When students are absent for school sanctioned activities such as Science Olympiad, Basketball, Choir, Band, etc, the absence will be coded as a "School Activity" and will not count toward the excused absence total.</p> <p>EXCESSIVE ABSENCES - When a student has reached 6 or more absences in one or more classes, administration will examine the reason(s) for the absences and identify interventions to support better attendance. If it is determined that further support is needed, administration will notify parents that documentation is necessary to excuse future absences. Documentation includes notes from medical professionals verifying an illness or appointment. Excessive absences could result in lost course credit needed for graduation requirements or Behavior Probation.</p> <p>MAKE UP WORK FROM ABSENCES - All work missed due to excused absence may be completed for credit. Students are responsible for talking to teachers and/or checking online platforms such as Google Classroom for assignments when absent. Students will receive one day per absence to turn in assignments or make up tests. If the work is not completed in a timely manner, the student is subject to the late work policies outlined in course syllabi. Teachers will enter an "M" in the gradebook to remind you the assignment is missing. M's are calculated as 0's until a grade is entered.</p>
<p>CAMPUS STEWARDSHIP</p>	<p>Students are expected to be good stewards with RC property and spaces provided for their student experience. All items found in hallways, on top of lockers, in locker rooms or the gym, etc will be placed in the Lost and Found located in the MS Commons. Unclaimed items will be thrown away or donated at the end of each week.</p>

<p>DANCES</p>	<p>Students and guests must follow the guidelines listed below in addition to the RC Student Code of Conduct. Students and guests not following these guidelines will not be admitted or may be asked to leave the event early.</p> <p>DRESS CODE FOR DANCES - We recognize fashion trends change from year-to-year; however, we do expect students to put forth exceptional effort in making dresses appropriate for school functions wearing gender appropriate and modest clothing.</p> <p>GUESTS Guests of Rockford Christian School students must meet minimum requirements (grade 9 for Homecoming and LIPS, grade 10 for Prom), and may not be older than 20. Guests must adhere to Rockford Christian High School guidelines at all times. Guests must complete an OUTSIDE GUEST APPROVAL FORM two weeks prior to the event for administrative approval. Administration may deny any outside date request for behaviors which contradict the RC Student Code of Conduct.</p>
<p>DRESS CODE</p>	<p>GENERAL EXPECTATIONS</p> <p>Students are expected to dress and groom themselves in a way that is gender appropriate, not offensive, not distracting to the learning environment, and not in a way that draws undue attention to himself / herself detracting from the oneness of community. Clothing must serve the purpose of protection and privacy at school and school sponsored events such as dances, games, concerts, etc.</p> <p>The following expectations apply to dress code, in general:</p> <ul style="list-style-type: none"> ● Clothing must be free of materials that promote the illegal use of drugs, alcohol, tobacco, look alike substances as well as obscene material, profanity, vulgar statements, satanic symbols, gang symbols, hate messages, sexual innuendos, suicide, violent messages, non-Christian values, or other messages interpreted as being inappropriate or offensive. ● Clothing must not draw attention to anatomical details (i.e. bodysuits, tight t-shirts, tank tops, or leggings). ● Students must dress appropriately for temperature fluctuations in / out of the school building. Long outdoor coats and jackets that are below the waist such as parkas, trench coats as well as blankets may not be worn during the school day. ● Hair must be clean, well groomed, and kept out of the face for both male and female students. Hair must be one of the four natural colors (brown, black, blonde, red). No hairstyle should seek to draw inappropriate attention to oneself (mohawk, spiked, tails, etc). The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to protective hairstyles such as braids, locks, and twists. ● Masks covering the entire face, hoods, hats, and sunglasses are not allowed. ● Shoes must be worn at all times. Rollerblading, skating, skateboarding, and shoes with wheels are prohibited on school grounds. ● Clothing must cover the rib cage, midriff, or back. Strapless, halter top, open mesh or sheer tops are not allowed. ● Bras, bralettes, or boxers should not be visible. ● Tattoos and body piercings (other than earrings) must be covered at all times. <p>UNIFORMS</p>

Uniforms are available at the used uniform sale, spirit wear store, online through Lands' End, or at a local retailer if plain. Those who wish to order online at Lands' End: www.landsend.com/school can use school code 900094376.



DRESS CODE QUICK GUIDE 2024-2025

Rockford Christian students are expected to dress in a manner that is appropriate and not distracting to the learning environment.

NOTE: This guide is not intended to be a comprehensive list of dress code requirements and expectations. Refer to the student/parent handbook for a full explanation of our school dress code.



SPIRIT WEAR FRIDAYS

Students at both campuses may wear official RCS spirit wear tops (t-shirts, shirts, crewneck sweatshirts, hoodies, quarter zip shirts, jackets) in standard RCS colors with uniform bottoms.

DRESS-DOWN DAYS

Administration may announce special dress-down or themed school spirit days. Clothing must be clean, neat, and modest with no holes or tears. Shorts and skirts must be no more than 3" above the knee. Students are not permitted to wear clothing that depicts questionable writing or pictures (i.e. promoting tobacco, alcohol, or violence).

SENIORS ONLY

Seniors are allowed to wear their approved senior color shirts, including polos, oxfords, quarter zip shirts, crewnecks, and sweaters Mondays through Thursdays and hooded sweatshirts on Fridays only.

Kindergarten - Grade 4

UNIFORM BOTTOMS

Pants
- Cotton twill khaki/tan or navy
- No denim or cargo pants
- No leggings worn as pants

Shorts
- Cotton twill khaki/tan or navy
- Cargo shorts allowed
- No more than 3" above knee

Skirts, Skorts, Jumpers, & Dresses
- Khaki/tan, navy blue, or the prescribed plaid
- No more than 3" above knee
- Navy polo-style dresses with solid collar



UNIFORM TOPS

Shirts
- Solid polo-style shirts
- Navy, white, black, royal blue, gray
- Short or long sleeves



SWEATERS & SWEATSHIRTS

Solid, non-hooded outerwear including sweaters, sweatshirts, quarter zip shirts, or fleeces in navy, white, black, royal blue, or gray may be worn with visible collared shirt. Crewneck RCS spirit wear in the approved colors is also allowed.



Grades 5-12

UNIFORM BOTTOMS

Pants
- Cotton twill khaki/tan or navy
- No denim or cargo pants
- No leggings worn as pants

Shorts
- Cotton twill khaki/tan or navy
- Cargo shorts allowed
- No more than 3" above knee

Skirts & Skorts
- Prescribed plaid only*
- No more than 3" above knee
- Solid (color and material) leggings may be worn with skirts/skorts that meet the uniform length
- No sweatpants under skirts/skorts

* 5th grade girls may wear khaki/tan skirts and plaid jumpers



UNIFORM TOPS

Shirts
- Solid polo-style shirts
- Navy, white, black, royal blue, gray
- RCS logo polo-style shirts allowed



SWEATERS & SWEATSHIRTS

Solid, non-hooded outerwear including sweaters, sweatshirts, quarter zip shirts, or fleeces in navy, white, black, royal blue, or gray may be worn with visible collared shirt. Crewneck RCS spirit wear in the approved colors is also allowed.



UNIFORM BOTTOMS

- **Pants** - Pants must be a cotton twill khaki / tan / navy color with either a flat front or pleats. No denim or cargo pants are permitted. Pants must not be worn oversized or too low, but be of proper fit and at a reasonable waist height. They must not be worn tight fitting or of hip hugger or low-rise styles. Leggings or jeggings are not to be worn as pants at any time.
- **Shorts** - Shorts must be cotton twill khaki / tan / navy color with either a flat front or pleats. No denim is allowed. Shorts must be worn at an appropriate length and be of a proper fit. The minimum length is no more than 3 inches above the knee. Cargo shorts are acceptable.
- **Skirts / Skorts** - The approved plaid from Lands' End is the only option for skirts or skorts for girls. Sweatpants are not acceptable. The minimum length is no more than 3 inches above the knee.
- **Fifth Grade Only** - Due to continued growth spurts in middle school, girls are allowed to wear khaki / tan skirts and the approved plaid options for skirts, skorts, or jumpers that were allowed in Lower School.

UNIFORM TOPS

- **Shirts** - Solid, plain colored or RC logo polo shirts with a collar may be worn in either short or long sleeves. Solid, plain colored or RC logo oxford style shirts in long or short sleeves are

	<p>permitted. Rockford Christian's approved solid colors are navy, royal blue, white, black, or gray.</p> <ul style="list-style-type: none"> • Sweaters / Sweatshirts - Non hooded, solid, plain colored or RC logo cardigans, fleece, sweaters, sweatshirts, 1/4 zips, and vests with a collared shirt are permitted in the approved solid colors of navy, royal blue, white, black, or gray. • Jackets - RC logo jackets, such as letterman's jackets, sport team jackets, etc are permitted as long as they follow the coat / jacket policy above.. <p>SPIRIT WEAR FRIDAYS All uniform expectations apply but in an effort to promote school spirit and culture, students are also allowed to wear official RC t-shirts and hoodies. Jerseys must have a sleeved shirt in approved colors underneath.</p> <p>SENIORS ONLY Seniors are allowed to wear their approved solid color for polos and crewnecks on Monday through Thursday, and the approved hoodie on Fridays.</p>
<p>DRIVING / PARKING</p>	<p>As a campus with 10-year olds to 18-year olds, courtesy and careful driving are necessities in our school parking lot. Reckless driving, speeding, leaving school without proper authorization, or failure to follow any of our driving policies may result in termination of the permission to drive to school and / or a parking fine.</p> <p>Students who drive to school must adhere to the following regulations:</p> <ul style="list-style-type: none"> • Students must park in an orderly fashion (between the lines, not blocking others, etc.) in designated areas. • Students are not to enter cars during the school day. No sitting or loitering in the cars is permitted once students are on the grounds. • Students are to observe a speed limit of 5 mph while on school property and operate vehicles in a safe manner at all times. Spinning or squealing tires is not acceptable. • Violation of any of the above rules will result in a 3 demerits and/or a \$25 fine.
<p>FOOD / BEVERAGES</p>	<p>Water is the only beverage allowed in classrooms. Food may be allowed at the discretion of the teacher.</p>
<p>LOCKERS</p>	<p>Students are assigned hall lockers that remain the property of the school. Students assume personal responsibility for the safekeeping of all personal articles brought from home as well as those assigned to them by the school.</p> <p>Each student is to maintain his / her locker in a neat, clean, and orderly fashion, and locker doors must be able to close. Locker inspections will be conducted as necessary to assist students in this responsibility.</p> <p>Locker decorations must be easily removable by the student at the end of the year clean out. Wall paper and other highly adhesive materials are not allowed for hanging pictures and decorations.</p>

	<p>Students should utilize magnets instead. Fees will be assessed for any damage to lockers or extra cleaning required from adhesive materials.</p> <p>Students should not open other students' lockers nor share lockers. While locks are not required, they may be used for lockers as the school will not be responsible for lost, stolen, or damaged property. Students are encouraged to leave valuable property at home.</p> <p>It is recommended that items are clearly marked for easy identification and lost / stolen items are reported to the office immediately.</p>
LOUD CONDUCT	Loud or boisterous conduct disturbs the learning environment for other students. This includes temper tantrums, disturbing classes or meetings, running in hallways or stairways, verbal or physical behavior which results in inappropriately exuberant, disorderly, or rowdy actions or reactions, profanity, vulgar language.
LUNCH	<p>The commons are used as the student lunchroom. Students should report to the commons at the designated time each day. While lunch is a time for relaxation and fellowship, only appropriate lunchroom behavior will be tolerated.</p> <p>Parking lots, classrooms (including the gym), mezzanine, locker rooms, and other outside areas are off limits. Students are expected to be good stewards of the facility and clean up after themselves.</p> <p>Due to security issues, food deliveries are not allowed and delivery drivers will be denied access to the building.</p> <p>Seniors are the only students allowed to leave campus at lunch as part of their Open Campus privileges (see below).</p>
OPEN CAMPUS	Open campus is a privilege given to Seniors only when parents/guardians have signed the OPEN CAMPUS PERMISSION FORM . Students are expected to follow check in / check out procedures outlined in the student handbook. Open campus may be revoked for any of the following: code of conduct violations, grades, probation, or by parent request.
PUBLIC DISPLAYS OF AFFECTION	Students shall be expected to refrain from public displays of affection (holding hands, kissing, etc) at RC and at away games or activities.
TARDIES	<p>A tardy is defined as being 5 minutes late for a class. If a student is more than 5 minutes late, it will be counted as an absence. Tardies reset each quarter.</p> <p>To receive an excused tardy, a student must have a pass from the office or another teacher with a valid reason for being late to class. Passes should be used sparingly; students and faculty can utilize FLEX period for academic support or other school related questions. Any tardy not approved by the classroom teacher or administration shall be treated as an unexcused tardy and subject to discipline.</p> <p>FIRST HOUR UNEXCUSED TARDIES</p> <ul style="list-style-type: none"> The first 3 tardies are warnings. Every tardy thereafter = 1 demerit

	<p>SECOND THROUGH SEVENTH HOUR UNEXCUSED TARDIES</p> <ul style="list-style-type: none"> • 1 tardy = 1 Demerit
<p>TECHNOLOGY</p>	<p>Technology is defined as but not limited to: cell phones, computers, headphones, earbuds, smart watches, or tablets. Students are responsible for positive, honorable, and mature use of technology.</p> <p>At no time are students or visitors authorized to video, photograph, or audio record others in the school building, on school property, or at school activities (unless recording a public performance such as a game, play, etc) without the consent of the individual, teacher, coach, or administrator. Video, pictures, or audio of the locker room or restroom is strictly prohibited.</p> <p>Personal electronic devices are not allowed to be on the person during the school day including classrooms, hallways, chapel, etc unless consent is provided by the supervising teacher. Personal tech devices should be placed in lockers for safekeeping. High School students may use cell phones during their lunch break but must adhere to the Technology Acceptable Use Policy in this handbook.</p> <p>Devices out in class without teacher permission will be confiscated:</p> <ul style="list-style-type: none"> • FIRST OFFENSE = Warning, personal device confiscated, and picked up from the teacher at the end of the day. • SECOND OFFENSE = Warning, personal device confiscated, and picked up from the office at the end of the day. • THIRD OFFENSE = Three (3) demerits assigned, personal device confiscated, and picked up from the office at the end of the day. • FOURTH OFFENSE (+) = Three (3) demerits assigned, personal device confiscated, and parents must pick up the device.

TIER II BEHAVIORS - *Listed in alphabetical order*

Tier II behaviors are considered serious because they threaten the safety and/or security of others within the school community, and put our culture at risk of a mocker and scorners attitude which can be detrimental to the Christian faith. These situations would constitute an office referral, and review by the Upper School Discipline Committee as well as suspension, behavior probation, expulsion, or not being allowed to re-enroll for the following term. If the situation warrants, legal authorities may be contacted to assist administration. Administration reserves the right to assign consequences appropriate for each infraction and each situation.

ACADEMIC INTEGRITY

As Christians, we are called to reflect integrity in all aspects of our lives. It is critical that we hold students to a high standard of integrity in their work in the classroom. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Students shall follow the rules prohibiting dishonest academic behavior and must resist peer pressure to violate Rockford Christian standards. Whenever students have a question about this procedure, they should ask their teachers and / or advisors.

Teachers will inform students of procedures and practices relating to homework and class work. Students should assume that all quizzes, tests, and exams should be done independently unless they are specifically informed by their teacher to work with a classmate. Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures / expectations established by the teacher. Teachers will guide students in understanding when collaborative efforts are not appropriate. However, students should realize the distinction between collaboration and copying another student's work. These standards would also apply as they relate to sharing and collaborating with documents via technology. At no time should students hand in identical work unless it is a group project which lists all students' names who contributed to the assignment.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, drawings, artwork, digital images or media, and all other types of work which are not one's own.

Types of plagiarism include

- Word-for-word (which includes cutting and pasting material from other sources)
- Mosaic (rearrangement or rewording without documentation), and
- Indirect (paraphrasing of a pass without documentation).

Teachers will report any incident of academic dishonesty to the student and parents.

Students in violation of this policy are subject to the following:

FIRST OFFENSE: Review the academic integrity section of the handbook; students will receive a warning and a 0 on the assignment (if homework) or a redo (if an assessment or major writing assignment); the incident will be entered into the student's conduct record.

SECOND OFFENSE: Review the academic integrity section, again; students will receive 3 to 6 demerits, depending if they supplied the answers or copied the answers; the incident will be entered into the student's conduct record as academic integrity. Students are subject to receiving a 0 on the assignment, assessment, or major writing assignment.

THIRD OFFENSE: Students will receive 6 to 9 demerits; the incident will be entered into the student's conduct record; the student will also be placed on academic probation. Students are subject to receiving a 0 on the assignment, assessment, or major writing assignment.

ALCOHOL	<p>To set a good example for students and our community, it is the position of Rockford Christian School that any and all student-centered activities, on or off RC property, will be drug, cannabis, tobacco, smoke and alcohol free. Drinking and/or smoking by adults at RC athletic events, team banquets, school trips or other extra-curricular activities is prohibited. Service of alcoholic beverages at adult-centered activities is allowed but discouraged and is subject to the approval of the Head of School.</p> <p>The distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, or "look alike" substances that appear to be beer, wine, or alcohol by students is prohibited both on and off campus. "Possession" includes being in the presence of a prohibited substance if the student has either direct or shared control of the substance, or has knowledge of the presence of it and fails to promptly act to remove himself or herself from the offending premises.</p>
BULLYING / HARASSMENT	<p>We understand that each person is created in God's image and is therefore deserving of dignity and respect. As a Christian community, we strive to ensure a safe, nurturing, and encouraging learning environment for each student and to follow Jesus' command that love does no wrong to a neighbor (Romans 13:10) and to be kind to one another, tenderhearted, forgiving, even as Christ forgave you (Ephesians 4:32). In order to maintain such a community, the school has adopted the following policy regarding how we are to treat and respect each other as fellow brothers and sisters in Christ.</p> <p>Statement of Policy: Bullying or harassment of any type - verbal, physical, sexual - will not be tolerated and will be addressed in accordance with our discipline policy.</p> <ul style="list-style-type: none"> ● School employees, volunteers, and students in school, on school property, or at any school function or school-sponsored activity shall not engage in harassing and bullying behavior. ● School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying. ● School employees, volunteers, parents or guardians, and students are expected to act in a timely and responsible manner to prevent, report, and facilitate the investigation of suspected harassment and bullying. <p>Definitions: Bullying and harassment are defined as a repeated aggressive behavior where a person (or group of people) in a position of power deliberately intimidates, abuses, or coerces any individual with the intention to hurt that person physically or emotionally. This also includes any form of cyberbullying.</p> <p>There is a clear line between conflict and bullying. Incidents of bullying include these three characteristics:</p> <ul style="list-style-type: none"> ● Intentional - the behavior is an aggressive and deliberate attempt to hurt another person. ● Repeated - these aggressive actions occur repeatedly over time to the same person or the same group of people. ● Power imbalance - the person bullying has more power than the child or children being bullied. That power includes but is not limited to physical and social. <p>Responsibilities of ...</p> <ul style="list-style-type: none"> ● Staff

- Promote and create an environment in which each student is treated with dignity and respect.
- Immediately stop any observed bullying behavior.
- Report bullying and harassment behavior to the administration within 24 hours.
- **Students**
 - Refuse to be involved in any bullying situation.
 - Take some form of preventative action if present when bullying occurs.
 - Report the incident or suspected incident to a teacher, counselor, or administration to help break down the code of secrecy.
- **Parents**
 - Watch for signs of unusual behavior or distress in their child, such as not wishing to attend school, missing equipment, damaged clothes, or bruising.
 - Monitor their child's cell phone and social media activity.
 - Advise their child to tell a staff member about any incidents of bullying. If possible, parents should allow him/her to report and deal with the problem. If the child will not report the incident, parents should inform the school.

Off Campus Bullying: Illinois anti-bullying laws cover off-campus conduct if the behavior causes a substantial disruption to the educational process or the orderly operation of a school and if a school administrator or teacher receives a report that bullying has occurred. School staff are not required to monitor non-school-related activity, function, or program.

Reporting: A student who feels that he or she has been subjected to harassment should notify a staff member, immediately. The matter will be reported to the administration and an investigation will take place. Staff will take all reports of bullying seriously. Investigation and intervention will take place within ten days of the report.

Investigation: Suspected incidents of bullying and harassment will be promptly and thoroughly investigated by the Head of Upper School or his / her designee. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy.

Consequences for Violators: In the case of a substantiated incident of harassment or bullying, the appropriate course of restorative and disciplinary action will be dictated by the particular circumstances of the situation up to and including suspension or expulsion. Parents of all parties involved will be notified. Administration will complete the following steps:

- a. Assign Tier II consequences according to administrative procedures outlined below:
 - i. 1st Offense:
 1. Parent(s) / Guardian(s) are notified.
 2. In-School-Suspension assigned (number of days assigned are based on severity and the discretion of the administration; refer to suspension portion of handbook for parameters).

	<p>ii. 2nd Offense:</p> <ol style="list-style-type: none"> 1. Parent(s) / Guardian(s) are notified. Parent(s) / Student / Principal meeting scheduled after OSS to discuss re-entry and terms of probation (see below). 2. Out-of-School Suspension assigned (number of days assigned are based on severity and the discretion of the administration; refer to suspension portion of handbook for parameters). 3. Written summary of the incident is emailed to the parents and the Head of School. Appeal procedures are included for informational purposes (see appeal section of handbook). 4. Students are placed on "Behavioral Probation," a formal written plan that outlines expectations and outcomes for behavior, required counseling, and course of action for repeated offenses. <p>iii. 3rd Offense</p> <ol style="list-style-type: none"> 1. Parent(s) / Guardian(s) are notified. Parent(s) / Student / Principal meeting scheduled after OSS to discuss re-entry and terms of probation (see below). 2. Out-of-School Suspension assigned (number of days assigned are based on severity and the discretion of the administration; refer to suspension portion of handbook for parameters). 3. Students are referred to the Discipline Committee (Head of Upper School, Head of Spiritual Life, and Head of School) who will review the students records and determine if the student is able to return to Rockford Christian. Repeated violations of RC student expected outcomes could result in a one-year suspension or expulsion from the program. <p>b. Record the incident and consequences in the student information system.</p> <p>c. Record the incident in the state data collection sheet and upload it to ISBE by July 31.</p> <p>d. Refer students to the Head of Spiritual Life and the School Counselor for restorative programming (see ASCA Student Standards: Mindsets and Behaviors for Student Success).</p> <p>Anti-Retaliation and False Allegations: Rockford Christian School prohibits retaliation made against any anyone who lodges a good faith complaint of bullying or who participates in any related investigation. Making knowingly false or malicious accusations of bullying can have serious consequences for those who are wrongly accused. Rockford Christian School prohibits making false or malicious bullying allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or enrollment and even criminal prosecution.</p> <p>Publication: This policy shall be published in the parent/student handbook and the faculty/employee handbook.</p>
<p>DESTRUCTION OF PROPERTY</p>	<p>RC students are expected to be good stewards with school property and the items of its community members. Damaging the property of the school or other individuals is unacceptable. This includes writing, making marks or drawing on walls, furniture, fixtures, lockers, etc. The school may require the student to make restitution for damaged property.</p>

DISRESPECTFUL BEHAVIOR	Racial, ethnic, sexual, cultural slurs, derogatory or disrespectful statements toward classmates, faculty, or staff are damaging to Christian community and are not acceptable. This includes behavior as a spectator at home and/or away games or activities.
DRUGS	<p>To set a good example for students and our community, it is the position of Rockford Christian School that any and all student-centered activities, on or off RC property, will be drug, cannabis, tobacco, smoke and alcohol free.</p> <p>The distribution, dispensing, manufacture, possession, use, or being under the influence of over the counter or prescription drugs when used for improper purposes, cannabis, other controlled substances, or "look alike" substances that appear to be controlled substances by students is prohibited. "Possession" includes being in the presence of a prohibited substance if the student has either direct or shared control of the substance, or has knowledge of the presence of it and fails to promptly act to remove himself or herself from the offending premises.</p> <p>DRUG & ALCOHOL TESTING POLICY Rockford Christian School may conduct random urinalysis and 'for cause' drug, cannabis, and alcohol screening of students in High School. Rockford Christian School may work in conjunction with a licensed clinical laboratory, to complete the analysis of all samples. Lab representatives may assist RC administration in choosing the particulars of the screening, including the drugs that are included in our screening panel. When screening for alcohol use, school officials or local law enforcement may utilize a device to measure blood alcohol levels.</p> <p>Purpose: A deterrent to keep students safe and free from using drugs, cannabis, and alcohol. To arm our students with a reason to say "no" when they are faced with a situation where they are pressured to use drugs, cannabis, and/or alcohol. To affirm our students who are choosing to be drug and alcohol free and provide them with a reason to continue to do so. To educate our students who are choosing to experiment with drugs and alcohol that there are consequences for their choices, and their choices are unacceptable. To provide our students who may have a drug and/or alcohol problem with an avenue to get needed help and support.</p> <p>Applicability: The policy applies to every RC student, from the day of acceptance until the student's last school affiliated event is completed as a senior. <u>The policy applies at all times and in all places</u>, throughout the student's enrollment at RC in accordance with the Code of Conduct. A student's behavior away from school and in the school can affect the safety of the student or others. It can also be a sign of a significant issue in the student's life and can affect the overall well-being of the school community.</p> <p>Consent: All students and parents/guardians are required to consent to participation in all aspects of this policy as a condition of the student's continued enrollment at Rockford Christian. Parents/guardians agree that RC has full and complete discretion to impose discipline or take other action, as the administration deems appropriate, for behavior occurring at and/or away from school.</p> <p>DEFINITIONS</p>

	<ul style="list-style-type: none"> • Random Screening: All Rockford Christian High School full and part time students will be in the "pool" for random urinalysis screening through a licensed lab. Up to 20 students may be chosen up to 10 times per school year. Consequently, some students may be tested more than once a year. The Rockford Christian School administration may also randomly screen for drug, cannabis and alcohol use at school sponsored events. • For Cause Screening: Any student who displays behavior that may be related to the use of prohibited substances, or is otherwise demonstrating conduct that may be in violation of this policy can be required to submit to screening. A student may be directed to submit to screening based upon their behavior before, during, or after the school day or at a school-sponsored activity. This also includes any student found to be in violation of this policy due to previous screenings. Any student who tests positive in a screening may be subject to consistent follow-up screenings as established by administration but at the parent's/guardian's expense, for the remainder of the time they are students at Rockford Christian School.
EXCESSIVE DISCIPLINE	Excessive discipline is defined as repeated classroom demerits, detentions, or suspensions.
FIGHTING	Fighting is defined as punching, hitting, slapping, or displaying aggressive behavior toward another student and/or school employee.
INTEGRITY	Trust is essential to Christian community and being honest or cooperating with the teacher or administration during an investigation or inquiry is expected.
INTERFERING WITH SCHOOL PURPOSES	<p>Malicious activities that interfere with school purposes will be subject to discipline. Examples of said malicious behavior include, but are not limited to: pranks on school property or at school sponsored events without administrator approval, making a false fire alarm or pulling the fire alarm, conveying bomb threats, setting fire to items within or around the school.</p> <p>Note: Pranks off school campus, such as toilet papering, against individual students / families may be reported to local law enforcement for further investigation and become subject to school disciplinary action.</p>
SEXUAL IMMORALITY	Sexual behavior or activity on campus or reported to the school by law enforcement (1 Cor. 6:18) will be investigated.
THEFT	Theft is defined as taking the school's property or someone else's property without permission.
TOBACCO AND CANNABIS	<p>To set a good example for students and our community, it is the position of Rockford Christian School that any and all student-centered activities, on or off RC property, will be drug, tobacco, cannabis, smoke and alcohol free. The purpose of this policy is to create a smoke-free, tobacco-free and cannabis-free school environment for RC students, to discour RC students from use of tobacco, cannabis, electronic smoking devices or similar products in school or out of school, to comply with the Illinois Prevention of Tobacco Use by Minors Act. The Illinois law prohibits the possession or smoking of cigarettes, e-cigarettes or other tobacco products by persons under the age of 21.</p> <p>Definitions:</p>

	<p>Smoking is defined as the use of smoke-producing tobacco products, including but not limited to cigarettes, cigars, cigarillos, mini-cigars, e-cigarettes, cannabis, tobacco alternative vapor or vaping products and hookahs. All forms of smoking are prohibited.</p> <p>Tobacco Use is defined as the use of any tobacco product including, but not limited to cigarettes, cigars, cigarillos, mini-cigars, hookah, chewing tobacco, snuff, and other smokeless tobacco products. All forms of tobacco use are prohibited.</p> <p>E-Cigarette Use or Vaping is defined as the use of electronic smoking devices and/or electronic nicotine delivery systems. These products and delivery systems are also prohibited, even without the use of nicotine, and may be subject to confiscation and/or disposal.</p>
TRUANCY	<p>Truancy is an intentional, unjustified or unauthorized absence from school. Any absence from school or a class without parent or administrator approval shall be considered unexcused or truant. Examples of truancy include, but are not limited to: oversleeping, leaving campus without permission, or being on campus but skipping a class.</p>
WEAPONS	<p>Students will not be permitted, under any circumstances, to bring objects, which can be used to harm self or others onto school property. These include, but are not limited to: firearms, fireworks, air guns, BB gun, pellet gun, slingshots, chains, knives, etc.</p> <p>Possession of a firearm is grounds for immediate expulsion and notification of law enforcement.</p>

EXTRA-CURRICULAR ACTIVITIES

In alphabetical order

Activity Fees

A non-refundable participation fee will be assessed to each student for each activity in which they participate. The fee must be paid before participation in the first meeting. Fees assist in compensating sponsors, buying supplies and materials, or registering for competitions. Fees are billed directly to the parent/students account using group rosters.

Tier	Fee Amount	Activity
Tier I	\$300	NA
Tier II	\$250	Robotics, Rocketry, Science Olympiad
Tier III	\$175	Math Team

ACSI

A number of ACSI sponsored events in academics, arts, and athletics are available for Rockford Christian Middle School students. These include Math Olympics, Speech Meet, Spelling Bee, and the Music Festival.

Clubs

Clubs will be established as student interest and participation warrants. Each club shall have an advisor who will work directly with the Head of Upper School in scheduling meetings and events.

Key Club (Grades 9-12)

Key Club International is the high school organization sponsored by [Kiwaniis International](#). Key Club assists Kiwanis in carrying out its mission to serve the children of the world. High school student members of Key Club perform acts of service in their communities, such as cleaning up parks, collecting clothing, and organizing food drives. They also learn leadership skills by running meetings, planning projects, and holding elected leadership positions at the club, district, and international levels.

National Honor Society (Grade 12)

N.H.S. members meet monthly to plan and conduct community and school service projects. NHS is open to students who meet scholarship, service, leadership, and character qualifications. An application process is provided during the students junior year. NHS by-laws govern the application and induction process. Students must have a GPA of 3.5 to apply for National Honor Society. They also must have fulfilled the yearly requirements for service hours. (20 hours of service per school year).

Robotics Team (Grades 6-12)

Robotics is a popular and effective way for teachers to cover science, technology, math, and engineering in the curriculum. Students participate as a team on four focus areas that accomplishes a designated mission: Teamwork, Research, Programming, and Building a robot. The culmination is a regional competition.

Rocketry Club (Grades 5-12)

The Rocketry club combines the enjoyment of hobbies and low and high power sports rocketry. In addition to rocketry builds there are a number of launch days in which the students participate.

Science Olympiad (Grades 6 – 12)

Science Olympiad allows students to increase interest in science and helps expand their technological knowledge. These clubs will provide recognition for outstanding achievement as students compete with area schools.

Student Council (Grades 9-12)

Each class, grades 9 to 12, will have class representatives to help with school functions and extracurricular activities. The following rules apply for running for a class office or student council:

- Students must have a minimum average of B (3.0) for the previous grading period.
- Students must obtain a recommendation form to run for office and have it signed by the required faculty members.
- Primary elections will be held, if necessary, to reduce the number of candidates to three for each post. Final elections will be held to decide the winner.
- A number of social activities will be planned for the students throughout the school year. At the high school level, a student committee will help plan and schedule regular activities for the high school. Each activity needs to be cleared through the school calendar and the administration or administrator.

Theater (Grades 9-12)

A musical or drama is held in April. Auditions take place in January and are required for all grades 9-12 students who wish to participate. All cast members are expected to attend all rehearsals that involve their part and are expected to meet all academic eligibility requirements.

SPIRITUAL LIFE

In alphabetical order

At Rockford Christian School, the student's growth in faith is of utmost importance. The student body worships together in our weekly chapels where attendance is required. Students are expected to worship regularly with their parents/guardians in a local church of their choice. Rockford Christian School partners with parent(s)/guardian(s) in the spiritual training of their children. Therefore, the school cannot accept sole responsibility for the Christian education of students but rather shares that responsibility with the home and the local church. Because the study of God's Word is so vital to the Christian life, Bible is a required class each year for students enrolled full time at Rockford Christian School.

Rockford Christian School places a high value on the learning experiences for students. It is our desire to develop the God-given talents and abilities within each student to his/her highest potential spiritually, academically, physically and socially. With this in mind students are expected to appreciate the opportunity to be a part of Rockford Christian School by behaving correctly and responsibly in the classroom setting and on the school campus.

Biblical Integration

At Rockford Christian School, we believe the Bible is the infallible Word of God, and, therefore, the standard by which all values, as reflected in all school programs, policies, and traditions, are measured. Bible classes are required as an integral part of our curriculum. In addition, biblical concepts are integrated into every other curricular area within the school. The Bible is the foundation and the strength of Rockford Christian School, which sets us apart from public and many private schools.

The content and instruction presented in our Bible classes encourage students to develop strong Christian character, offer them a vision for lives of service to Jesus Christ, and educate them in sound doctrine and a defined faith. This is so they can give an answer to the hope that is within them no matter what occupational pursuits they follow.

In addition to Bible classes as a core subject, students will have learning experiences appropriate to their levels. These experiences emphasize the concept of a loving heavenly Father, creation of human beings in the image of God, the fall of humanity, and the redemptive work of God's Son, Jesus, and the absolute trustworthiness of God's written Word, the Bible.

Casual for a Cause

To increase awareness and support for local and global ministries, the student body will learn about a particular cause or organization, and then have the opportunity to support them on a "Casual for a Cause" day. On the designated day, students may dress casually by giving a small donation. Students are still expected to follow guidelines set forth in the "General" section of the dress code.

Chapel

Chapel is held on a regularly scheduled basis. Attentive, courteous conduct that is honoring to the Lord and respectful toward others is expected at all assemblies. Chapel is an integral part of the spiritual formation curriculum, and attendance is required. Throughout the year, different ministries and individuals in the community are invited to share at Chapel.

Connections Groups

Chapel is held on a regularly scheduled basis. Attentive, courteous conduct that is honoring to the Lord and respectful toward others is expected at all assemblies. Chapel is an integral part of the spiritual formation curriculum, and attendance is required. Throughout the year, different ministries and individuals in the community are invited to share at Chapel.

Creation

Genesis 1:1 states, "In the beginning, God created the heavens and the earth". At Rockford Christian School, we take an unwavering stance that God is the master designer and creator of the universe and all forms of life that inhabit it. Within this position, there is instruction and discussion that allows for a variety of possibilities concerning the exact manner and time frame of the creation. At the high school level, students learn various Biblical interpretations of the origins of the universe and of life as well as major theories argued through science.

Exemplary Service Award

Oftentimes, community service goes unnoticed and unrecognized. As a school, we believe it is important to highlight students that have served in exceptional capacities. The school will honor students that have gone above and beyond the 20 hour requirement per year by presenting a silver cord at graduation to all students that serve an average of 100 hours over the course of each year they are in high school. Student's names will also be engraved on a plaque to be displayed in the school building.

Service Day

The school will coordinate at least one service day each year, where middle school and high school students serve in groups of 15-20 with at least one faculty advisor. Student participation is required for any sponsored service day. Parents/guardians are encouraged and welcomed to participate. *The hours completed on these days will be recorded toward the hours of community service for the quarter in which service day took place.*

ATHLETICS

In alphabetical order

Rockford Christian School's athletic program provides opportunities for students who desire to compete at an interscholastic level. In addition, it provides students an opportunity to work together as a team to accomplish the goal of performing well in a given game with another team. Rockford Christian High School is a member of the Illinois High School Association (IHSA). The High School participates in the Big Northern Conference. Schedules are distributed from the Athletic Office. Rockford Christian School's athletic program includes the following sports:

SEASON	BOYS	GIRLS
FALL	Soccer Cross-Country Football Golf	Volleyball Golf Cheer Tennis Cross-Country Swimming
WINTER	Basketball Bowling	Basketball Cheer Bowling
SPRING	Baseball Track & Field Tennis Bass Fishing (Coed)	Softball Soccer Track & Field Bass Fishing (Coed)

Each student who participates in a sport for its entire duration will receive recognition for participation. The following are requirements from the Athletic Office:

Athletic Fees

To help offset the costs associated with athletic or activity programming, each sport or activity assesses a participation fee. A non-refundable fee will be assessed to each student for each sport or activity in which they participate two weeks after the first practice. Fees are billed directly to the parent/student's account.

Tier	Fee Amount	Activity
Tier I	\$300	Baseball, Basketball, Football, Soccer, Softball, Track & Field, Volleyball
Tier II	\$250	NA
Tier III	\$175	Bass Fishing, Bowling, Cheer, Chess, Cross-Country, Golf, Tennis

Athletic Forms (Required)

A student must submit a completed and signed physical exam form from a physician. The athletic physical is valid for 395 days until a new physical is required on file with the athletic office. A student must register on the RC 8to18 athletic website for each sport they plan to participate in before the season begins. On the athletic registration website they are signing off on three required forms electronically. (Athletic Emergency Form, IHSA/IESA Sports Medicine Acknowledgement Form and RC Athletic Handbook)

Attendance Requirements

A student must be in attendance at school at least four of seven class periods or the time equivalent of four class periods in order to participate in a game or practice scheduled for that day. If a student is absent for part or all of the day and is granted a non-illness related excused absence (e.g. dental appointment, funeral, college visitations), the student may be allowed to participate in the game with the permission of the administration. Any unexcused absence from school, for any period of time, will cause the student to be unable to participate in the game.

Citizenship

Each athlete is expected to behave in such a way that is in accordance with principles set forth in God's Word. Should an athlete's citizenship be found to be unsatisfactory by at least two staff personnel (including teachers, staff, coaches, administrators), the athlete will be ineligible and will be subject to the same guidelines of academic ineligibility. An athlete who is disciplined by the administration for isolated or repeated acts of misbehavior is subject to immediate ineligibility, the duration of which to be determined by the administration. The Athletic Department has published the expected standards of conduct for athletes.

Dress Code

All student athletes may wear appropriate team-sponsored clothing for practices, but upon re-entering the building or hallways need to be dressed modestly including wearing a shirt and shorts / pants that align with the spirit wear/dress down day rules. All cleats must be removed before entering the building.

Eligibility

1. Students must be fully enrolled and have paid registration fees for the school year before they are able to participate in RC athletic practices or games.
2. Students may not participate in athletic activities (or extracurricular clubs) if the student account is 45 days or more past due including, but not limited to: tuition, lunch, activity fees, etc.
3. IHSA regulations stipulate that a student athlete must be passing 5 full credit classes to be eligible to participate in athletics. Furthermore, with the exception of incoming freshmen, all student athletes must have passed 5 full credit courses the previous semester to be eligible for interscholastic athletics.
4. Grades will be evaluated weekly on a pre-published schedule. The schedule will include the dates of ineligibility for the grade evaluation date.
5. Students will be given a one week probationary period for any failing grades. After the probationary period, if the student is still not passing 5 full credit classes they will be deemed ineligible.

Insurance

The school cannot assume any responsibility in the event of a student sustaining an injury. Therefore, the student should have adequate insurance cover.

Multiple Sport Athletes

Rockford Christian encourages students to participate in multiple sports throughout the year so they reap the benefits such as enhanced physical fitness, better mental and life skills, being a team player, and preventing repetitive strain injury from overuse of the same muscles. Please be advised, however, overlapping practice or game schedules make it difficult to participate in multiple sports that are in the same season. The Athletic Director provides guidance to coaches regarding the "sharing" agreement for student athletes; however, the athlete will be asked to select one of the sports as their priority to trump the other on days where both are scheduled in a competitive event. While coaches do their best to accommodate, missing a practice or game could impact the student athlete's play in the second sport.

NCAA Requirements

The NCAA has its own academic eligibility requirements. Please visit eligibilitycenter.org to review these requirements. If you have any questions, please talk to the school counselor.

Practice when Ineligible

Ineligible students are not allowed to represent the school by participating in games but are expected to attend practices unless the head coach has received specific direction from the administration. At no time should an ineligible student be allowed to miss school to practice or accompany the team on an athletic trip. Ineligibility circumstances, such as missed instruction, conditioning and /or missed practice time, may affect playing time when a student "returns" to the team.

Playing Time

The coach will determine the amount of time a student plays in each game. Parent concerns or questions about playing time should follow the conflict / communication procedures outlined on page 9-10.

Quitting a Team

If an athlete participates in any practice or contests, he/she cannot quit that sport and join another sport until the sport season he/she has quit is completed. Consent by coaches and/or Athletic Director can waive this rule if the student athlete benefits from the change.

Royal Lion Booster Club

The Royal Lion Booster Club is a volunteer group made up of parents/guardians and friends of Rockford Christian. Its purpose is to foster the growth and involvement of families and the community in athletics and the arts at Rockford Christian. Membership information is available through the Athletic Office.

Sportsmanship

Each student must show good sportsmanship both on and off the playing field.

Uniforms

Generally, Rockford Christian will furnish uniforms that the student does not keep. Each athlete is responsible for proper care of the uniform as well as the equipment belonging to the school. Uniforms should be kept clean and have a neat appearance for each game. (Washing instructions: hand wash in cold water, no bleach – hang dry.) At the end of the season, the uniform should be washed, neatly folded, and returned to the coach in the same condition it was issued. The athlete will be fined for any damage beyond normal wear. If the uniform is lost, the athlete is responsible for the purchase of a new uniform at the current replacement cost.

TECHNOLOGY ACCEPTABLE USE POLICY

As a student of Rockford Christian School, you will no doubt come into contact with the computer systems and network that the school provides for the purposes of supporting and enhancing education and communication. This policy requires that those systems, and the Internet resources they are attached to, be used in a manner that conforms to the school's educational purposes, mission statement, and environment. While our primary purpose is to serve the needs of students and staff, we must also glorify Christ in all we do. This includes the use of those electronic resources. It is therefore a requirement that anyone using the computer equipment and Internet access at Rockford Christian School understands the policies described below. Furthermore, by signing this student code of conduct, you are agreeing to abide by these policies:

- First of all, you must understand that the use of our electronic resources is a privilege and not necessarily a right.
- We reserve the right to refuse access to any and all individuals not willing to comply with or who show willful disregard for this policy.
- We reserve the right to monitor and review all data contained in the system to protect the integrity of the system and to ensure compliance with the policies and rules governing the use of this technology.
- No user of Rockford Christian School's computer network has an expectation of privacy in connection with its use.

All users of the school's systems must recognize that although the Internet and online services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials which may be illegal or deemed obscene or indecent. Moreover, other information available may be controversial, inappropriate, and contrary to our mission, vision, and policy. You should understand that while the school's technical administrative staff will do all it can (at considerable expense) to limit the access to this information, some inappropriate material may still sneak through. We require that our equipment not be used to willfully access such information, and that if at any time, a user stumbles upon such material by accident, he/she immediately reports it to the computer department personnel or school administration. We believe that the availability of good, usable, and God-glorifying information for educational purposes, along with the proliferation of technology in our society, and our students' need to understand its use, far outweigh the potential negative information that might be available.

The following are rules that govern the use of Rockford Christian School's equipment:

1. Users are expected to have their own login account. At no time should users tell anyone their password or allow anyone to use their account. Users are responsible for the security of their login

account and for safeguarding and keeping passwords private. If you believe the integrity of your password has been compromised, you will need to change it immediately.

2. Users shall use the electronic resources for school-related purposes only. Users may not send or receive anything that violates school codes of conduct or state or federal laws.

This includes but is not limited to the following:

- Copyright infringement
- Threatening material or messages
- Harassing material or messages
- Material or messages containing personal information, such as names, phone numbers, or addresses
- Obscene or pornographic material or messages
- Sexist, racist, or inflammatory material or messages
- Material protected by trade secret without written permission of the owner
- Advertising items for sale (or any commercial use)
- Political lobbying
- Gambling
- Downloading executable programs, movies, or music
- Unauthorized game playing

When in doubt, a student must ask his/her teacher before proceeding. Any student who violates this "acceptable use policy" will lose access privileges and may suffer other disciplinary action up to and including legal action.

3. Anyone vandalizing the equipment, including introducing viruses, attempting to circumvent any system security, or acting in a way that can be interpreted as having this intention, installing software without authorization, attempting to harm or destroy school equipment or materials, or the data of any other user shall lose his/her privileges. Users may not tamper with or attempt to repair, remove, or make adjustments to any components of any equipment or software unless approved first by the Technology Department. Consequences will increase in severity according to the seriousness of the offense, ranging from several days suspension of privileges to complete restriction of the use of all electronic resources.

4. Users are responsible for immediately reporting any security problem, including the unwitting introduction of a virus or misuse of the network to school personnel.

5. Users may not place or transmit copyrighted materials on the system without the author's permission. Users may download copyrighted material, such as an encyclopedia article, for school use only, and may not duplicate or distribute such material.

6. While it is our intention to have enough resources to accommodate all needs, student users must agree to comply with adult staff member who may ask them to relinquish their computers to accommodate other users with more immediate needs.

7. Any student in doubt as to the acceptability of searches or equipment use is expected to ask first before taking action.

Google Workspace for Education

As part of the tools and technology provided at Rockford Christian School, we use Google Workspace for Education including many of its third-party services. By signing the handbook, you are giving your consent for your student/child to use Google Workspace for Education and its third-party services. Rockford Christian still maintains control over the apps that are made available to your child/student, and they will be of an educational nature as needed.

SOCIAL MEDIA AND NETWORKING

Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Ephesians 4:29.

Social media is electronic communication used to share information, ideas, personal messages, videos, etc. Examples include texting, messaging, Instagram, Facebook, blogs, Twitter, LinkedIn, Pinterest, SnapChat, TikTok and others. Social media is neutral. It can be used for good or for harm.

It is expected that parents and students will use good judgment. What is written is both permanent and public. A good practice is to assume that what is written to friends will be read by students, parents, school workers, etc. Be especially careful that what is written, posted and shared will not hinder your Christian witness or that of RC.

Students who post or send inappropriate material will face disciplinary actions as outlined in the Student Handbook up to and including probation, suspension, or even expulsion.

Inappropriate material includes but is not limited to the following:

- Alcohol or drug related pictures and/or involvement
- Profane, lewd, obscene, vulgar, rude language
- Lewd or sexually provocative pictures
- Smoking or vaping pictures and/or involvement
- Threatening, harassing and cyber-bullying (see that section of this handbook)
- Disrespectful statements of the school, its workers and parents
- Information that is knowingly false or defamatory.

Parents and students are to immediately report all such incidents of misconduct to a parent, teacher, or administrator. Do not think, "It's just a post."

The school does not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy.

The school may require the student to share content in the course of such an investigation.

Consent to Access and Monitoring

By enrolling with RC, you consent to RC's access to and monitoring of: (1) school computer and communications systems; and (2) all information produced, received, stored on, or sent from RC Computer and Communication

Systems, including personal email accounts accessed using the organization's equipment and any emails transmitted through personal, web-based accounts that are stored on RC hard drives or other computer equipment as temporary or other files.

RC-Related Social Media

RC supports beneficial communication and sharing of accurate information that respects the privacy of students. RC supports the use of and monitors social media that uses the school's name, a form of the school's name or otherwise "speaks" for the school or any part of the school. Such sites include but are not limited to online sites for grade levels, athletic teams, clubs, teachers, parent organizations, alumni, etc.

The head of school or his/her representative must be among those with "administrator" access to the site.

Consult the head of school or his/her representative before opening a new social media site.

Social Networking and Conflict Resolution

Should conflict arise with students, parents or school workers, all members of the Rockford Christian community will follow the Matthew 18 principle which is to first communicate directly with others and will address conflicts using methods described in this handbook that lead to solutions and reconciliation. In areas of disagreement, our community will not take to social media nor encourage others to do so.

STUDENT-PARENT HANDBOOK AFFIRMATION

My signature below indicates I have received a copy of the handbook and am aware of the policies and procedures of Rockford Christian School. I understand that choosing RC as an educational partner for myself (or my child) indicates my willingness to observe the rules, policies, and standards of conduct outlined in this handbook. I understand that the statements contained in this handbook are guidelines only and that the handbook does not constitute a contract between Rockford Christian School and its students or the parents / guardians of its students. I also understand that Rockford Christian School specifically retains the discretion to amend, discontinue, or vary the policies or procedures contained in the handbook with or without prior notice.

STUDENT NAME (PRINT PLEASE): _____

STUDENT SIGNATURE: _____ DATE: _____

PARENT NAME (PRINT PLEASE): _____

PARENT SIGNATURE: _____ DATE: _____