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## VISION

We aim to graduate young men and women who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as distinct from biblical, and to be unswayed towards evil by the former. We aim to find them well prepared in all situations, possessing both information and the knowledge of how to use it. We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire they have a heart for the lost and they distinguish real religion from religion in form only; and that they possess the former knowing and loving the Lord Jesus Christ. We desire them to possess all of these with humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff and to see them well paid so that they may make a career at Rockbridge Academy. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire they clearly understand classical education, how it works in their classroom, and how their work fits into the whole; that they possess a lifelong hunger to learn and grow; and that they have opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, grow in the knowledge of God, training their own children to walk with the Lord.

We aim to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them follow biblical principles in addressing concerns, to be inclined to hear both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

# ROCKBRIDGE ACADEMY GOALS

## *A Classical and Christ-Centered Education*

### CHRIST-CENTERED

*To understand more fully what is meant by Christ-centered education, please refer to the book Recovering the Lost Tools of Learning by Douglas Wilson. Copies are available for purchase or loan in the school office.*

In all its levels, programs, and teaching, Rockbridge Academy seeks to:

- A. Teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17);
- B. Provide a clear model of the biblical Christian life through our staff and board members (Matthew 22:37-40);
- C. Encourage every student to begin to develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15).

### CLASSICAL

*For a more in depth definition of classical teaching methods, please refer to Dorothy Sayers' article "The Lost Tools of Learning." Copies are available in the school office.*

In all its levels, programs, and teaching, Rockbridge Academy seeks to:

- A. Emphasize grammar, logic, and rhetoric in all subjects (see definitions below);
- B. Encourage every student to develop a love for learning and live up to his academic potential;
- C. Provide an orderly atmosphere conducive to the attainment of the above goals.

#### **Definitions:**

Grammar: The fundamental facts and rules of each subject.

Logic: The ordered relationship of particulars in each subject.

Rhetoric: How the grammar and logic of each subject may be clearly expressed.

# EDUCATIONAL PHILOSOPHY OF ROCKBRIDGE ACADEMY

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their child(ren). Therefore, below are the most important elements that we at Rockbridge Academy believe distinguish our unique approach to education.

1. We believe that the Bible clearly instructs parents, not the church or state, to "bring children up in the discipline and instruction of the Lord." (Ephesians 6:4) Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.
2. We believe that God's character is revealed not only in His Word, but also in every facet of Creation. Therefore, we teach that all knowledge is interrelated and instructs us about God Himself.
3. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Mat. 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn, through the centuries old classical method (see Goals), including instruction in Latin.
4. We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." (Colossians 3:23) Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This includes biblical discipline principles.

Above all, our highest goal is to provide a rigorous educational environment that challenges our students to live and think from a Christian worldview.

## STATEMENT OF FAITH

Rockbridge Academy is a Protestant Christian school which does not teach a specific denominational set of beliefs. The following is the foundation of beliefs on which Rockbridge Academy is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered *primary doctrine* at Rockbridge Academy. Secondary or divisive doctrines and issues will not be presented as *primary doctrine*. When these types of doctrine or issues arise they will be referred back to the family and local churches for final authority.

### **The Bible**

We believe that the original manuscripts of the Old and New Testament comprise the full, word-for-word, truthful, inerrant Word of God which is the supreme and final authority in doctrine and practice.

(Isa. 40:8, II Tim. 3:16-17; Heb. 4:12; II Pet. 1:20, 21)

## **The Father**

We believe that as Eternal Father, He is the Father of all men in the non-salvation, Creator-creature sense, the Father of the nation Israel, the Father of the Lord Jesus Christ, and the spiritual Father of all who believe in Christ. He is the author of salvation, the One who sent the Son, and the disciplinarian of His children.

(Ex. 4:22; Ps. 2:7-9; Jn. 5:37; Acts 17:29; Gal. 3:26; Eph. 1:3-6; Heb. 12:9; I Pet. 1:3)

## **The Person and Work of Jesus Christ**

We believe Jesus Christ is God incarnate, conceived by the Holy Spirit, born of a virgin, completely God and completely man. We believe in His pre-existence, His sinless life, His substitutionary atonement, His bodily resurrection from the grave, His ascension into Heaven, and His bodily return from Heaven.

(Jn. 1:1,14,18; Lk. 1:35; Rom 3:24-26; 4:25; 1 Pet. 1:3-5; Eph. 4:11-16; I Thess. 4:13-18; Heb. 1:3; 7:23-25; 1 Jn. 2:1-2)

## **The Holy Spirit**

At the time of conversion, we believe that the Holy Spirit regenerates, indwells, baptizes, seals, and bestows spiritual gifts upon all who know Christ as Lord and Savior. Experientially, He fills, teaches, leads, assures, and prays for believers.

(Jn.14:26; 16:6-15; Acts 1:5; 2:1-4; 11:1-18; Rom. 8:14-16, 26-27; 1 Cor. 6:19; 12:7-11, 13; Eph. 1:13-14; 5:18; 2 Thess. 2:1-10; Titus 3:5).

## **The Trinity**

In the unity of the Godhead there are three persons, of one substance, power, and eternity; God the Father, God the Son, and God the Holy Spirit. The Father is neither begotten, nor proceeding: The Son is eternally begotten of the Father: the Holy Spirit eternally proceeding from the Father and the Son.

(1 John 5:7; Mat. 3:16; Mat. 28:19, 2 Cor.13:14; John 1:14; John 15:26; Gal. 4:6)

## **Man and Sin**

We believe man was created in the image of God; that Adam in his first sin condemned not only himself but all mankind to an estate of sin. All of mankind in Adam is now separated from God and in need of a redeemer. (Gen. 1:1,27; 2:17; 3:1-19; Isa. 14:12-14; Lk. 20:36; Heb. 1:13-14; 2:5-8; I Pet. 2:4; Jude 6; Jn. 12:31; Heb. 2:14; Rev. 20:10; Jn. 1:1-3; 8:44; Col. 1:16-17; Rom. 5:12-21; Eph. 2:1-3).

## **Salvation**

“In Him also we have obtained an inheritance, being predestined according to the purpose of Him who works all things according to the counsel of His will, that we who first trusted in Christ should be to the praise of His glory. In Him you also trusted, after you heard the word of truth, the gospel of your salvation; in whom also, having believed, you were sealed with the Holy Spirit of promise, who is the guarantee of our inheritance until the redemption of the purchased possession, to the praise of His glory” (Eph. 1:11-14). We affirm that these believers are eternally secure, have everlasting life, will not come into condemnation, and shall never perish. We believe that assurance comes to the believer from three primary means: trusting the Word of God’s promises, the witness of the Holy Spirit, and a persevering walk with the Lord. (Jn. 1:12; 2:3,16; 2 Cor. 5:17-21;

Eph. 2:8-9; Titus 3:4-7; Dan. 12:1-2; Mt. 25:31-46; Jn. 3:16,36; 5:24; 10:28-29; 11:25-26; Rom. 8:28-39; I Jn. 4:11-13; Jude 1; Rev. 20:12-15).

### **The Church**

We believe in the Church, both universally and locally, as the spiritual body of which Christ is the Head. The church exercises Christ's authority until His return. We also believe that the church is entrusted with the sacraments of baptism and the Lord's Supper. (Mt. 16:18; cf. Acts 1:5; 11:15; and 1 Cor. 12:13; Eph. 1:22-23; 4:11-16; 5:22-23; Col. 1:18).

### **The Great Commission**

We believe that those whom God has saved are sent into the world by Christ as He was by the Father. Those so sent are ambassadors, commissioned to go make disciples and make Christ known to the whole world. (Mt. 28:18-20; Jn. 15:8; 17:18; 20:21; Acts 1; Rom. 10:14-15; 2 Cor. 5:18-20; Col. 4:2-6; 2 Tim. 2:14-26).

### **Eternity**

We believe in the physical resurrection of the human body (at the second coming of Christ); in the eternal conscious existence of all individuals in either Heaven or Hell; and in the rewards of the saved and the punishment of the lost for eternity. (I Cor. 15; Luke 16:19-31; 2 Cor. 5:8-10; I Cor. 3:11-15).

Essentially, our Statement of Faith is best summarized in the five solas of the Reformation:

Sola Fide - By faith alone  
Sola Gratia - By grace alone  
Solo Christo - By Christ alone  
Sola Scriptura - On the Word of God alone  
Soli Deo Gloria - To God alone be the glory

## **ROCKBRIDGE ACADEMY CURRICULUM GOALS**

### **I. BIBLE:** We seek to:

- a. Have the students read the actual text for themselves versus only prescribed verses.
- b. Begin with an overview of the redemption story and proceed to the study of historic epics using inductive methodology.
- c. Encourage the students to understand verses in context, along with other good interpretation principles.
- d. Let the Scriptures speak for themselves with clarifications and illustrations by the teacher.
- e. Teach the students to understand the Bible as God's Word.
- f. Teach the biblical pattern of Salvation.
- g. Encourage each student to come to the Father, through the Son, and grow in their knowledge and love of Him.

**II. ENGLISH:** We seek to:

- a. Equip every student with the skills necessary for good writing, including spelling, grammar, style, clarity, etc.
- b. Put a major emphasis on good writing by requiring the students to write often and correctly in each subject area.
- c. Encourage clear thinking by requiring clear writing.
- d. Introduce the students to many styles of writing using the Bible and other classics.

**III. HISTORY/GEOGRAPHY:** We seek to:

- a. Teach the students that God is in control of history and its ultimate outcome.
- b. Enable the students to see God's hand in the history of the world and the United States.
- c. Broaden the students' understanding of history and geography as the students mature. Specifically, we begin with local history and geography in Kindergarten and first grade and chronologically expand the scope of studies to world history beginning with Ancient Egypt in the second grade.
- d. Make history and geography "come alive" for the students through the use of many forms of information and research, e.g., biographies, illustrations, field trips, guest speakers, music, art, foods, architecture, etc., for each of the yearly time periods they will study.

**IV. SCIENCE:** We seek to:

- a. Teach that the biblical Creation account is true and that the theory of macro-evolution is false.
- b. Teach the students the basic elements of both accounts and that both systems are based on either sound or unsound faith.
- c. Show the students that because God made the universe, it has inherent order which in turn makes it possible to hypothesize and experiment (scientific method). Guided inquiry will reveal to the student the intrinsic laws, systems, and truths God put into Creation.
- d. Treat the study of science as a "means to an end," not an end in itself.
- e. Use many forms of instruction to teach scientific concepts and methods, e.g., a large variety of experiments, demonstrations, research projects, illustrations, field trips, guest speakers, etc.

**V. MATHEMATICS:** We seek to:

- a. Ensure that the students have a thorough mastery of basic mathematical functions and tables.
- b. Emphasize a conceptual as well as practical understanding of math through the frequent use of word problems.
- c. Illustrate God's unchanging character through the timeless, logical mathematical systems He gave to man through His gift of reason.

**VI. READING:** We seek to:

- a. Use phonics as the primary building blocks for teaching students to read.
- b. Encourage the students to read correctly beginning in Kindergarten.
- c. Introduce the students to high quality children's literature through our Literature program beginning in first grade.
- d. Carefully monitor the student's reading abilities to ensure a reasonable level of proficiency, adequate comprehension, and fluency in oral and silent reading. This includes the proper use of word-attack skills.
- e. Foster a lifelong love of reading high quality literature after being taught to recognize the characteristics of such literature.

**VII. ART:** We seek to:

- a. Teach all students the basic fundamentals of drawing to enable them to create adequate renderings.
- b. Encourage the students to appreciate and imitate the beauty of the Creation in their own works.
- c. Introduce the students to the works of the masters in Western culture.
- d. Equip the students to knowledgeably use a variety of art media.
- e. Systematically teach the history of art and its relation to historical events.

**VIII. MUSIC:** We seek to:

- a. Train the students to sing knowledgeably, joyfully, and skillfully to the Lord on a regular basis.
- b. Systematically instruct the students in the fundamentals of vocal and instrumental music.
- c. Enrich the teaching of Scripture through the teaching of many classic, meaningful hymns.
- d. Encourage the students to select some area of music, vocal or instrumental, to pursue on their own.
- e. Systematically teach the history of music and its relation to historical events.

**IX. PHYSICAL EDUCATION:** We seek to:

- a. Teach fundamental locomotor and manipulative skills through exercises, games, and activities.
- b. In cooperation with the families, encourage the students to knowledgeably establish and maintain good health and nutritional habits.
- c. To enhance biblical patterns of behavior through activities requiring cooperation, team work, and general good sportsmanship.

## LATIN AT ROCKBRIDGE ACADEMY

“Why Latin?” The answers are varied, and it is perhaps a testimony to how far we have to go in recovering a classical mind that the “pragmatic” answers must come first.

### Why are Latin students higher achievers?

The reasons for this should not be surprising. About eighty percent of English vocabulary comes from Latin and Greek, with over fifty percent of our vocabulary coming from the Latin. Two examples should suffice in making the point. The Latin word *sisto* means *I stand*, or *I stop*. From it we derive *consist* (stand together), *desist* (to stop), *insist* (to stand upon), *exist* (to stand out), and *persist* (to stand through). The Latin word *panis* means bread. From it we get *companion* (one who shares your bread), *accompany* (same thought), and *pantry* (a place to keep bread). Even though English is not a Romance language, the effect of Latin on our daily discourse has been immense. Given this, we should not be surprised at all when English vocabulary tests reveal that students of Latin score higher than students of other foreign languages. When we consider that successful people often share only one thing, and that one thing is a large vocabulary, the reason for our desire for a rigorous Latin program should be obvious.

But a language is more than a pile of vocabulary words. The words must be assembled in order to make any sense, and the way we assemble words involves grammar and syntax. The study of Latin

grammar greatly refines the students' knowledge of grammar in general, which then carries over into English.

(from "The Why and How of Latin" in Repairing the Ruins, edited by Douglas Wilson.)

## **THE LATIN PROGRAM**

### **BASIC OBJECTIVES:**

**Third Grade:** Vocabulary acquisition, declensions, chants of endings.

**Fourth Grade:** More vocabulary, beginning grammar work, basic verbs, simple sentences.

**Fifth Grade:** More sentences, vocabulary, beginning translation work, phrases, grammar.

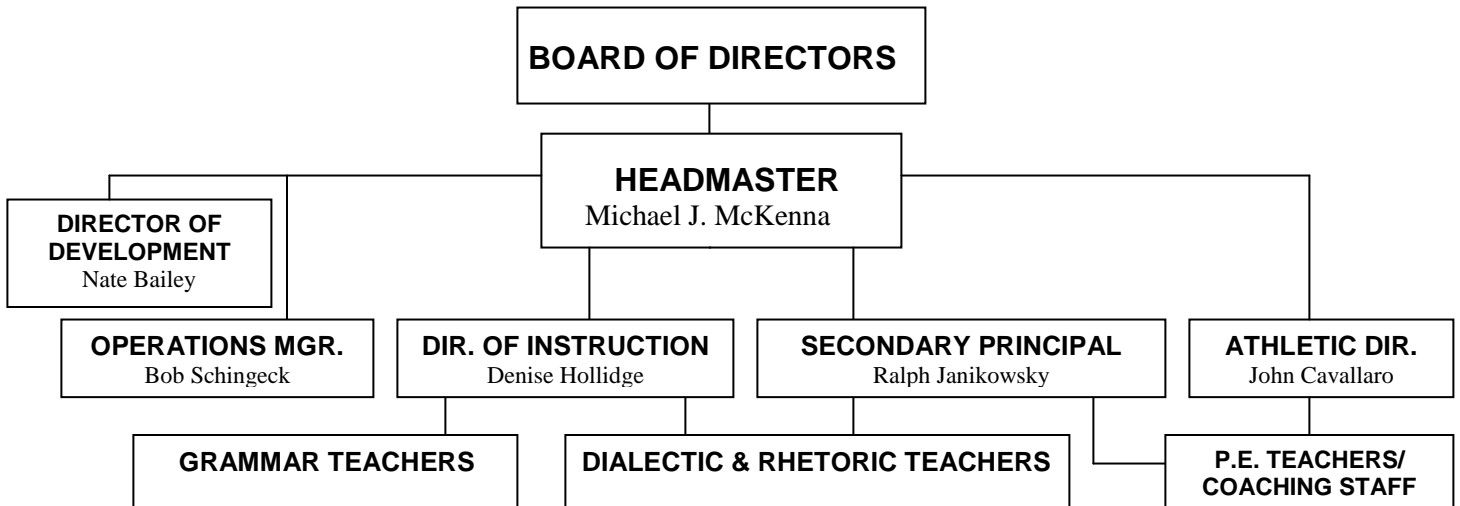
**Sixth Grade:** Basic work in translation of passages and stories, grammar, vocabulary.

**Seventh -Tenth Grades:** Translation work of New Testament/Vulgate and other sources, grammar, writing sentences, stories, and translating classical literature.

### **Latin Requirements for New Students**

Students entering grades 6 – 9, who have not had formal Latin training, will be required to attend Rockbridge Academy's Latin Camp. Summer tutoring in Latin may also be required for students in grades 4 – 9.

# ORGANIZATION CHART OF ROCKBRIDGE ACADEMY



## BOARD OF DIRECTORS

The Board of Directors serves the school by setting policies that define and maintain the goals of the school. The Board of Directors examines the school's goals, policies, programs, and curriculum in light of biblical principles and those of classical education. It is a corporate body comprised of up to seven active directors at any one time. Because of the corporate nature of the Board of Directors, an individual director has no authority over the school in any capacity.

## HEADMASTER

The Headmaster reports to the Board of Directors and is the head administrator over the entire school. He oversees the management of the school and is directly involved in policy development and implementation, finances, curriculum development, teacher supervision and training, student discipline, curriculum implementation, and school programs.

## SECONDARY PRINCIPAL

The Secondary Principal reports to the Headmaster and is the administrator over the secondary school, grades 7-12. He oversees the management of the secondary school and is directly involved in policy development and implementation, finances, curriculum development, teacher supervision and training, student discipline, curriculum implementation, and school programs.

## COMMUNICATION

The relationship between school and home is a delicate one requiring the utmost respect for the authority in the home and the authority of the school. Once enrolled in the school, the family must be willing to submit to the school's authority in governing its affairs. Yet, the school must also uphold the family's authority in governing its affairs. Given these two realms of authority and considering the vastness of the responsibility in training and educating our children, disagreements are inevitable.

They may be small or great but they will inevitably occur. We believe that God can be glorified in the midst of these disagreements through the peacemaking actions of those involved. Every parent must be willing to seek proper resolution to any conflict. Sometimes this means simply overlooking the action (Proverbs 19:11), and sometimes it means speaking the truth in love. Harboring bitterness or keeping records of offenses is neither biblical nor profitable (1 Cor. 13). We encourage every family to attempt to be at peace with all men and have outlined the proper lines of communication between the school and home according to the biblical principles found in Matthew 18. We believe that scripture teaches that conflicts should be handled discreetly and carefully, while believing and speaking the best about each individual involved. Rockbridge Academy staff and Headmaster will abide by these same principles in communicating with parents and students.

**Parent to Parent:** If an issue should arise regarding the conduct of children outside of school, or if there appears to be a personal conflict between families, the families should each seek to make peace with one another by discussing their concerns in a loving, biblical manner. The school has no authority over its students outside of school and will not become involved in personal conflicts beyond their effects in the classroom. If mediation is necessary, the school would urge families to seek the help of their church.

**Parents to Teacher:** If an issue should arise regarding individual teacher rules or procedures, the parents should speak to the teacher before discussing the matter with those in authority over the teacher. Using the communication book for children in the grammar school, and jotting a note in the secondary, are often the best means of communication with teachers.

**Parents to Headmaster and Secondary Principal:** If an issue should arise regarding school rules, procedures, or curriculum, programs, facilities, or finances, the parents should speak to the Headmaster or Secondary Principal before discussing the matter with the Board of Directors. Parents may also present concerns about individual teacher rules or procedures if the matter was not resolved with the specific teacher.

**Parents to Board of Directors:** If an issue regarding any policy, curriculum, program, or staff member has not been satisfactorily resolved with the Headmaster, the parents may present their concerns to the Board of Directors. The Board of Directors will discuss the matter and seek the best resolution possible. Typically, the Board of Directors will not hear a matter that has not been presented to the Headmaster. Parents may address their concerns in writing to the Board Chairman.

**In Circumstances involving allegations of sexual harassment:** In cases involving complaints of potential sexual harassment, the headmaster shall be the officer to whom all such complaints are directed. Parents, students, and staff members are encouraged to report harassment that they experience or witness. Any school parent, student, or staff member who receives a complaint of harassment should report it immediately to the headmaster. If the complaint involves the headmaster, the report should be made directly to the chairman of the school board.

If you would like more information on this subject, please read Peacemaker by Ken Sande and How to be Free from Bitterness by Jim Wilson.

# PARENT INVOLVEMENT IN ROCKBRIDGE ACADEMY

*Rockbridge seeks to assist parents in their efforts to bring up their children "in the discipline and instruction of the Lord" (Eph. 6:4).*

As a support and extension of the family unit, Rockbridge Academy considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed, since He compares it to the relationship believers have with Christ and the Father. Therefore, at Rockbridge we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school.

Below are just a few of the more common ways this is done. Please feel free to ask if you would like to try additional ideas. You may:

1. Visit the school/class at any time.
2. Assist in the classroom, regularly or infrequently (arrangements should be made with the teacher concerned).
3. Assist with lunch duty. Many hands are helpful in teaching manners, opening lunch items, etc.
4. Serve as a story-reader, song-leader (in K-3), guest artist; offer your special talents.
5. Share your experiences, trips, or vacations as they may relate to an area of study in a class.
6. Help host class parties, at home or in the classroom.
7. Attend all parent-teacher conferences. Informal conferences may be scheduled at the parents' request.
8. Closely monitor and praise your child's progress by reading all teacher notes and papers sent home.
9. Act as a chaperone on field trips and/or library visits.
10. Communicate your ideas for school improvement and comments regarding the school program to the Headmaster. We want to hear from you!

# SCHOOL RULES

The following school rules are those essential policies that we require all our students to be aware of and adhere to. Each teacher is free to add to this list those rules that allow his/her classroom to run more smoothly and efficiently.

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Instructions from the teacher should not have to be repeated.
3. No chewing gum, electronic devices or games, guns, or knives are allowed on the school grounds.
4. Cell phone use is not permitted until after school hours.
5. Students are expected to be aware of and avoid the off-limits areas of the building or grounds. **Children should not play in parking lots. Parental supervision is required for any after school play of children 12 and under.**
6. Students are expected to treat all of the school's materials or facilities with respect and care. This includes all textbooks distributed to the students. (Students will be charged for lost or damaged textbooks.)
7. Students are expected to treat one another with kindness and respect. Teasing, criticizing, and name-calling are not permitted.
8. Students are expected to treat worship, prayer, and class discussion with proper reverence. Jokes, songs, or behavior that treat the Lord's name or character with triviality are not permitted.
9. Public displays of affection (i.e., holding hands, kissing, etc.) in the context of boy/girl relationships are not permitted at school.
10. It is expected that students work diligently and concentrate fully on their work while in school.
11. All work is to be completed within the time specified by the teacher. Repeated failure to complete assignments on time is considered disobedience and will be addressed in an office visit and possibly suspension.

# DISCIPLINE POLICY

*"...he who loves his son is careful to discipline him" (Proverbs 13:24b).*

Rockbridge Academy seeks to provide an environment where the students are encouraged and challenged to exemplify Christian behavior in all aspects of the school day. It is imperative that our school be a haven of safety for all children. Actions that jeopardize the safety of others are dealt with promptly and severely where necessary.

The kind and amount of discipline (punishment) will be determined by the teachers and Headmaster. The discipline will be administered in light of the student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), swift and appropriate punishment to bring about restoration of fellowship without lingering attitudes, etc. As part of our belief in the authority of the family, parents will be made aware of concerns or warnings given to a student by a teacher or the Headmaster as well as any disciplinary action taken as soon as possible after each incident. This will either be done through the communication notebook, a phone call, or a disciplinary record sheet.

The majority of day-to-day discipline should be conducted by the classroom teacher. However, there are instances where a stronger warning or more severe penalty is needed. Such cases will be dealt with by the Headmaster. There are five basic offenses that will automatically necessitate such action. They are:

1. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect was shown.
2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
3. Rebellion, i.e., outright disobedience in response to instructions including repeated failure to follow teacher directions or to complete tasks as assigned.
4. Fighting, i.e., striking in anger with the intention to harm other student(s).
5. Unkind, obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.

The Headmaster may require immediate suspension for the remainder of the day, restitution, janitorial work, parental attendance during the school day with their child or other measures deemed appropriate. In severe cases where there is no change in the student's actions or assistance from the parents, the child will be expelled for the remainder of the school year.

- I. **Suspension:** The Headmaster will normally follow the protocol below. In cases where change is evident and the student appears repentant, exceptions are possible. These exceptions will be determined by the Headmaster. Appeals for exceptions will not be recognized.

**First offense** of any of the above mentioned behaviors and others where the child is clearly disobeying authority - Warning, restitution/apologies, suspension for one

school day. Missed work must be turned in when the child returns to school or a grade of zero will be recorded.

**Second offense** - Restitution/apologies, suspension for two school days. Missed work must be turned in when the child returns to school or a grade of zero will be recorded.

**Third offense** - Restitution/apologies, suspension for five school days. Missed work must be turned in when the child returns to school or a grade of zero will be recorded.

**Fourth offense** - Expulsion for the remainder of the school year.

- II. **Expulsion:** The Rockbridge Academy Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution (repairing the damages through work, apologies, etc.) are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fourth offense occurs, the student will be expelled.
- III. **Serious Misconduct:** Should a student commit an act with such serious consequences that the Headmaster deems it necessary, the protocol defined above may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.
- IV. **Re-admittance:** Should the expelled student desire to be readmitted to Rockbridge Academy at a later date, the school board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of re-application.

# DRESS CODE

## *Philosophy*

In a culture where personal expression is exalted, beauty is held in question, and the good of our neighbor is subordinated to the desires of the individual, it is the desire of Rockbridge Academy to glorify God in both the character and culture of the school.

As ambassadors for Christ to each other and to a watching world, the following principles should guide our choice of attire:

1. Our actions and our attire should point to the Lord that we serve.
2. Our actions and our attire should portray a heart of both modesty and humility.
3. Our actions and our attire should not seek to exalt the outward beauty of the individual student but rather seek to invest in and protect the virtue and character of that portion of the Body of Christ that finds itself at Rockbridge Academy.
4. Our actions and our attire should support the effort to the orderly operation of the school.
5. As we seek to invest in each other, our actions and our attire should support a school culture that requires a decreasing level of oversight in contrast to a culture of the individual that requires increased regulation and oversight and the loss of the freedom that we have in Christ.

In light of the above, we ask that the parents and students support a manner of dress that reflects the Christian, classical, and scholarly image of Rockbridge Academy.

As such, Rockbridge Academy students should appear neat, clean, and modest during the school day, seeking not to distract others or solicit oversight by their appearance.

## *For Clarity:*

All items are to be purchased from Arthur's Uniforms (*except where noted*). This will ensure uniformity of appearance, consistency and personalization of service, elimination of shipping charges, minimal administrative oversight of the overall dress code, etc.

Arthur's Uniforms:  
8227 Cloverleaf Drive  
Suite 308  
Millersville, MD 21108  
410-987-2605

## DRESS CODE FOR THE GRAMMAR SCHOOL (GRADES K-6)

### SKIRTS:

Girls may wear Rockbridge Academy Plaid or khaki kick-pleat skirts. Skirt must touch the floor when girls kneel. Parents are responsible to monitor skirt length with growth spurts. *Girls are required to wear **black** bike shorts under skirts.*

### JUMPERS:

Girls may wear drop-waist style in Rockbridge Academy Plaid. Jumper must touch the floor when girls kneel. Parents are responsible to monitor jumper length with growth spurts. *Girls are required to wear **black** bike shorts under jumpers.*

### PANTS:

Boys and girls may wear khaki dress pants.

### SHORTS/SKORTS:

During the months of September, October, April, and May, boys may wear khaki dress shorts and girls may wear khaki dress shorts or khaki skorts. Length of shorts/skorts must not be less than mid-thigh.

### BELTS:

Black belts must be worn with pants or shorts.

### SHIRTS:

Boys wear white, black, or red polo or turtleneck. Sleeves may be long or short. Girls wear white oxford Peter Pan style collar or white, black, or red polo or turtleneck. Sleeves may be long or short. Undershirts that show must be solid white.

### SOCKS/TIGHTS:

Boys wear solid black socks with dress shoes. White socks are worn with sneakers only. (Peds®, Footies®, low cut sports socks, etc., are not permitted.)

Girls wear solid white tights, white over-the-ankle length or white knee-high socks.

### DRESS SHOES:

Boys wear black *dress* shoes. May be lace-up or slip-on *dress* shoes.

Girls wear closed-toe black *dress* shoes only. May be lace-up, saddle, or Mary Jane style. Heels should be no higher than 1". Platforms, boots, slip-on mocs, and clogs are not permitted.

### SNEAKERS:

Students may wear *solid white* sneakers with white socks in place of dress shoes during the months of September, October, April, and May. Sneakers are to be worn on Physical Education days *only* during the months of November, December, January, February, and March. Lights, characters, and platform

sneakers are not permitted. (*JC Penney and Payless.com offer several styles of solid white sneakers. New Balance style comes in a variety of widths.*)

#### **SWEATERS & VESTS:**

Boys may wear solid red or black sweaters/vests in v-neck pullover or v-neck cardigan style over a uniform shirt.

Girls may wear solid red or white crew neck pullover or crew neck cardigan over a uniform shirt.

#### **PHYSICAL EDUCATION:**

Students wear their regular school uniform with solid white sneakers. (See sneaker policy outlined above). *Girls are required to wear **black** bike shorts under skirts and jumpers.*

#### **SPECIAL EVENT ATTIRE:**

For field trips, concerts, and other special event days (unless otherwise directed by the teacher), boys wear red shirts with khaki dress pants. Grades K-3 girls wear red shirts with plaid drop-waist jumpers. Grades 4-6 girls wear red shirts with plaid kick-pleat skirts. All students wear black dress shoes.

#### **ADDITIONAL INFORMATION:**

Students are expected to look neat, clean, and modest at all times. Therefore, in addition to the uniform requirements outlined above, the following requirements apply:

- Hair is expected to be neat and an appropriate length for boys (above the collar and ears, and not in eyes) and girls (not covering their eyes). Heads may not be shaven either completely or in part. Beards, moustaches, goatees, etc., are not permitted.
- Hair may not be dyed, either completely or in part.
- Hair accessories should be simple and match the uniform colors (red, white, black, khaki, or Rockbridge Academy plaid).
- Boys may not have piercings or wear choker style necklaces. Boys may wear one wrist bracelet.
- Girls may not wear make-up.
- Girls' jewelry, if worn, must be simple. Large hoop earrings (larger than a nickel, for example), nose rings, ankle bracelets and *multiples* of earrings, bracelets or necklaces *are not permitted*. Earrings are to be worn only in lobes of ears.
- Tattoos of any kind are not permitted for any students.
- Nail polish, if worn, is to be clear only.
- Students are not permitted to wear outerwear in class.

## DRESS CODE FOR DIALECTIC YOUNG MEN (GRADES 7-9)

### *DRESS PANTS:*

Khaki dress pants.

### *DRESS SHIRTS:*

White oxford monogrammed shirt with button-down collar and short or long sleeves.

### *BELT:*

Belts must be black.

### *SOCKS:*

Black dress socks.

### *DRESS SHOES:*

Black *dress* shoes. Boots and slip-on mocs are not permitted.

### *TIE:*

Rockbridge Academy tartan plaid.

### *SWEATERS AND VESTS:*

Rockbridge Academy dialectic solid black v-neck sweater or vest.

### *PHYSICAL EDUCATION:*

Rockbridge Academy gym uniform: gray PE T-shirt, solid black gym shorts and/or gray sweatpants *or* Rockbridge Academy team sportswear: practice T-shirt, solid black gym shorts and/or solid black sweatpants. Solid white over the ankle-length socks, and white or black *athletic* shoes. *No chucks or skate shoes.*

### *ADDITIONAL INFORMATION:*

Students are expected to look neat, clean and modest at all times. Therefore, in addition to the uniform requirements outlined above, the following requirements apply:

- Hair must be neat and an appropriate length—above the collar and ears and not in eyes. Hair may not be dyed, either completely or in part. Beards, moustaches, goatees, etc. are not permitted. Heads may not be shaven either completely or in part.
- Boys may not wear piercings or chokers. Wrist bracelets are limited to one.
- Tattoos of any kind are not permitted for any students.
- Outerwear may not be worn in the classroom.

## DRESS CODE FOR DIALECTIC YOUNG LADIES (GRADES 7-9)

### *SKIRTS:*

Rockbridge Academy khaki A-line skirts. Skirt must be knee length. Parents/students are responsible to monitor skirt length.

### *SHIRTS:*

White feminine fit monogrammed dress shirt without button down collar. Sleeves may be short or long.

### *SOCKS/STOCKINGS:*

Solid white knee-highs or stockings in a natural shade. Bare legs are permitted during the months of September, October, April, and May.

### *DRESS SHOES:*

Black *dress* shoes in traditional closed-toe, classic heel style. Heels may be no more than 2". Flat *dress* shoes must be worn if wearing knee-high socks. No stacked heels, platforms, boots, or clogs are permitted.

### *SWEATERS:*

Rockbridge Academy black v-neck pullover with white banding.

### *PHYSICAL EDUCATION:*

Rockbridge Academy gym uniform: gray PE T-shirt, solid black gym shorts and/or gray sweatpants *or* Rockbridge Academy team sportswear: practice T-shirt, solid black gym shorts and/or solid black sweatpants. Solid white over the ankle-length socks, and white or black *athletic* shoes. *No chucks or skate shoes.*

### *ADDITIONAL INFORMATION:*

Students are expected to look neat, clean and modest at all times. Therefore, in addition to the uniform requirements outlined above, the following requirements apply:

- Hair should be neat and not covering eyes.
- Hair may not be dyed, either completely or in part.
- Hair accessories should be simple and match the uniform colors (black and/or white).
- Jewelry, if worn, must be simple. Large hoop earrings (larger than a nickel, for example), nose rings, ankle bracelets and *multiples* of earrings, bracelets or necklaces *are not permitted*. Earrings are to be worn only in lobes of ears.
- If make-up is used, it should be applied modestly.
- Nail polish, if worn, is to be clear only.
- Tattoos of any kind are not permitted for any students.
- Outerwear may not be worn in the classroom.

## DRESS CODE FOR RHETORIC YOUNG MEN (GRADES 10-12)

### *DRESS PANTS:*

Khaki dress pants.

### *DRESS SHIRTS:*

White oxford monogrammed shirt with button-down collar and short or long sleeves.

### *BELT:*

Belts must be black.

### *SOCKS:*

Black dress socks.

### *DRESS SHOES:*

Black *dress* shoes. Boots and slip-on mocs are not permitted.

### *TIE:*

Rockbridge Academy rhetoric tie.

### *SWEATERS:*

Rockbridge Academy rhetoric black v-neck sweater with red and white banding.

### *PHYSICAL EDUCATION:*

Rockbridge Academy gym uniform: gray PE T-shirt, solid black gym shorts and/or gray sweatpants *or* Rockbridge Academy team sportswear: practice T-shirt, solid black gym shorts and/or solid black sweatpants. Solid white over the ankle-length socks, and white or black *athletic* shoes. *No chucks or skate shoes.*

### *ADDITIONAL INFORMATION:*

Students are expected to look neat, clean, and modest at all times. Therefore, in addition to the uniform requirements outlined above, the following requirements apply:

- Hair must be neat and an appropriate length—above the collar and ears and not in eyes. Hair may not be dyed, either completely or in part. Beards, moustaches, goatees, etc. are not permitted. Heads may not be shaven either completely or in part.
- Boys may not wear piercings or chokers. Wrist bracelets are limited to one.
- Tattoos of any kind are not permitted for any students.
- Outerwear may not be worn in the classroom.

## DRESS CODE FOR RHETORIC YOUNG LADIES (GRADES 10-12)

### *SKIRTS:*

Rockbridge Academy khaki A-line skirts. Skirt must be knee length. Parents/students are responsible to monitor skirt length.

### *SHIRTS:*

White feminine fit monogrammed dress shirt *without* button down collar. Sleeves may be short or long.

### *STOCKINGS:*

Stockings in natural shade. Bare legs are permitted during the months of September, October, April, and May.

### *DRESS SHOES:*

Black dress shoes in traditional closed-toe, classic heel style. Heels may be no more than 2". Flat heeled dress shoes may be worn. No stacked heels, platforms, boots or clogs are permitted.

### *SWEATERS:*

Rockbridge Academy black crew-neck cardigan – Item # 03909-7A57 (this number is subject to change in the Lands' End catalogue or website).

*(Note: Must be purchased through Lands' End only.)*

### *PHYSICAL EDUCATION:*

Rockbridge Academy gym uniform: gray PE T-shirt, solid black gym shorts and/or gray sweatpants. Solid white or black over the ankle-length socks. Athletic shoes must be predominately white or black. No chucks or skate shoes.

### *ADDITIONAL INFORMATION:*

Students are expected to look neat, clean and modest at all times. Therefore, in addition to the uniform requirements outlined above, the following requirements apply:

- Hair should be neat and not covering eyes.
- Hair may not be dyed, either completely or in part.
- Hair accessories should be simple and match the uniform colors (black and/or white).
- Jewelry, if worn, must be simple. Large hoop earrings (larger than a nickel, for example), nose rings, ankle bracelets and *multiples* of earrings, bracelets or necklaces *are not permitted*. Earrings are to be worn only in lobes of ears.
- If make-up is used, it should be applied modestly.
- Nail polish, if worn, is to be clear only.
- Tattoos of any kind are not permitted for any students.
- Outerwear may not be worn in the classroom.

## STUDENT HEALTH REQUIREMENTS

1. All students attending Rockbridge Academy must have on record with the school office either a current immunization record or an exemption statement, according to Maryland Code, before entering school in September. Standard immunization record forms may be obtained from the school office or your family doctor and a copy given to the school office.
2. It is expected that students are sent to school healthy, well rested and ready for class. Students with fever, diarrhea, contagious viruses, severe colds, and the like should remain at home to avoid infecting others. They should not return to school until they are symptom-free and without a fever for at least 24 hours (fever-free without the aid of medication).
3. Students who are lethargic, tired and unable to do their schoolwork will be sent home for needed rest and recuperation. Rockbridge Academy does not operate a health suite. Students who are not able to do their schoolwork will be sent home.
4. Parents should provide the school with updated emergency numbers, using the Emergency Form provided, of friends and/or family who can pick up their child from school if the child becomes ill. This form will also be used to contact people who may need notification in a medical emergency and includes a signed waiver in order to facilitate necessary surgical action.
5. All students who intend to participate in interscholastic athletics during the course of the academic year must have their parents and a physician complete Rockbridge Academy's *Health Form and Athletic Release Form* prior to beginning participation. Students are not permitted to practice for or participate in any athletic contest if both forms have not been completed and turned into the athletic office. Both forms are to be completed for each academic school year.

## MEDICATION DISTRIBUTION

1. Parents are to administer medication to their own children before and/or after school hours as necessary.
2. Parents must complete a prescription medication administration form and have the *signed physician's orders on file* for each prescription medication requested to be administered by Rockbridge Academy. No medication will be given without the physician's signed request.
3. All medication taken by students must be administered by one of the following:
  - a. Parents of the student.
  - b. Designee of the parents. (Designee must be an adult identified in writing to Rockbridge Academy prior to the initial distribution of medication.)
  - c. Rockbridge Academy staff person designated by the Headmaster.

4. No student will be permitted to administer any form (prescription or over-the-counter) of medication to himself or any other student (except for medicinal inhalers and Epi-Pens, see #6 below).
5. Rockbridge Academy staff will not administer any classification of controlled substance medication (as listed in the most recent Physicians' Desk Reference as subject to the Controlled Substances Act of 1970). However, parents or their designee will be permitted to administer controlled substances to their children.
6. Students who require medication on an as needed basis through the use of an inhaler or Epi-Pen will be permitted to self medicate if the following conditions have been met:
  - a. A physician has determined that the student should carry the medicinal inhaler or Epi-Pen on his or her person and self-administer the medication. Physicians' orders must be on file with the school office.
  - b. Parents must complete the prescription medication administration form and indicate that: "the student is able to self-administer and carry the inhaler/Epi-Pen and has been trained in its use."
7. Rockbridge Academy will keep a supply of Tylenol® that may be administered after written or verbal permission is granted by the parent to a Rockbridge Academy staff member for each use.

## ATTENDANCE REQUIREMENTS

A student enrolled in Rockbridge Academy is expected to be present and on time every day school is in session.

**School hours:** *Main Campus* 8:05 a.m. - 2:45 p.m. *Satellite Campus* 8:20 a.m. - 3:00 p.m.

**A note about arrival time:** In order to assist students in grades K-6 with preparing their minds for a hard day's work, each teacher provides a "Morning Work" assignment for the students to complete as they enter. The assignment usually involves a review of needed skills and should only take 5 minutes of the student's time. Students who arrive late or are not diligent in completing their work will need to finish it during recess or another time designated by the teacher. It is most helpful when students arrive on time and are ready to begin their work when they enter the classroom.

<b>Classes begin:</b>	<b>AM Kindergarten:</b>	8:30 a.m. to 11:30 a.m. ( <i>arrival time - 8:00-8:20 a.m.</i> )
	<b>PM Kindergarten:</b>	12:00 p.m. to 3:00 p.m. ( <i>arrival time - 11:45-11:55 a.m.</i> )
	<b>Grades (1-3):</b>	promptly at 8:30 a.m. ( <i>arrival time - 8:00-8:20 a.m.</i> )
	<b>Grades (4-12):</b>	promptly at 8:10 a.m. ( <i>arrival time - 7:45-8:05 a.m.</i> )

The actual number of days school is in session will be determined by the yearly school calendar. Attendance records for the students are reported on the student's report card each trimester.

- I. Short-Term Absences: If a student needs to be absent from school for one to two days, for any reason, the parents should contact the school office and the student's teachers by note or email as soon as possible.
- II. Long-Term Absences: If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing explaining the circumstances. This will permit the teacher(s) to compile the necessary schoolwork which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork.
- III. Extended Absences: We will gladly cooperate with families taking their children from school for vacations, trips, etc. However, when extended absences are voluntary (versus emergency or illness) we expect all schoolwork to be completed within the time specified by the teacher. We recommend that students complete their assignments prior to planned, extended absences. This eliminates the need to work on vacation and complete make-up work.

In the event a student is absent from a class, or from school, for more than twelve days during one trimester (*for any reason, planned or unplanned*), the appropriate administrator and teacher(s) will meet to determine whether the student will receive a letter grade or a grade of P (pass) or F (fail) on his report card. A parents' conference will be scheduled immediately.

In the event the total number of absences is equal to or exceeds twelve days in one trimester, the student will not receive credit for that trimester.

A student must complete final exams before advancing to the next grade level. A student who is absent during a final exam will receive a grade of I (incomplete) in the pertinent course until the missed exam is completed.

- IV. Upon request from parents, the school board is authorized to waive requirements set by other provisions of this policy. In doing so, it shall take into account the Headmaster's recommendation, the student's mastery in all subjects, attitude toward work and study, and disciplinary record at school.
- V. Make-up work: Students may take make-up tests and submit any other make-up work before or after school. It is expected that the child or his parents discuss these arrangements with the teacher and take the initiative in completing the missed work.
- VI. Lateness: Students are required to arrive by 8:05 a.m. (Main Campus)/8:20 a.m. (Satellite Campus). **Students arriving after the required time should report to the office for a late pass before entering their classroom.** Parents should recognize that one student's lateness affects an entire class and that the responsibility to arrive on time is theirs. Therefore, out of Christian charity and consideration for their classmates and teachers, please make every effort to be punctual.

## VII. Afternoon Dismissal:

1. Students in grades K-3 must remain in classrooms until picked up by an authorized adult or older student.
2. Students in grades 5+ may be authorized, by parents in writing, to pick up students in K-3 and escort them to the parking lot. If rides are not present, students are to return immediately to the hallway outside the school office and wait to be picked up.
3. Students in grades 4+ may be dismissed directly from their classrooms.

# HOMWORK PHILOSOPHY AND GUIDELINES

## I. PHILOSOPHY:

Rockbridge Academy may assign some amount of homework to many of its students at any given time. Below are the primary reasons or causes for homework being assigned:

1. Students often need some amount of extra practice in specific or new concepts, skills, or facts. In certain subjects (e.g. math or languages), regular practice at home may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
2. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
3. Since Rockbridge Academy recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies. This will also keep the parents informed as to the current topics of study in the class.
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation serves a punitive, as well as practical, purpose.

## II. GUIDELINES FOR ASSIGNING HOMEWORK:

Since homework, by its nature, takes time at home, it is not to be assigned due to the teacher's poor planning or in place of an assignment which could have been completed in school. The student's time at home is to be encroached upon for only the best of purposes.

The necessity for doing homework will vary from grade to grade and even from student to student. The guide below should be regarded as average times, not as required minimum times, and then only if homework is assigned. Class homework assignments, for the elementary grades, will be written in a Weekly Homework Assignment Sheet.

The chart below is an estimated time of homework assigned to the average student at Rockbridge Academy. Individual times may vary according to individual ability and work habits.

<u>GRADE</u>	<u>APPROXIMATE TIME PER NIGHT</u>
Kindergarten	Rare, occasional reading or special projects
First, Second	20-40 minutes (infrequently)
Third	30-45 minutes (as needed)
Fourth, Fifth	45 minutes
Sixth	60 minutes
Secondary (7th-12th)	1-2 hours

*Normally, homework will not be given over weekends, holidays, or vacations.*

## PROMOTION & RETENTION POLICIES

### STUDENT PROMOTION POLICY

The following policy regarding promotion is to be applied to all entering and continuing students in grades 1-12. (Students entering Kindergarten must meet only the age and maturity requirements outlined in previously established guidelines.)

*New* students must meet the following criteria to be accepted to Rockbridge Academy at grade level:

#### **Grammar School:**

New applicants will be given an admissions test, developed by Rockbridge Academy, to determine basic skills levels (reading, math, English, and Latin, where appropriate) and grade placement.

Applicants will provide transcripts and standardized test scores showing successful completion of the previous grade by a demonstrated proficiency of at least 75% or higher in reading, math, and English. They also should have satisfactorily (60% or higher) completed science and history and/or geography within the previous curriculum.

The results of admissions testing will be considered with the applicant's report card and standardized testing scores to determine the best grade level at Rockbridge Academy for that student to enter. If the combined results are not strong enough to warrant placing the student in the desired grade, the parents will be apprised of this and be encouraged to consider having their child enter at their previous grade.

*Current* Rockbridge Academy students must meet the following criteria to be promoted to the next successive grade:

Grammar students currently in Rockbridge Academy must meet the following basic criteria for promotion to the next successive grade:

- Pass each subject, reading, math, and English with at least a 70% average.
- Have no more than one 'F' (or 'U') per trimester.

- In addition, when considering promotion of students currently enrolled, special emphasis will be given to the appropriate level of mastery (see the Curriculum Guide Objectives) of the following skills/subjects in the grades noted:

**KINDERGARTEN to FIRST GRADE:** Behavioral maturity and reading readiness for First Grade. Cumulative mastery of curriculum objectives with at least 70% proficiency.

**FIRST GRADE to SECOND GRADE:** Able to read silently and orally with adequate speed, correct use of phonetic skills, and fundamental comprehension. Able to write neat, complete sentences. Cumulative mastery of curriculum objectives with at least 70% proficiency.

**SECOND GRADE to THIRD GRADE:** Cumulative mastery of above requirements, plus: Able to read fluently and independently, using books of a second grade level. Satisfactory completion (70%) of curriculum objectives for this grade level.

**THIRD GRADE to FOURTH GRADE:** Cumulative mastery of above requirements, plus: Satisfactory completion (70%) of curriculum objectives for this grade level.

**FOURTH to FIFTH GRADE:** Cumulative mastery of above requirements, plus: Satisfactory completion (70%) of curriculum objectives for this grade level.

**FIFTH to SIXTH GRADE:** Cumulative mastery of above requirements, plus: Satisfactory completion (70%) of curriculum objectives for this grade level.

**SIXTH GRADE to SEVENTH GRADE:** Cumulative mastery of above requirements, plus: Satisfactory completion (70%) of curriculum objectives for this grade level. In addition, cumulative, comprehensive mastery tests may be administered to assess the students' readiness for entering Rockbridge Academy Dialectic School.

**SEVENTH GRADE TO TWELFTH GRADE:** Cumulative mastery of above requirements, plus: Satisfactory completion (70%) of curriculum objectives for each successive grade level. In addition, cumulative, comprehensive mastery tests may be administered to assess the students' readiness for continuing in Rockbridge Academy Dialectic or Rhetoric School.

**GRADUATION REQUIREMENTS:** Cumulative mastery of above requirements, plus: Satisfactory completion (70%) of curriculum objectives for twelfth grade. In addition, student must meet graduation credit requirements detailed on page 3 of the [Rockbridge Academy Course Catalog](#).

All appeals for diverging from or waiving these requirements will be submitted to the appropriate administrator. He may seek whatever additional information he deems necessary to render a proper judgment.

## **GUIDELINES FOR STUDENT RETENTION**

The primary purpose of these guidelines is to increase the communication from the school to the home in the instance of a child possibly needing to repeat a grade.

Considering and recommending a student for possible retention in a grade is always a very serious matter, and every step of the process should be well documented.

**CONSIDERATION:** A number of similar questions have emerged in our experience which may help in the initial stages of considering whether or not a student may need to repeat a grade. The following is not intended to be an exhaustive list, but it includes samples of some pertinent questions the teacher may want to document and go over with the parents:

*How old is the child?* (Age plays a tremendous role in a child's ability and maturity to succeed in school. The more mature, the easier school tasks become.)

*What is the sex of the child?* (Very frequently, boys will have a harder time adjusting to school patterns than girls will. Boys often need more time to mature than girls do.)

*Did the child attend kindergarten?* (Certain school habits and behaviors are begun even in kindergarten. Depending on where and whether the child attended can reveal some insights to the behavior and aptitude causing the current concern.)

*What is the home life like for the child?* (Things to consider include: church life, family devotions, single parent, divorce, remarriage, working parents, etc. Essentially, is the child's home life one that instills security and love, with predictable patterns of living? The importance and influence of the home is without equal in the life of a child.)

*Are reading and the love of books evident in the home?* (No other single academic factor plays a greater role in the success of a child in school. Do the parents like to read and do/did they read to the child frequently?)

*Is the cause for concern here primarily behavioral, academic, or a combination of both?* (If possible, the primary cause for concern should be singled out. Behavioral problems may still indicate retention is necessary, but identifying the concern will help determine the best plan for correction.)

*Has the child had to repeat a grade before?* (If not, this is moot. If so, when and why did the child repeat? Due to the rapid physical growth of a child, we do not recommend a child repeating the same grade more than once. It is also unlikely that repeating two grades would really address the problem.)

*What are the specific indicators the teacher has identified that give rise to the current consideration?* (These should be documented as indicated in the Recommendations section below.)

**RECOMMENDATIONS:** This section includes the formal communications that, in addition to the normal reporting schedule, should be made when a child is being considered for possible retention.

**NOTE:** The first three (K-2) years are the most critical years for a child to set the patterns and learn the basic skills that will be built upon in later school life. Retention should be a greater possibility in these years, rather than in upper Grammar, in order to give the child more time to mature and master the basic skills before going on. Therefore, the following timeline and recommended procedures are aimed at the primary grades especially, although not exclusively.

*At the time of reporting for:*

*The First Trimester* there will be a Parent-Teacher Conference day. At that time, a child who has had difficulty (as compared to a normal rate of progress) should have a short, written summary made, in addition to the report card. This summary should identify the specific concerns the teacher has. A copy should go to the parent and the original to the student's file. Any suggestions for additional help the parent may be able to provide should also be noted. Obviously, this summary should be gone over with the parents at the conference.

*The Second Trimester* Parent-Teacher conference for the child in question should focus on any progress on the items documented to date. If, in the teacher's opinion, inadequate progress has been made, the teacher should make that clear to the parent, with as much documentation and examples as possible. A written summary of the conference should be made by the teacher and filed. *Unless the child cannot meet the criteria for passing the grade (as described in the Promotion) it is not recommended that retention be planned at this time.* If there is any possibility that the child could satisfactorily pass the grade, planning retention at this time would be premature.

*The Third Trimester midterm* another conference should be held with the parents to seriously consider retention if inadequate progress has been made. If the Promotion requirements have not been met, retention will likely be required. If there is some question, the teacher should document his/her recommendation regarding both retention and activities the parents could assist the child in over the summer. *In questionable cases, the parents will make the final decision regarding retention.* The teacher's recommendation will go into the child's school file along with a documentation of the parents' decision.

## **ADMISSION AND RE-ENROLLMENT PROCEDURES/REQUIREMENTS**

### **I. ADMISSION PROCEDURES:**

- A. All applications will be considered on a case-by-case basis.
- B. Upon return of a completed application, application fee, and supporting materials, a family interview and academic testing will be arranged. Both parents and the applicant are to attend the interview.
- C. If the applicant is approved for admission, the school will provide written notice of acceptance along with any other pertinent information regarding enrollment. An \$850 non-refundable tuition deposit is due 15 days after notice of acceptance is given to confirm the student's enrollment.
- D. Many factors are considered and weighed when determining grade placement and teacher assignment. Our goal is to determine the best possible fit for each child. While parental input is important, because there are many factors involved in the decision making process, the administration reserves the right to place each child at our discretion. Input regarding the needs of children is welcome. For communication purposes, it is best to provide this in writing.
- E. Students applying for grades 9+ will be considered for admissions only upon the successful completion of both Logic and Latin equivalent to Rockbridge Academy standards.

## II. ADMISSION REQUIREMENTS FOR THE STUDENT:

- A. A child should reach the age of five years by September 1st of the fall in which he enters kindergarten. Children entering kindergarten should have letter recognition and some sound association. They are expected to recognize numbers 1-10, be able to count to 30, and know their address and telephone number.
- B. Every child must successfully pass the entrance tests for reading, math, English, and Latin (where applicable) and complete any necessary remedial work before entrance to the school.
- C. Parents of children with known special needs or disabilities applying to Rockbridge should make an appointment with the school to discuss their educational program.
- D. If the new student has taken any standardized test, the student should have earned national scores of at least 50% or higher in reading, math, and language (as appropriate to age level).
- E. It should be noted that the academic program at Rockbridge tends to be a challenge with varying degrees of difficulty for students coming into the program. Should a student have had academic difficulties in his previous program, the likelihood of compounding that difficulty would be great were he to be placed in the next successive grade at Rockbridge. Appeals for diverging from or waiving the requirements of this policy should be submitted to the school.
- F. The child should understand that his parents have delegated their authority to the school. Therefore, he is subject to the instruction and discipline of the teachers, staff, and Headmaster in their prescribed roles at Rockbridge Academy.
- G. The school may withdraw acceptance at any point during the admissions process when it becomes apparent that Rockbridge Academy will not be a suitable environment for a particular child or family.
- H. Rockbridge Academy, Inc., admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, scholarships, or other school-administered programs.
- I. Students applying for the 7<sup>th</sup> grade, upon acceptance to Rockbridge Academy, will be required to attend our *Study Skills Seminar* at the beginning of the school year.
- J. All new students entering grades 6 – 9 will be required to attend Rockbridge Academy's summer Latin camp. Please see page 9 of this handbook for complete details.

### III. ADMISSION REQUIREMENTS FOR THE PARENTS:

- A. Though not required to be Christians, the parents of students at Rockbridge Academy should have a clear understanding of the biblical philosophy and purpose of Rockbridge Academy. This understanding includes a willingness to have their child exposed to the clear teaching of the school's Statement of Faith in various and frequent ways within the school's program.
- B. The parents must be willing to cooperate with all the written policies of Rockbridge Academy. This is most important in the areas of discipline (see Discipline Policy and School Rules), schoolwork standards, and communication with the respective teachers and Headmaster.

### IV. RE-ENROLLMENT PROCEDURES:

- A. Parents who wish to re-enroll their currently enrolled students for the 2011/2012 school year must submit an application for re-enrollment for each student by **January 15**. Each application must include an \$850 tuition deposit.
- B. The Headmaster will provide written notice of denied re-enrollment by March 31 along with any other pertinent information.

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

# TUITION SCHEDULE 2011-2012

**Application Fee:** Due with application \$150.00 (non-refundable)

<b>Tuition:</b>	Kindergarten	\$6,240
	Grades 1-6	\$9,910
	Grade 7-8	\$10,240
	Grade 9-12	\$10,560

**Deposit:** For re-enrolling students, a total deposit of \$850 per student is required. Payment is due by Friday, January 15<sup>th</sup> (or the Monday following, if the 15<sup>th</sup> falls on a weekend) of the current school year.

For new students to the school (which includes siblings of current students), a tuition deposit of \$850 is due with the completed registration form. The tuition deposit and registration form are due 15 days after parents have been sent a letter of approval notifying them that their child has been placed in a class.

***Tuition deposits are non-refundable.*** The deposit is applied to the total tuition.

**Payment Plan:** Ten monthly payments are made to *SMART Tuition Management Services* beginning in August and paid each month thereafter through June, **except in January**. In lieu of a tuition payment in January, deposits are due for re-enrolling students.

Kindergarten	\$539 = (\$6,240 - \$850)/10
Grades 1-6	\$906 = (\$9,910 - \$850)/10
Grade 7-8	\$939 = (\$10,240 - \$850)/10
Grade 9-12	\$971 = (\$10,560 - \$850)/10

**Payment by Credit Card:** Rockbridge Academy accepts payment by credit card as a convenience to school families. Payments of tuition, including the tuition deposit, and participation fees for athletics, the instrumental program, and the Grand Tour will be assessed a 3% convenience fee when paid by credit card.

**Waiting List:** In the event of a full class, a child may be placed on our waiting list after all other admission requirements have been fulfilled.

**Tuition Assistance:** Limited funds are available. Applications will be available in the spring.

**Returned Checks:** A fee of \$30.00 will be charged for dishonored checks.

**Late Fees:**

*Payments made to SMART Tuition:* A late charge of \$45 will be assessed on all monthly payments made past the due date.

*Payments made to school office (special circumstances only):* A late charge of \$45 will be assessed on all monthly payments made past the due date.

*For lump sum payments due:* A late charge of 1.75% per month (21% annual) will be assessed for all accounts remaining unpaid as of due date.

Parents of students whose tuition is beyond 60 days past due (example: due 8/10, not received as of 10/10) will receive formal notification that all accounts must be resolved within 15 days, or the headmaster is authorized to dis-enroll at that time.

## ROCKBRIDGE ACADEMY CALENDAR 2011-2012

DATE(S)	EVENT/HOLIDAY
AUG 10	First Monthly Tuition Payment Due to SMART
AUG 15-19	<ul style="list-style-type: none"> <li>• Youth Multi-Sport Camp @ 9:00-11:30 AM at Nantucket Fields</li> <li>• Algebra I Review @ 9:30-11:30 AM at the Main Campus</li> </ul>
AUG 15	Varsity Soccer Tryouts begin @ 3:00-5:30 PM at Arden Fields
AUG 16	New Student & Parent Orientation @ 7:00 PM at the Main Campus
AUG 22	Middle School Soccer Tryouts begin @ 3:00-5:30 PM at Arden Fields
AUG 23	7 <sup>th</sup> Grade Parents' Dessert @ 7:00 PM at the Manor House
AUG 24	Grammar Moms' Dessert for Grades K-3 @ 7:15 PM at the Manor House
AUG 27	Rockbridge Academy Family Picnic @ 3:00 PM at Belvoir Scott's Plantation
AUG 31	Grammar Moms' Dessert for Grades 4-6 @ 7:15 PM at the Manor House
SEP 5	SCHOOL CLOSED – Labor Day
SEP 6	<ul style="list-style-type: none"> <li>• First Day of School – Grades 1-12</li> <li>• Kindergarten Orientation @ 9:30 AM at the GIBC Campus</li> </ul>
SEP 7	First Day of School – Kindergarten
SEP 12	7 <sup>th</sup> Grade Parent Orientation @ 7:30 PM at the GIBC Campus
SEP 16	Back-to-School Night for Grades 4-12 @ 7:30 PM at the Main Campus
SEP 23	Back-to-School Night for Grades K-3 @ 7:30 PM at the GIBC Campus
OCT 6	Individual Picture Day for Grades K-3 @ the GIBC Campus
OCT 7	Individual Picture Day for Grades 4-11 @ the Main Campus
OCT 10	Daytime Open House @ 8:30 AM-2:00 PM
OCT 12	PSAT Testing for Sophomores and Juniors @ 8:00 AM at the Main Campus
OCT 14	Senior Portrait Day @ the Main Campus
OCT 28	History Parade for Grades 1-6 @ the Main Campus
OCT 31	SCHOOL CLOSED – Teacher Work Day
NOV 7	Daytime Open House @ 8:30 AM-2:00 PM
NOV 18	End of 1st Trimester
NOV 21-25	SCHOOL CLOSED – Thanksgiving Holiday
NOV 28	Beginning of 2 <sup>nd</sup> Trimester

DATE(S)	EVENT/HOLIDAY
DEC 15	Christmas Concert @ 7:00 PM location TBD <i>Mandatory participation for Music students</i>
DEC 16	1-Hour Delayed Opening
DEC 19- JAN 2	SCHOOL CLOSED - Christmas Holiday
JAN 3	Return to School
JAN 10-12	Mid-Term Oral Exams for Rhetoric Students
JAN 13	Evening Open House @ 7:30 PM at the Main Campus
JAN 16	Re-enrollment Forms & Deposits Due <i>(Remember - <b>No</b> SMART tuition payment due this month)</i>
JAN 27	SCHOOL CLOSED – Teacher In-Service Day
FEB 2	Class Picture Day
FEB 3	Grammar Open House @ 8:30 AM-2:00 PM and 7:00-9:00 PM at the GIBC Campus
FEB 22	End of 2nd Trimester
FEB 23	<ul style="list-style-type: none"> <li>• SCHOOL CLOSED – Teacher Workday</li> <li>• Rockbridge Academy Musical @ 7:30 PM at Chesapeake Arts Center</li> </ul>
FEB 24	<ul style="list-style-type: none"> <li>• SCHOOL CLOSED</li> <li>• Rockbridge Academy Musical @ 7:30 PM at Chesapeake Arts Center</li> </ul>
FEB 25	Rockbridge Academy Musical @ 2:00 PM and 7:00 PM at Chesapeake Arts Center
FEB 27	SCHOOL CLOSED
FEB 28	Beginning of 3 <sup>rd</sup> Trimester
MAR 12-16	SCHOOL CLOSED – Spring Break
APR 5	Grandparents' Day – 1/2 Day for Students; Early dismissal @ 11:30 AM
APR 6-9	SCHOOL CLOSED – Resurrection Day Holiday
APR 19-20	5 <sup>th</sup> Grade Trip to Williamsburg
APR 27	Celebration Dinner @ 6:30 PM (location TBD)
MAY 10	Spring Concert @ 7:00 PM <i>Mandatory Participation for Music Students</i>
MAY 11	<ul style="list-style-type: none"> <li>• 1-Hour Delayed Opening</li> <li>• Senior Thesis Presentations @ 7:00 PM at Baldwin Hall</li> </ul>

DATE(S)	EVENT/HOLIDAY
MAY 15	Spring Art Exhibit @ 5:00-8:00 PM <i>Mandatory Participation for Upper School Art Students</i>
MAY 21-24	Junior Thesis Presentations @ the Main Campus
MAY 17	Senior Thesis Presentations @ 7:00 PM at Baldwin Hall
MAY 18	Senior Thesis Presentations @ 7:00 PM at Baldwin Hall
MAY 24	End of 3rd Trimester
MAY 25	<ul style="list-style-type: none"> <li>• Last Day of School - Awards Assembly @ 8:30 AM <i>(regular arrival time, early dismissal immediately after)</i></li> <li>• Graduation @ 7:30 PM</li> </ul>
MAY 27- JUN 13	Grand Tour for Rising Seniors
MAY 28	SCHOOL CLOSED – Memorial Day Holiday

# ROCKBRIDGE ACADEMY SCHOOL PROFILE 2011-2012

SCHOOL CODE: 210754

STAFF: Headmaster: *Michael J. McKenna*  
 Secondary Principal: *Ralph Janikowsky*  
 Director of Development: *Nate Bailey*  
 Director of Instruction: *Denise Hollidge*  
 Director of Admissions: *Amy Boswell*  
 Operations Director: *Robert Schingeck*  
 Athletic Director: *John Cavallaro*  
 Administrative Assistant: *Cindy Davis*  
 School Secretary: *Ellen Wallen*  
 Business Manager: *Amy Ramsey*

COMMUNITY DATA: Rockbridge Academy is located in the historic area between the cities of Baltimore and Annapolis, Maryland. The school is also situated approximately 35 minutes east of Washington, D.C.

AFFILIATIONS: Association of Classical & Christian Schools (ACCS), Moscow, Idaho.

ACCREDITATION: ACCS, January 2004; 5-Year Renewal, April 2006

STUDENT BODY: Kindergarten through High school 330  
 Grammar School (K-6) 172  
 Upper School:  
     Dialectic (grades 7-9) 94  
     Rhetoric (grades 10-12) 64  
     Dialectic - Rhetoric School Student/Teacher ratio 7:1

CALENDAR: 36 weeks; 3 trimester grading system; seven 50-minute rotating class periods in grades 7 – 12.

UPPER SCHOOL: 22 teachers (19 full-time, 3 part-time); 17 with advanced degrees.

GRADUATION: Class of 2012: 29 credits - one credit for each yearlong course and .5 credit for each course that meets less than five days per week.

<i>Core Courses:</i>	<i>Academic Electives:</i>	<i>General Electives:</i>
English.....4 credits	College Calculus ..... 1 credit	Aesthetics ..... .5 credit
History.....4 credits	College Chemistry..... 1 credit	Concert Choir ..... .5 credit
Mathematics .....4 credits	College Physics ..... 1 credit	Drawing/Painting ..... .5 credit
Science (lab courses).....3 credits	Physics..... 1 credit	Debate ..... .5 credit
Latin .....3 credits	Economics ..... 1 credit	Orchestra ..... .5 credit
Theology .....4 credits	Spanish I..... 1 credit	Yearbook/Journalism/
Rhetoric (Thesis) .....2 credits	Spanish II..... 1 credit	Photography ..... .5 credit
Seminar in Ideas ..... 1 credit	<i>Total of 2 credits</i>	<i>Total of 2 credits from any of above</i>
Grand Tour* ..... 1 credit		

*\*Taught in Junior year; includes a 2-week educational tour of Greece and Italy*

Physical Education/Interscholastic Sports..... .5 credit  
*Total of 1 credit*

**DISTINCTIVES:**

Rockbridge Academy is a classical Christian school, employing the centuries-proven methodology known as the *Trivium*, Grammar, Dialectic, and Rhetoric. At the high school level (spanning Dialectic and Rhetoric), Rockbridge Academy's history and English program focuses on an intensive study of the great writings, people, events, works, and ideas that have formed and reformed civilization as we know it. Special emphasis is given to the study of Western Culture. Classic works of our culture are studied within their historical settings and from a traditionally biblical perspective, which helps the students understand how these works and the people who wrote them were influenced by those historical settings. It also reveals the universal nature of the great works, which are classics precisely because they speak to all men through all ages. Emphasis is placed upon reading, writing, speaking, and critical thinking skills. All English, math, history, literature, and science courses are taught at the honors or advanced placement level.

**GRADING:**

Letter Grade	Grade Point Average	Numerical Average
A	4.0	90-100
B	3.0	80-89
C	2.0	70-79
F	0.0	0-69

**GPA COMPUTATION:**

The GPA is determined in the following manner: all math and science classes are awarded a Quality Point of 3, all humanities are awarded a Quality Point of 2, and subjects such as P.E., choir, etc., are awarded a Quality Point of 1. The student's average in any given subject garners its Grade Point average equivalent (see above). These two factors are then multiplied. For example: If a student receives an A+ average (GPA of 4.0) in a calculus class (Quality Point of 3), those two factors are multiplied for a total of 12. These totals are then added, along with the total number of Quality Points. The total is then divided by the total number of Quality Points for the final GPA. *Please note the following:*

1. GPA is computed on all subjects, grades 9+, also including Algebra I and 8th grade Latin.
2. Rockbridge Academy will not assign cumulative GPA/rank to students who transfer into the school after the first trimester of their senior year.

**CLASS RANK:**

Determined by the GPA and taken from all the student's grades earned at Rockbridge Academy in grades 9+. All grades are included. For transfer students, only grades *earned at Rockbridge Academy* are counted for rank-in-class. No rank is assigned to students who transfer into Rockbridge Academy after the first trimester of their senior year.

**CUMULATIVE HONORS:**

Summa Cum Laude = 3.7+  
Magna Cum Laude = 3.5 - 3.69  
Cum Laude = 3.25 - 3.49

**NATIONAL MERIT PROGRAM:**

**Classes of 2004-2010**  
In addition to 2 National Merit finalists and 1 National Achievement finalist, 20 of our 69 students received letters of commendation.

**SAT SUMMARY:**

<b>Classes of 2004-2010</b>	<b>Class of 2011</b>
Critical Reading Mean – 671	Critical Reading Mean – 645
Math Mean – 624	Math Mean – 614
Writing Mean – 642 (Classes of ‘06 - ‘10)	Writing Mean – 631

*Highest possible score: 800 per category*

PSAT SUMMARY:

**Class of 2010**

Critical Reading Mean – 62  
Math Mean – 59  
Writing Mean – 62

**Class of 2011**

Critical Reading Mean – 59  
Math Mean – 58  
Writing Mean – 57

COLLEGE CHOICES:

**Graduates of Rockbridge Academy have been accepted into the following colleges and universities:**

- The American Musical & Dramatic Academy
- American University
- Anne Arundel Community College
- University of Arizona
- Belhaven University
- Belmont Abbey College
- Belmont University
- Benedictine College
- Bob Jones University
  
- Brandeis University
- Boston College
- Boston University
- Calvin College
- Catholic University
- Cedarville University
- Covenant College
- Duke University
- Eastern University – Templeton Honors College
- Elon University
- Embry Riddle Aeronautical University
- Fordham University
- Franciscan University of Steubenville
- George Washington University
- Georgia Tech
- Georgia University Honors Program
- Grove City College
  
- Hillsdale College
- Hood College
  
- Howard Community College
- Indiana University
- Ithaca University
- James Madison University
- University of Kent
- The King’s College
  
- UMBC Honors Program
- McDaniel College
- Messiah College
- Millersville College
- New College Franklin
- New Saint Andrews College
- New York University
- Northern Arizona University
- University of North Carolina Chapel Hill
- Ohio State University
- Patrick Henry College
- Penn State Honors Program
- University of Pittsburgh
- Point Park University
- Purdue University
- Queens University
- Radford University
- Rensselaer Polytechnic Institute
  
- St. Andrews Scotland
- St. John's College, Annapolis MD
- St. John’s College, New York
- St. Mary’s College of Maryland
- University of San Diego
- Taylor University
- Towson University
- United States Military Academy West Point
- United States Naval Academy
- Villa Julie College/Stevenson University
- University of Virginia
- Virginia Tech
- Villanova University
- Waseda University, Japan
- Washington College MD
- Washington University St. Louis

- Liberty University
- Louisiana State University
- Loyola College
- University of Maryland
- University of Maryland Honors Program

- Washington and Lee University
- Wesley College
- Wheaton Conservatory of Music
- Worcester Polytechnic Institute

PERCENT OF GRADUATES  
MATRICULATING TO 4-YEAR  
COLLEGES/UNIVERSITIES:

**Class of 2008**  
100%

**Class of 2009**  
100%

**Class of 2010**  
87% (+13% attending  
community college)

**Class of 2011**  
76% (+20% attending  
community college)