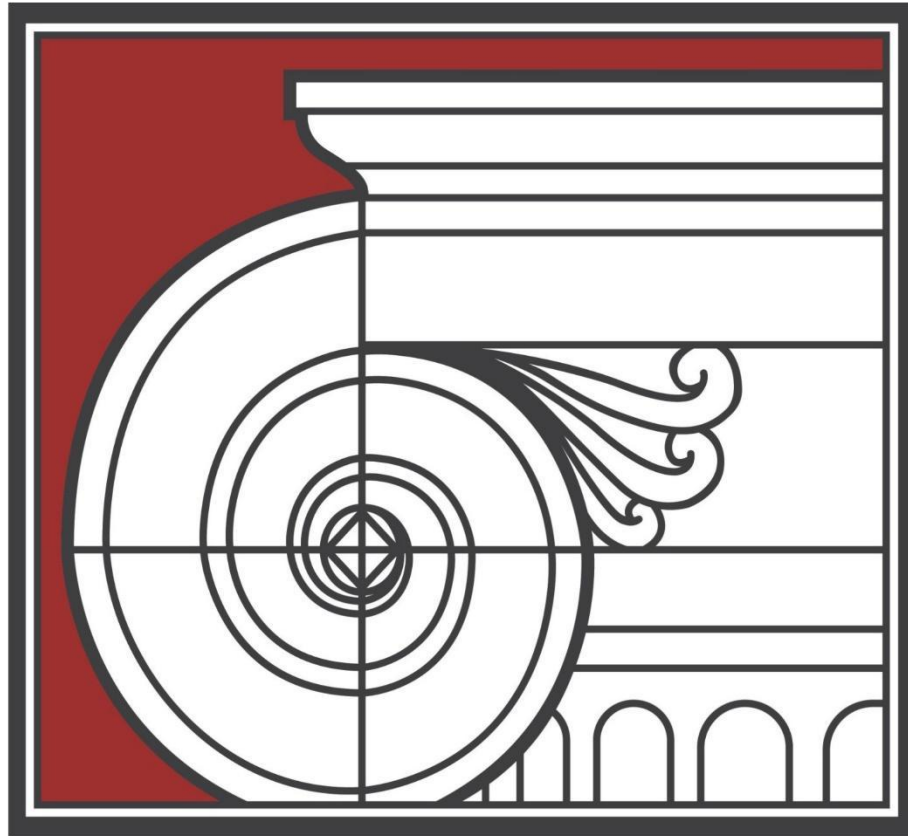


PARENT/STUDENT HANDBOOK



ROCKBRIDGE

A C A D E M Y

2022-2023

OUR MISSION

To assist parents in providing students with an extraordinary education, by means of an integrated curriculum, pedagogy, and culture, which are distinctly classical and distinctly Christian, that pursue goodness, truth, and beauty in all spheres of life, while viewing these as elements of a divinely ordered whole.

GO SCOTS! STAND FAST!

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Revisions to this Parent/Student Handbook are subject to change without warning or prior notice.

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, and train 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, 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:

1. Teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17);
2. Provide a clear model of the biblical Christian life through our staff and board members (Matthew 22:37-40);
3. 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

The Trivium is a three-stage educational process, which structures learning in accordance with the God-given stages of a child's development. Its use is intended to teach students the proper use of the tools of learning. 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:

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

Definitions:

Grammar: The fundamental facts and rules of each subject.

Dialectic: 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 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). Parents carry the God given responsibility for educating their children. Parenthood requires daily, diligent, and caring interaction that results in a lasting influence. We have the utmost respect for the parents' role and seek to come alongside parents to assist them in their life-long duty of instruction. *In loco parentis* is Latin for in the place of the parents. Authority over students is understood to be a delegated authority given to teachers and administration from parents. 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 (Matt. 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 Testaments 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; John 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. (John 1:1, 14, 18; Luke 1:35; Rom. 3:24-26, 4:25; I Pet. 1:3-5; Eph. 4:11-16; I Thess. 4:13-18; Heb. 1:3, 7:23-25; I John 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. He fills, teaches, leads, assures, and prays for believers. (John 14:26, 16:6-15; Acts 1:5, 2:1-4, 11:1-18; Rom. 8:14-16, 26-27; I Cor. 6:19, 12:7-11, 13; Eph. 1:13-14, 5:18; II 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 is eternally proceeding from the Father and the Son. (I John 5:7; Matt. 3:16, 28:19; II Cor. 13:14; John 1:14, 15:26; Gal. 4:6)

MAN AND SIN

We believe God created man male and female in His own image. God commanded them to be fruitful and multiply, to fill the earth and subdue it, and to have dominion over creation. God's creation and mandate to Adam and Eve, a real man and woman, establish the model for the family, and, therefore, marriage is to be exclusively between one man and one woman. Although God gave man authority over creation, God made man subordinate to Himself. Adam attempted to throw off God's authority and, in his first sin, condemned not only himself but all of 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; Luke 20:36; John 1:1-3, 8:44, 12:31; Rom. 5:12-21; Eph. 2:1-3; Col. 1:16-17; Heb. 1:13-14, 2:5-8, 2:14; I Pet. 2:4; Jude 6; Rev. 20:10)

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. (John 1:12; I John 2:3, 17; II Cor. 5:17-21; Eph. 2:8-9; Titus 3:4-7; Dan. 12:1-2; Matt 25:31-46; John 3:16, 36, 5:24, 10:28-29, 11:25-26; Rom. 8:28-39; I John 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. The Church is pictured in the Bible as the bride of Christ. (Matt. 16:18; cf. Acts 1:5, 11:15, and I 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. (Matt. 28:18-20; John 15:8, 17:18, 20:21; Acts 1; Rom. 10:14-15; II Cor.

5:18-20; Col. 4:2-6; II Tim. 2:14-26)

ETERNITY

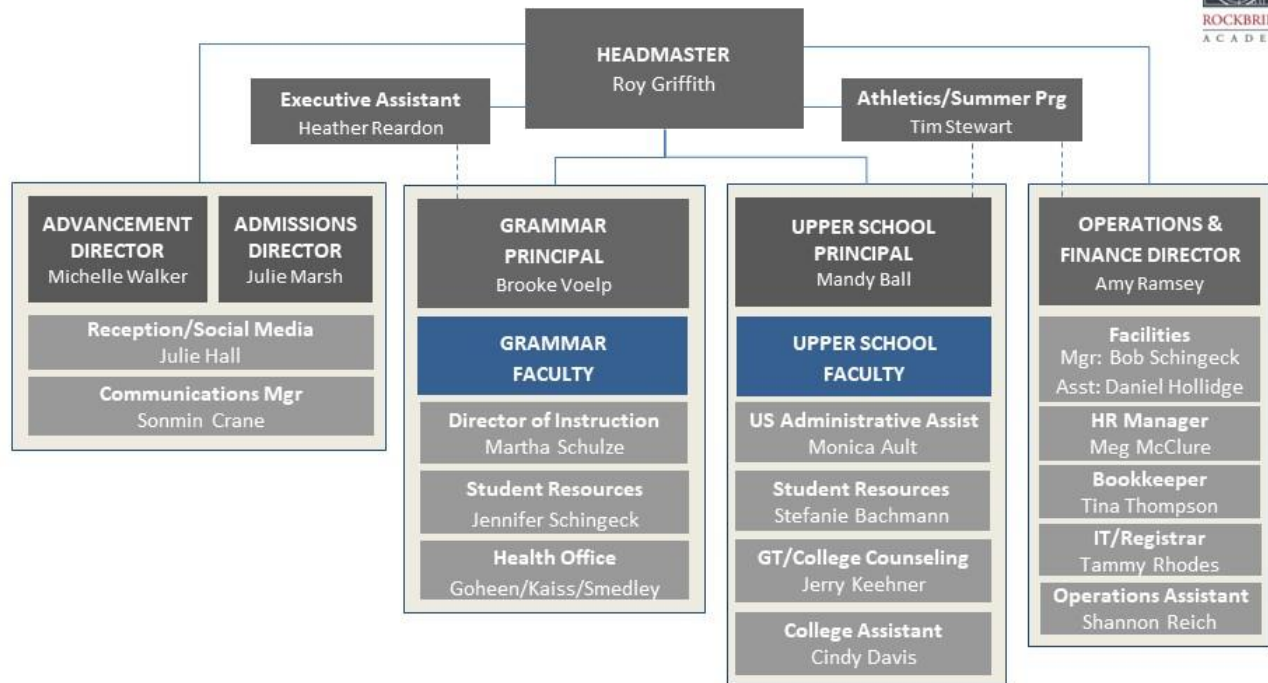
We believe in the physical resurrection of the human body (at the second coming of Christ), in the eternal conscious existence of all individuals in either heaven or hell, and in the rewards of the saved and the punishment of the lost for eternity. (I Cor. 15; Luke 16:19-31; II Cor. 5:8-10; I Cor. 3:11-15)

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

ORGANIZATIONAL CHART OF ROCKBRIDGE ACADEMY

ADMINISTRATION ORGANIZATIONAL CHART 2022-2023



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.

GRAMMAR SCHOOL PRINCIPAL

The grammar school principal reports to the headmaster and is the administrator over the grammar school, grades K-6. She oversees the management of the grammar school and is directly involved in policy development and implementation, finances, curriculum development, teacher supervision and training, student discipline, curriculum implementation, and school programs.

UPPER SCHOOL PRINCIPAL

The upper school principal reports to the headmaster and is the administrator over the upper school, grades 7-12. She oversees the management of the upper school and is directly involved in policy development and implementation, finances, curriculum development, teacher supervision and training, student discipline, curriculum implementation, and school programs.

ROCKBRIDGE ACADEMY CURRICULUM GOALS

BIBLE – We seek to:

1. Have the students read the actual text for themselves versus only prescribed verses.
2. Begin with an overview of the redemption story, proceed to the study of historic epics using inductive methodology, continue with the integration of church history and theology, and culminate with apologetic skill and poise.
3. Encourage the students to understand verses in context, along with other good interpretation principles.
4. Let the Scriptures speak for themselves with clarifications and illustrations by the teacher.
5. Teach the students to understand the Bible as God's Word.
6. Teach the biblical pattern of salvation.
7. Encourage each student to come to the Father, through the Son, and grow in their knowledge and love of Him.

ENGLISH – We seek to:

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

HISTORY/GEOGRAPHY – We seek to:

1. Teach the students that God is in control of history and its ultimate outcome.
2. Enable the students to see God's hand in the history of the world and the United States.
3. 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.

4. 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.

SCIENCE – We seek to:

1. Teach that the biblical creation account is true and that the theory of macro-evolution is false.
2. Teach the students the basic elements of both accounts and that both systems are based on either sound or unsound faith.
3. 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.
4. Treat the study of science as a "means to an end," not an end in itself.
5. 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.

MATHEMATICS – We seek to:

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

READING – We seek to:

1. Use phonics as the primary building blocks for teaching students to read.
2. Encourage the students to read correctly beginning in kindergarten.
3. Introduce the students to high quality children's literature through our literature program beginning in first grade.
4. Carefully monitor the students' 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.
5. Foster a lifelong love of reading high quality literature after being taught to recognize the characteristics of such literature.

ART – We seek to:

1. Teach all students the fundamentals of drawing to enable them to create adequate renderings.
2. Encourage the students to appreciate and imitate the beauty of the creation in their own works.
3. Introduce the students to the works of the masters in Western culture.

4. Equip the students to knowledgeably use a variety of art media.
5. Systematically teach the history of art and its relation to historical events.

MUSIC – We seek to:

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

PHYSICAL EDUCATION – We seek to:

1. Teach fundamental locomotor and manipulative skills through exercises, games, and activities.
2. In cooperation with the families, encourage the students to knowledgeably establish and maintain good health and nutritional habits.
3. Enhance biblical patterns of behavior through activities requiring cooperation, teamwork, and general good sportsmanship.
4. Provide interscholastic sports teams for our students to teach teamwork, build fellowship, and be a positive witness to the community. We view the athletic fields as an extension of our classrooms and a crucible to build Christ-like character in our student athletes.

LATIN AT ROCKBRIDGE ACADEMY

Latin students are higher achievers, and that is no surprise. About 80% of English vocabulary comes from Latin and Greek, with over 50% 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. 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.

Our study of Latin begins in third grade and supplies students with a firm understanding of grammar. By studying a language not their own, students are forced to learn, on a conceptual level, the differences between parts of speech, noun functions, types of clauses, and all sorts of grammatical concepts. Mastery of grammar, in general, gives students a greater facility in writing and speaking than a study of English alone can do.

But most importantly, Latin is essential to classical Christian education because it enables students to read a wide array of Western literature, including some of the best literature ever written. The works of Latin authors, such as Virgil and Cicero, portray the goodness, truth, and beauty of God's created order, and it is worth learning Latin simply to be able to read these works in the original

language.

LATIN REQUIREMENTS FOR NEW STUDENTS

Tutoring in Latin will be required for students entering grades 4-7 who have not had formal Latin training. The student's tutoring must be with a Rockbridge Academy approved tutor and is the financial responsibility of the parent.

HOMEWORK PHILOSOPHY AND GUIDELINES

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. Rockbridge Academy recognizes that parental involvement is critical to the success of a child's education. Visiting the classroom, regularly communicating with his teachers, and checking on homework are just a few ways 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. It is also true that this involvement will look quite different in the grammar years than it does in high school. Rather than reviewing homework or study sheets with your high school student, we encourage robust discussion around the dinner table, thoughtful questions requiring analysis of an idea, or the application of a biblical principle to the material under consideration.
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. In this situation, the homework serves a reformative, as well as a practical, purpose.

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. Parents of students who consistently exceed the average times should consult with their child's classroom or

homeroom teacher.

GRADE	APPROXIMATE TIME PER NIGHT
Kindergarten	Rare, occasional reading or special projects 20-30 minutes
First, Second	30-45 minutes
Third	45 minutes
Fourth, Fifth	1 hour and 15 minutes
Sixth	2 hours
Upper School (7 th -12 th)	
Normally, homework will not be given over weekends, holidays, or vacations.	

As students get older, they are given more freedom to determine their schedules and pacing, the goal of which is training in self-mastery and responsibility. An example of this is the assignment of papers and speeches. These will be assigned well in advance of the due date, and adequate in- class time will be allotted to give the students a strong start with the teacher there to provide guidance. Adequate homework time will also be planned *throughout* the period between assignment and due date.

This is an average expected time, not a contract. Further, it is built upon the expectation of uninterrupted and undistracted work. Cell phones, email, internet, even music, will add to the time necessary to complete the work.

Finally, it is not a requirement that the student use the homework time when assigned. Students often choose to defer work on a particular subject, sometimes for quite excellent reasons, sometimes out of procrastination. This can result in a seemingly unbearable workload the week the assignment is due. It can also result in weekend homework. Please keep in mind that this was not the original plan of the teacher, but the result of scheduling decisions made by the student, sometimes weeks earlier.

PROMOTION AND RETENTION POLICIES

STUDENT PROMOTION POLICY

Current students in grades K-11 must meet the following criteria to be promoted to the next successive grade:

KINDERGARTEN through **SIXTH GRADE**: Pass reading, math, and English with at least a 70% final grade average and have not more than one grade in any subject below 70% in a trimester.

Readiness for promotion from the student's current grade in the grammar school is determined by cumulative mastery of curriculum objectives with at least a 70% grade on the student's report card in the core subjects of reading, math, and English. In younger grades, a student's behavioral maturity is also considered. In the event that a student has a test average in a subject that is less than 70%, summer remediation or tutoring may be recommended.

SEVENTH GRADE through **TWELFTH GRADE**: Pass all subjects with at least a 70% final grade

average and have not more than one grade in any subject below 70% in a trimester.

Readiness for promotion from the student's current grade is determined by cumulative mastery of curriculum objectives with at least a 70% grade on the student's report card in all subjects. In the event that a student has a test average in a subject that is less than 70%, summer remediation or tutoring may be recommended.

GRADUATION REQUIREMENTS: Cumulative mastery of above requirements, determined by the satisfactory completion (70%) of curriculum objectives for twelfth grade. In addition, the student must meet graduation credit requirements detailed on page 38 of this handbook.

Any requests to deviate from or waive these requirements will be submitted to the appropriate administrator. He or she may require summer tutoring, instruction, and/or testing in addition to seeking whatever additional information is 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.)

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 years (K-2nd grade) 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 reviewed with the parents at the conference.

The Second Trimester – The 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 Policy above), 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 in which the parents could assist the child 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 student file along with a documentation of the parents' decision. If a grammar student has not met promotion requirements but has a diagnosed learning disability and has enrolled in educational therapy with *The Reasonable Scholar* (an onsite educational therapist at Rockbridge Academy), promotion may be considered.

ADMISSION AND RE-ENROLLMENT PROCEDURES/REQUIREMENTS

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.

1. ADMISSION PROCEDURES

- a. All applications will be considered on a case-by-case basis.
- b. Upon submission of a completed application, application fee, and supporting materials, a family interview and academic testing will be arranged. Both parents and the applicant(s) 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. A seat will be held for fourteen days after the notice of acceptance is given. A non-refundable enrollment deposit of \$850 will be billed through FACTS upon receipt of a completed enrollment packet. The enrollment fee must be paid to complete the enrollment, secure a seat, and to receive tuition assistance. The enrollment fee will be applied against the total tuition due for the applicable school year.
- 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.

2. ADMISSION REQUIREMENTS FOR THE STUDENT

- a. A child should reach the age of five years by September 1 of the fall in which he/she enters kindergarten. Children entering kindergarten should be able to demonstrate appropriate age maturity, letter recognition, and sound association. They are expected to recognize numbers 1-10, be able to count to 30, and know their address, telephone number, and birth date.
- b. Applicants to grades 1 and higher will provide standardized test scores, if applicable, and transcripts 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 (80% or higher) completed science and history and/or geography within the previous curriculum. Home schooled students should submit coursework summaries of the two most recent years.
- c. Students applying for the Rhetoric level must demonstrate current grade level proficiency in subjects tested and convey readiness for the distinctive academic,

character, and curriculum standards at Rockbridge Academy. Because of the sequential nature of the program, eligible Rhetoric applicants must demonstrate skill with the tools of classical Christian learning.

- 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. New applicants will be given an entrance assessment, developed by Rockbridge Academy, to determine basic skill levels and grade placement. Every child must successfully pass the entrance tests for reading, math, English grammar, and Latin (where applicable) and complete any necessary remedial work before entrance to the school.
- f. 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.
- g. Parents of children with known special needs or learning disabilities applying to Rockbridge Academy should make an appointment with the school to discuss their educational program.
- h. It should be noted that the academic program at Rockbridge Academy 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 Academy. The administration reserves the right to place each child at our discretion. Appeals for diverging from or waiving the requirements of this policy should be submitted to the school.
- i. 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.
- j. 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.
- k. Students entering grades 4–7 who have not had formal Latin training will participate in tutoring until successfully able to work at grade level instruction (80%). Please see *Latin at Rockbridge Academy* page 8 of this handbook for complete details.

3. ADMISSION REQUIREMENTS FOR THE PARENTS

- a. Rockbridge Academy looks at several indicators when considering admission for new families. One of the most crucial components for families coming into Rockbridge Academy to have is a clear understanding of our philosophy and purpose. We look for families who are seeking to reinforce the principles of our Statement of Faith not only through schooling, but at home and at church as well. The Statement of Faith works itself out in various and frequent ways in both curriculum and character training, and without a common vision, both family and school become frustrated. Without such alignment, we often see a clash of

perspectives in both teaching and training children.

- b. 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, including the school's mission, vision, and Statement of Faith. This understanding includes a willingness to have their child clearly taught the school's Statement of Faith in various and frequent ways within the school's program.
- c. The parents must be willing to cooperate with all the written policies of Rockbridge Academy and interpretations of governing documents by the board of directors. This is most important in the areas of discipline (see *School Rules and Discipline Policy* on pages 36-39), schoolwork standards, and communication with the respective teachers and headmaster.

4. RE-ENROLLMENT

Enrollment at Rockbridge Academy is continuous, and, barring notification from the parents to the contrary, the intention to re-enroll is assumed. Parents will be billed for a non-refundable tuition deposit of \$850 per student through FACTS in January. Payment is due by January 15. The re-enrollment fee must be paid to complete the re-enrollment, secure a seat, and be eligible for tuition assistance. The re-enrollment fee will be applied against the total tuition due for the applicable school year.

ATTENDANCE REQUIREMENTS

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

School hours:	<i>Upper School (7-12)</i>	7:45 a.m. – 3:00 p.m.
	<i>Grammar School (K-6)</i>	7:55 a.m. – 3:00 p.m.
	<i>Half-day AM Kindergarten and JK</i>	7:55 a.m. – 11:20 a.m.
	<i>Full-day Kindergarten, plus Enrichment</i>	7:55 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 five 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.

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

MORNING DROP OFF

All Drop-offs from 7:00-7:45 are at Door K. The Bell Tower will open at 7:45.	
7:00 AM	<ul style="list-style-type: none"> ▪ Morning Bible Club opens to K-6th grade students needing early drop-off. Morning Bible Club meets in the Dining Hall (fees apply) ▪ Dining Hall opens for Upper School students dropped off prior to 7:30 ▪ Orchestra or other activity: Scots (Tu/Th), Evergreen (Tu/Th), Camarata (Wed/Fri) (Orchestra students should arrive 5 minutes early, ready to start at 7:15)
7:30 AM	<ul style="list-style-type: none"> ▪ Upper School drop-off begins at Door K ▪ Grammar students dropped off prior to 7:45 will report to the Dining Hall. Parents may wait with their children in the School Yard. ▪ Faculty/staff prayer begins
7:45 AM	<ul style="list-style-type: none"> ▪ Grammar School drop-off begins at the Bell Tower (<i>Families who wish may park in available spaces and walk in</i>) ▪ Upper School drop-off ends (<i>tardy after 7:45 AM, homeroom begins 7:50 AM</i>)
7:55 AM	<ul style="list-style-type: none"> ▪ Grammar School drop-off ends (<i>tardy after 7:55 AM</i>)

Upper school students may exit their vehicles anywhere along the sidewalk. All students will enter the building through Door K or one of the Bell Tower entrances. Grammar school parents entering the Evergreen Campus to drop off their children for school each day may cue up in the car line and wait for a Rockbridge Academy staff member to open the curbside car door for the children to exit. Cuing up for the car line can begin just prior to the Bell Tower opening at 7:45 a.m. ***Please place your car in park while your children exit the vehicle.***

AFTERNOON DISMISSAL

3:00 PM	Upper School Dismissal <ul style="list-style-type: none"> ▪ Athletes report to locker rooms then to practice. ▪ Upper School students dismissed to the sidewalk for pick-up.
3:00 PM	Grammar School Dismissal <ul style="list-style-type: none"> ▪ K-6th grade students must be picked up at the Schoolyard classroom door by a parent or by a sibling who is 7th grade or older at 3:00 PM. 6th graders will be waiting at the Gym Atrium and will be dismissed from that door by their teachers when the parent arrives. ▪ Parents/Carpools with at least one student 7th grade or older may park along the curb and wait for students to walk to the car. ▪ Parents/Carpools with all students 6th grade and younger must park in a parking space and pick-up at the Schoolyard classroom(s) door or gym atrium.
3:10 PM	<ul style="list-style-type: none"> ▪ K-6th grade students must be picked up, assigned to a designated school activity, or under parental supervision. Otherwise, students remaining after 3:10 PM will be placed in After-the-Bell Homework Club (fee applies). ▪

3:30 PM	<ul style="list-style-type: none"> 7th-12th grade students whose ride is delayed or who are awaiting the start of an activity will report to the Library to await pick-up. Parents should park and come to the Bell Tower entrance to sign out their children.
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AFTERNOON DISMISSAL

Students in grades K-6 must be picked up at 3:00 p.m. Students not picked up by 3:10 p.m. will be supervised in our After-the-Bell Club Program (fees apply). When grammar parents arrive after 3:10 p.m., they need to park and physically come into the building to sign their child out.

Student athletes in grades 5 and 6 will be dismissed directly from their classrooms to locker rooms or changing rooms to change clothing. From there, they will be dismissed to their coaches on the school playing fields.

SHORT-TERM ABSENCES

If a student needs to be absent from school for one to two days, for any reason, the parents should email attendance@rockbridge.org and the student's teachers as soon as possible. Students are marked absent for the day if they leave school before lunchtime or arrive after lunchtime.

EXTENDED ABSENCES

If a student needs to be absent for three or more consecutive days, the parents should email attendance@rockbridge.org, the student's teachers and principal explaining the circumstances. This will permit the administration to coordinate a plan for making up the missed school work at a later time. Notification should be made as soon as possible to limit the amount of missed schoolwork.

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 while traveling or complete make-up work.

Frequent, non-consecutive absences are sometimes unavoidable due to illness but can interrupt a student's ability to keep up in school. We recommend that families communicate with teachers when concerns arise.

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, and the student might not receive credit for that trimester.

An upper school 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.

Upon request from parents, the headmaster is authorized to waive requirements set by other provisions of this policy. In doing so, he shall take into account the student's mastery in all subjects, attitude toward work and study, and disciplinary record at school.

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.

LATENESS

Students are required to arrive by 7:45 a.m. (grades 7-12) or 7:55 a.m. (grades K-6). Students arriving after the required time should report to the reception desk for a tardy 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. Please refer to the fourth paragraph of the *Extended Absences* section above for clarity on missing part of the day due to lateness.

SIGNING STUDENTS OUT/IN

When it is necessary to sign students out (and consequently back in, e.g., for a doctor's appointment) during the course of the school day, parents are requested to go to the reception desk and sign out with the "Sign Out Log." Parents are asked to provide the date, time out, student's name, homeroom class, and parent signature. Upon returning to school that same day, the student should check in at the reception desk so that they (or the receptionist) can enter the return time in the Sign Out Log.

AFTER-THE-BELL – BEFORE AND AFTER SCHOOL CLUBS

Rockbridge before and after-school clubs will provide quality, safe supervision to students before and after regular school hours. The primary focus of the program will be promoting Christ-like social and emotional development of K–6th grade students. After-the-Bell is divided into two components: The Morning Bible Club and Homework Club which are available on school days for drop-in use by Rockbridge Academy students and After-the-Bell special interest clubs which run for eight weeks during each trimester, are open to the community, and require advanced registration.

The After-the-Bell program is staffed by Rockbridge Academy employees and runs in harmony with the Rockbridge Academy school calendar. The program will maintain the same standard of behavior and gospel-centeredness that is the hallmark of our classrooms. Frequent communication with parents will be the norm. The program follows the school calendar and, in the event of inclement weather, will follow the Rockbridge Academy school cancellation or delay.

MORNING BIBLE CLUB

Morning Bible Club begins at 7:00 a.m. Students will participate in a brief Bible lesson, practice Bible memory verses, and pray together before starting the school day. If there is a school delay, morning Bible Club will be canceled.

HOMEWORK CLUB

Homework Club begins at 3:10 and will run until 5:30 daily. Plenty of opportunities to run, play, and have free time will be given to all participants, but there will also be a focused time of homework completion each afternoon. Homework Club leaders will be readily available to assist children should they have difficulty with certain assignments. A light snack will be provided. If there is an early dismissal, After-the-Bell Club will be canceled for the afternoon. Any K-6th grade student who has not been picked up by their parent by 3:10, or who is not otherwise engaged in a supervised activity, will be placed in Homework Club until their parent arrives.

Students must register to participate in special interest clubs. A registration link will be available when the clubs are announced for the trimester. Special interest clubs for the fall will begin the third week of school.

SCHEDULING AND FEES

After-the-Bell Program Options	Times	Fee
Morning Bible Club	7:00 to 7:30 a.m.	\$4/day (no proration)
Homework Club (JK-6)	3:10 to 5:30 p.m.	\$6/hour (prorated to the minute)
Homework Club (7-12)	3:30 to 5:30 p.m.	\$6/hour (prorated to the minute)
Late Pick Up	5:30 p.m. or later	\$1/minute

UNSUPERVISED CHILDREN AFTER 3:10 P.M.

Making the security and care of students a priority, Rockbridge Academy will provide all K-6th grade unregistered students who are unsupervised after 3:10 p.m. with continued care and oversight through the After-the-Bell program. Should the unexpected happen and a parent arrives after 3:10 p.m., they will need to sign out their K-6th grade child from our Homework Club program and necessary fees will apply. Upper School students not participating in athletics must be picked up by 3:30pm. After 3:30 pm, all remaining Upper School students not otherwise engaged in a supervised activity will report to the Library for Homework Club and fees will apply.

CLOSINGS/DELAYS/EARLY DISMISSALS

For notification of school closings, delayed openings, and early dismissals, Rockbridge Academy offers four options:

1. Sign up on Family Portal to receive alerts through PARENT ALERT. To set up a parent account to receive alerts, log in to the parent's Family Portal account. Select **Web Forms**, and then click on **Family Demographic Form**. Edit the **Custodial Parent Form** for each parent at the very bottom, as follows:
 - To receive a text, the parent must click "YES" to *Parent Alert: Cell Phone* **and** "NO" to *Parent Alert: No Text*. (If the parent only wishes to receive a voice message on their cell phone and does not wish to receive texts, click "YES" to both *Cell Phone* and *No Text*. This will block all text messages from the cell phone.)
 - Because we do not wish to inundate cell phones with voicemails, if a parent must receive a voicemail (for example at the workplace where they are unable to have a cell phone), the parent must inform Tammy Rhodes trhodes@rockbridge.org that they need to receive a voicemail. She will add that parent to a list of those to whom Rockbridge Academy will also send a voicemail, whether that is via the home or work phone. To enable the voicemail option, click "YES" to *Parent Alert: Work Phone* and/or *Parent Alert: Home Phone*.
2. All parents and staff will receive an email from a school official.
3. Log on to Rockbridge Academy's web page, **www.rockbridge.org**, where all urgent announcements are posted on the front page.

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 Corinthians 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 the headmaster will abide by these same principles in communicating with parents and students. If you would like more information on this subject, please read *The Peacemaker* by Ken Sande and *How to be Free from Bitterness* by Jim Wilson.

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. Sending an email is often the best means of communication with teachers.

Parents to Headmaster, Grammar School Principal, and/or Upper School Principal: If an issue should arise regarding school rules, procedures, curriculum, programs, facilities, or finances, the parents should speak to the headmaster, grammar school principal, and/or upper school 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 through the headmaster.

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. All complaints will be investigated.

DRESS CODE

PHILOSOPHY

Rockbridge Academy seeks to glorify God in both the character and culture of the school. In a culture in which personal expression is exalted, beauty is held in question, and the good of our neighbor is subordinated to the desires of the individual, we stand as ambassadors for Christ to each other and to a watching world. Accordingly, the dress code has been established based upon these principles.

Our attire should point to the Lord that we serve, should portray a heart of both modesty and humility, should reflect respectful conformity to our biological gender, should not seek to exalt the outward beauty of the individual student but rather seek to invest in and protect each student's virtue and character, should support the orderly operation of our school and should willingly conform to the standard, thereby requiring a decreasing level of oversight rather than increased regulation and oversight and the loss of the freedom that we have in Christ.

In summary, we ask that parents and students support a manner of dress and personal grooming that reflects the Christian, classical, and scholarly image of Rockbridge Academy. Students should appear neat, clean, and modest during the school day, seeking not to distract others but to place others before self by creating a distraction free learning environment.

GRAMMAR SCHOOL UNIFORM AND DRESS CODE POLICY

The purpose of uniforms is to promote a distraction-free learning environment. It also communicates, aesthetically, that the grammar students are part of the same team, working toward the same goals. Since our goal is to honor God in all we do, respecting the dress code policy is one more way to practice submission to the Lordship of Jesus Christ in our choices. Consistently following the code benefits the students and the school as a whole. In the event of a dress code infraction, parents will be emailed, and students will be expected to have the issue corrected by the following day.

Apparel

- Clothing must be clean and without holes, tears, or excessive fraying.
- Fleece must be worn with a collared, tucked-in shirt underneath.
- Shirts are to be tucked in at all times.
- Sneakers are to be worn with white laces.

Jewelry

- Girls may wear one bracelet, necklace, and one set of small earrings (no larger than a nickel), only in the lobes of their ears.
- Boys may wear one wrist bracelet only.
- A watch may be worn if it does not distract or make noise.
- Watches with internet connection/texting capabilities are not allowed.

Hair

- All students must keep their hair neatly groomed and conservatively styled.
- Hair should not cover the eyes.
- Hair for boys should not touch the ears or collar.
- Hair may not have any dye or color.
- Hair accessories for girls should be simple and match uniform colors (red, white, black, or neutral).

Make-up, Nail Polish, and Tattoos

- Make-up is not permitted.
- Fingernails must be clean and short.
- Young ladies may wear clear nail polish or French manicures with white tips and clear polish.
- No tattoos of any kind.

Under/Outerwear

- Undershirts that show must be solid white.
- Only approved uniform fleece may be worn in the classroom on top of a uniform shirt.

Special Dress Days

- Grammar School students wear red polos every Monday, for assemblies, and on field trips.
- On occasion when the uniform requirement is suspended (i.e. spirit days, etc.) or at after school events the spirit of the dress code is still in effect; student appearance is expected to be neat and modest.

The administration reserves the right to make a final determination if questions arise.

GRAMMAR BOYS			
Item		Vendor	Notes
Pants	Khaki Pant	Lands' End	
Shorts	Khaki Shorts	Lands' End	May be worn only in September, October, April, and May
Shirts	Black, white, or red polo with the grammar school logo in long or short sleeves	Lands' End	Red polo should be worn every Monday for an all school assembly and on days which require field trip attire.
Outerwear	Red or black fleece $\frac{3}{4}$ zip pullover with logo	Lands' End	While this is an optional item, this is the only outerwear permitted in the classroom.
Socks	Over the ankle, white athletic socks (no logos please)	Anywhere	
Shoes	Sneakers - must be predominantly white. If they have any accents, they should be in red or black only (no lights, character, or hightops).	Anywhere	Students in JK and Kindergarten Enrichment are required to wear no-tie laces or sneakers with velcro straps. No tie laces are optional in all other grammar grades.
Belts	Brown	Anywhere	JK and Kindergarten students may wear a brown velcro belt.

GRAMMAR GIRLS			
Item		Vendor	Notes
Skirts	Split front jumper (JK-3 only)	Dennis Uniform	The jumper and the box pleat skirt must be to the top of the knee or longer.
	Box pleat skirt		
	Skort with tabs		The skort must be no shorter than 1" above the knee.
	(Must be McDonald plaid)		Dennis' can special order these in extra long if needed (+4").
Pants	Khaki Pant	Lands' End	May not be worn at the all school assembly or on days which require field trip attire.
Shirts	Black, white, or red polo with the grammar school logo in long or short sleeves	Lands' End	Red polo should be worn every Monday for the all school assembly and on days which require field trip attire.
	White Peter Pan collar blouse with grammar monogram in long or short sleeves (K-3 only)		
Outerwear	Red or black fleece full zip with logo	Lands' End	While this is an optional item, this is the only outerwear permitted in the classroom.
Socks/ Hosiery	White knee socks	Anywhere	
	White over the ankle socks (no logos or ruffles)		
	White tights		
	Black full length leggings may be worn in colder months (legs should not show between end of legging and top of sock)		

GRAMMAR GIRLS

Item		Vendor	Notes
Shoes	Sneakers - must be predominantly white. If they have any accents, they should be in red or black only (no lights, character, or hightops).	Anywhere	Students in Kindergarten Enrichment are required to wear no-tie laces or sneakers with velcro straps. No tie laces are optional in all other grammar grades.
Bike Shorts	Black	Anywhere	Grammar girls are required to wear under skirts or jumpers
Belt	Brown	Anywhere	Necessary only if the girl chooses to wear pants

VENDOR INFORMATION

Dennis Uniforms (Dennis): www.dennisuniform.com, school number BTA0RB

Land's End (LE): www.landsend.com/school, school number 900030701

Rockbridge Uniform Swap: [Link to swap site](#) or

<https://uniformee.com/UniformPolicy?org=Rockbridge%20Academy>

UPPER SCHOOL UNIFORM AND DRESS CODE POLICY

The Uniform and Dress Code Policy is an expression of the following values: unity, simplicity, order, and modesty. Uniforms contribute to the learning atmosphere by lessening distraction; students are required to wear clothing that is non-conspicuous and free of trends that are associated with social status. The expectation is cheerful and consistent compliance on uniforms from the parents and students, and correspondingly cheerful and consistent enforcement by the school staff.

The Rockbridge Academy Uniform and Dress Code Policy requires students to maintain the following standards. Individual policies by grade level can be found on the following pages.

Apparel

- Clothing must be clean and without holes, tears, or excessive fraying or pilling.
- Fleece must be worn with a collared, tucked-in shirt underneath.
- Shirts are to be tucked in at all times, except during active outside or gym play.
- Shoes designed for laces are to be worn with tied laces that match the color of the shoes.

Jewelry

- Girls may wear one bracelet, necklace, and one set of nickel-sized or smaller earrings, only in the lobes of their ears. Cartilage piercings are not permitted.
- Boys may wear one wrist bracelet.
- Jewelry in pierced body parts, with the exception of earrings in lobes for girls, is not permitted.

Hair

- All students must keep their hair neatly groomed and conservatively styled. Hair should not cover the eyes.
- Hair for boys should not touch the ears or collar.
- Unnaturally colored hair is not permitted. Heads may not be shaven.
- Young men must be clean shaven and may not have visible facial hair.
- Hair accessories for girls should be simple and match uniform colors (red, white, black, or neutral). Boys may not wear hair accessories.

Make-up, Nail Polish, and Tattoos

- Young ladies may wear make-up that is applied with a natural look.
- Tattoos are not permitted.
- Boys are not permitted to wear make-up, piercings or nail polish.
- Fingernails must be clean and short. Young ladies may wear clear nail polish or French manicures with white tips and clear polish.

Outerwear

- Only approved uniform apparel items may be worn as the first warmth layer on top of a uniform shirt. See the grade level lists for specific items. Sweatshirts are not permitted.

Special Dress Days

- Upper School students wear dress uniforms every Monday, for assemblies, and any day in which the student gives an oral presentation and must be worn for the entire day on these days.

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- On occasion when the uniform requirement is suspended (i.e. service days, spirit days, etc.) or at after school events, the spirit of the dress code is still in effect; student appearance is expected to be neat and modest.

If you are out of uniform, you will be asked to go to the upper school office, where you will be given a uniform slip to show teachers throughout the day so that you will not need to go to the office more than once. On the second violation, a note will be sent home to be signed by a parent. A third violation will result in a referral to speak with the Principal.

VENDOR INFORMATION

Dennis Uniforms (Dennis): www.dennisuniform.com, school number BTA0RB

Land's End (LE): www.landsend.com/school, school number 900030701

Rockbridge Uniform Swap: [Link to swap site](#) or

<https://uniformee.com/UniformPolicy?org=Rockbridge%20Academy>

2022-2023 Dialectic Uniform Policy

7TH-9TH GRADE LADIES

Bold italic items make up the dress uniform. Dress uniform is required every Monday as well as any day in which the student gives an oral presentation. All pieces of the dress uniform are required to be worn on dress uniform days and must be worn for the entire day. Students may wear their dress uniform on any day; daily wear (non-bold italic) items are optional.

SKIRTS/SKORTS

- ***Box pleat skirt with tabs in McDonald plaid - Dennis*** (Skirt length is to the knee or longer)
- Box pleat skort with tabs in McDonald plaid - Dennis (Skort length is 1" above the knee)
- Skirt and skort are available in extra-long by special order via a phone call (not on website)

WARM LAYER

- ***(Optional) Black or red fleece zip front jacket with logo - LE***

SHIRTS

- ***Solid white oxford, long, ¾, or short sleeve without logo - LE***
- Polo shirts: Black or white short or long sleeve with logo - LE

SOCKS

- ***Solid black tights, skin-colored hose, or bare legs***
- Solid white or black no-show, ankle, or crew
- Solid black, ankle length cotton leggings

SHOES (1" heel or less for all shoes)

- ***Black solid-color dress shoes*** (Mary Jane shoes are permitted)
- Predominantly white or black sneakers without any patterns
- No boots, slip-ons, platforms, open toes, backless, clog-style, sandals, or high-tops

PHYSICAL EDUCATION

PE is only required for 7th-10th grade students who do not play a Rockbridge sport

- Rockbridge Academy gray or white t-shirt - LE
- Black shorts or sweatpants - LE
- Black, white, or red running or cross training shoes.

2022-2023 Dialectic Uniform Policy

7TH-9TH GRADE GENTLEMEN

Bold italic items make up the dress uniform. Dress uniform is required every Monday as well as any day in which the student gives an oral presentation. All pieces of the dress uniform are required to be worn on dress uniform days and must be worn for the entire day. Students may wear their dress uniform on any day; daily wear (non-bold italic) items are optional.

PANTS

- ***Men's khaki pants - LE*** (acceptable used brands include Dennis, Arthurs, and Kaynee)

BELT

- ***Solid black belt must be worn at all times.***

WARM LAYER

- ***(Optional) Black or red fleece ¾-zip with logo - LE***

TIE (end of tie must fall at the top of belt buckle)

- ***McDonald plaid tie - Dennis***

SHIRTS

- ***Solid white long-sleeved oxford, without logo - LE***
- Polo shirts: Black or white short or long sleeve with logo - LE

SOCKS

- ***Solid black crew socks***

SHOES

- ***Black solid-color leather lace-up dress shoes or loafers***
- Predominantly black sneakers without any patterns
- No Sperrys, boots, slip-ons, platforms, open toes, backless, clog-style, sandals, or high-tops

PHYSICAL EDUCATION

PE is only required for 7th-10th grade students who do not play a Rockbridge sport

- Rockbridge Academy gray or white t-shirt - LE
- Black shorts or sweatpants - LE
- Black, white, or red running or cross training shoes.

2022-2023 Rhetoric Uniform Policy

10TH-12TH GRADE LADIES

Bold italic items make up the dress uniform. Dress uniform is required every Monday as well as any day in which the student gives an oral presentation. All pieces of the dress uniform are required to be worn on dress uniform days and must be worn for the entire day. Students may wear their dress uniform on any day; daily wear (non-bold italic) items are optional.

SKIRTS/SKORTS

- ***Box pleat skirt with tabs in McDonald plaid - Dennis*** (*Skirt length is to the knee or longer*)
- Box pleat skort with tabs in McDonald plaid - Dennis (*Skort length is 1" above the knee*)
- *Skirt and skort are available in extra-long by special order via a phone call (not on website)*

WARM LAYER

- ***(Optional)Black crew neck cardigan without logo - LE***
- (Optional) Black or red fleece zip front jacket with logo - LE
- *Fleece may not be worn with dress uniform*

SHIRTS

- ***Solid white oxford, long, ¾, or short sleeve without logo - LE***
- Polo shirts: Black or white short or long sleeve with logo - LE

SOCKS

- ***Solid black tights, skin-colored hose, or bare legs***
- Solid white or black no-show, ankle, or crew
- Solid black, ankle length cotton leggings

SHOES (*1" heel or less for all shoes*)

- ***Black solid-color dress shoes*** (*Mary Jane shoes are permitted*)
- Predominantly white or black sneakers without any patterns
- No boots, slip-ons, platforms, open toes, backless, clog-style, sandals, or high-tops

PHYSICAL EDUCATION

PE is only required for 7th-10th grade students who do not play a Rockbridge sport

- Rockbridge Academy gray or white t-shirt - LE
- Black shorts or sweatpants - LE
- Black, white, or red running or cross training shoes.

2022-2023 Rhetoric Uniform Policy

10TH-12TH GRADE GENTLEMEN

Bold italic items make up the dress uniform. Dress uniform is required every Monday as well as any day in which the student gives an oral presentation. All pieces of the dress uniform are required to be worn on dress uniform days and must be worn for the entire day. Students may wear their dress uniform on any day; daily wear (non-bold italic) items are optional.

PANTS

- ***Men's khaki pants - LE*** (acceptable used brands include Dennis, Arthurs, and Kaynee)

BELT

- ***Solid black belt must be worn at all times.***

WARM LAYER

- ***Navy blazer - LE or Dennis***
- (Optional) Black or red fleece $\frac{3}{4}$ -zip with logo - LE

TIE (end of tie must fall at the top of belt buckle)

- ***Necktie or bowtie with red and white stripes - Dennis***

SHIRTS

- ***Solid white long-sleeved oxford, without logo - LE***
- Polo shirts: Black or white short or long sleeve with logo - LE

SOCKS

- ***Solid black crew socks***

SHOES

- ***Black solid-color leather lace-up dress shoes or loafers***
- Predominantly black sneakers without any patterns
- No Sperrys, boots, slip-ons, platforms, open toes, backless, clog-style, sandals, or high-tops

PHYSICAL EDUCATION

PE is only required for 7th-10th grade students who do not play a Rockbridge sport

- Rockbridge Academy gray or white t-shirt - LE
- Black shorts or sweatpants - LE
- Black, white, or red running or cross training shoes.

HEALTH REQUIREMENTS/POLICIES

1. Following Maryland state law, Rockbridge Academy requires a current immunization record or an exemption statement for every student upon initial enrollment and again upon entering 7th grade. Immunization records must be turned in to the school office before September of that school year. Standard immunization record forms may be obtained from the school office or your family doctor. (For more information on required immunizations, see the Maryland Department of Health website.)
2. It is expected that students are sent to school healthy, well rested, and ready for class. Students who are lethargic, tired, and unable to do their schoolwork will be sent home for needed rest and recuperation.
3. Parents should provide the school with updated emergency numbers of friends and/or family who can pick up their child from school if the child becomes ill. All updates are made via the Emergency Contacts web form in Family Portal. This information will be used to contact people who may need notification in a medical emergency **when the parents cannot be reached first**. The Student Medical Form web form includes a waiver in order to facilitate necessary action in case of a medical emergency. This is indicated by checking "Yes" under "Permission to Treat" on that form.
4. 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 athletic forms prior to beginning participation. Students are not permitted to practice for, or participate in, any athletic contest if all forms have not been completed and turned into the athletic office. The *Physical Examination* and *Health History* forms are to be completed for each academic school year. The other forms are to be completed for each athletic season (i.e., soccer, cross country, basketball, swimming, baseball, or lacrosse).

CONTAGIOUS ILLNESS

Students with fever, diarrhea, vomiting, contagious viruses, severe colds, strep throat, and the like should remain at home to avoid infecting others. They should not return to school until they are symptom-free and fever-free **without the aid of medication** for at least 48 hours prior to re-entering the classroom.

HEAD LICE

In the case of head lice on any child, a general notification will be sent to all families at respective campuses. Every discretion will be used in communications. **To avoid spreading lice, infected children should be kept home from school until they are free of lice and nits.** Parents are responsible for ensuring their child is lice and nit free.

MEDICATION DISTRIBUTION

No student will be permitted to self-administer any form of medication (prescription or over the counter) to himself or any other student (except for medicinal inhalers, insulin and Epi-Pens, see #3 below). When possible, parents are to administer medication to their own children before

and/or after school hours as necessary.

1. When medication during school hours is necessary, all medication taken by students must be administered by one of the following:
 - a. Parents of the student
 - b. Rockbridge Academy Health Aide
2. For any student who requires any medication to be administered at school, including over-the-counter medication, the parents must submit the appropriate Medication Administration Form found in **Resource Documents** in the Family Portal. The ***Permission to Administer Prescription Medication*** and/or the ***Permission to Administer Over-the-Counter Medication*** must be completed and signed by the child's physician **and** the parent. Both forms must be on file in the school's Health Room. In addition, parents must provide the Health Room with all required prescriptions or over the counter medication in the original container for the child, even if the child is able to self-administer. These forms must be brought to the Health Room, along with all medication, once they are completed and have the proper signatures. Students may not carry over-the-counter medication at school and the school will not be stocking over-the-counter medication to give to students.
3. Students who require medication through the use of an inhaler, Epi-Pen, or insulin, will be permitted to self-administer 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 Health Room. . Please note: We strongly recommend that parents provide an Epi-Pen or Inhaler to be kept in the school office in case of an emergency, even if the student has permission to self-administer and keeps one on his or her person.
 - b. A physician has determined that the student may self-administer insulin. Physicians' orders must be on file with the Health Room. Insulin and syringes must be stored in the Health Room.
 - c. Parents must complete the ***Permission to Administer Prescription Medication*** form indicating that the student is able to self-administer and carry the inhaler/Epi-Pen and has been trained in its use.

ACTIVE SHOOTER PREPARATION DRILLS

For student safety and protection, policies regarding drills in response to an active shooter on campus have been developed with guidance from local law enforcement. We believe these infrequent drills are in the best interest of our students. As we prepare and drill the students, please know it will not be done in a vacuum. Before and after all drills, teachers will be sharing truths concerning God's providence, His sovereignty, and His care for us, in order to build a foundational understanding of the goodness of God in all things. Some Scriptures that will be discussed with the children are given below. Regarding God's providence, sovereignty, and care:

- = *Psalm 27:1* – The Lord is my light and my salvation; whom shall I fear? The Lord is the stronghold of my life; of whom shall I be afraid?
- = *Psalm 56:11* – In God I trust; I shall not be afraid. What can man do to me?
- = *Psalm 135:6* – Whatever the LORD pleases, he does, in heaven and on earth, in the seas and all deeps.
- = *Proverbs 19:21* – Many are the plans in the mind of a man, but it is the purpose of the LORD that will stand.
- = *Proverbs 21:1* – The king's heart is a stream of water in the hand of the LORD; he turns it wherever he will.
- = *Job 42:2* – I know that you can do all things, and that no purpose of yours can be thwarted.
- = *Isaiah 49:15-16* – Can a mother forget the baby at her breast and have no compassion on the child she has borne? Though she may forget, I will not forget you! See, I have engraved you on the palms of my hands; your walls are ever before me.

Our God and Savior, the Lord Jesus Christ, has come and died to win a people for Himself, and He is coming again. We know the beginning and the end of history, and, with that, we will be more than content to take from His Hand all that He deems best. Please pray for our school's safety and join us in commending to all our students the goodness of God even in the face of wicked men and their actions. God rules over all.

PARENT INVOLVEMENT AT ROCKBRIDGE ACADEMY

Rockbridge seeks to assist parents in their efforts to bring up their children "in the discipline and instruction of the Lord" (Ephesians 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 Academy we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students as well as our alumni in the programs of the school.

Following are just a few of the more common ways this is done.

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).
 - a. Serve as a story-reader, song-leader (in K-3), or guest artist; offer your special talents.

- b. Share your experiences or travels as they may relate to an area of study in a class.
 - c. Help host class parties at home or in the classroom as a classroom parent.
 - d. Assist with lunch duty
 - e. Support a teacher or administrator through regular prayer.
 - f. Accompany the class on field trips.
- 3. Assist with large office mailings, photocopying, or laminating.
 - 4. Coach athletics.
 - 5. Attend prayer group or book studies at school.
 - 6. Help with events.

SCHOOL RULES AND DISCIPLINE POLICY

SCHOOL RULES

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

- a. Students are expected to cooperate with and embrace basic Christian standards of behavior and conversation.
- b. There should be no talking back or inappropriate arguing with teachers or staff. Prompt and cheerful obedience is expected. Instructions from the teacher should not have to be repeated.
- c. No chewing gum, electronic games, airpods, headphones, or devices in school during a normal school day. Cell phone use is permitted after school hours only, though students should be wise when using any electronic devices in the school building. All school rules for behavior and decorum still apply after school.
- d. Prohibited Items: glass containers, guns, or knives are not allowed on the school grounds.
- e. 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 before or after school.* Parental supervision is required for any after school play of children age 12 and under. School rules regarding playground use should be followed during after school use.
- f. Students are expected to treat all 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.)

- g. Students are expected to treat one another with kindness and respect. Teasing, criticizing, and name-calling are not permitted.
- h. Students are expected to treat worship, prayer, and class discussion with proper reverence. Jokes, songs, or behaviors that treat the Lord's name or character with triviality are not permitted.
- i. Public displays of affection are not permitted at school.
- j. It is expected that students work diligently and concentrate fully on their work while in school.
- k. 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.
- l. Restrooms, locker rooms, and changing facilities are only to be used in conformity with one's biological gender.

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.

The kind and amount of discipline will be determined by the teachers and appropriate principal or 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. 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, the headmaster, the grammar school principal, or the upper school principal, as well as of any disciplinary action taken as soon as possible after each incident.

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 appropriate principal or 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 another student.
5. Unkind, obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.

The principal or 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.

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.

- a. **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.
- b. **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.
- c. **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.
- d. **Fourth offense**– Expulsion for the remainder of the school year.

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.

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.

RE-ADMITTANCE

Should the expelled student desire to be readmitted to Rockbridge Academy at a later date, the headmaster or his delegated committee will make a decision based on the student's attitude and circumstances at the time of reapplication.

TUITION FOR 2022-2023

Application Fee: \$85 due with application (non-refundable) for first two siblings
\$25 for additional siblings with a maximum of \$200 per family.

Tuition:	Half Day Junior Kindergarten	\$ 7,700
	Half Day Kindergarten	\$ 7,400
	Optional Extended Day Kindergarten Enrichment Program Fee:	
	5 days per week	\$4,810
	3 days per week	\$3,800
	2 days per week	\$2,800
	Grammar (Grades 1-3)	\$15,200
	Grammar (Grades 4-6)	\$15,620
	Dialectic and Rhetoric (Grade 7-12)	\$17,170

Deposit: ***Current*** students are automatically re-enrolled when the tuition deposit of \$850 per student is received. The re-enrollment deposits will be billed as an incidental fee to each family's FACTS account in January. It is the parent's responsibility to contact their student's principal if there are concerns about re-enrollment.

New students to the school (including siblings of current students) will submit a tuition deposit of \$850 upon completion of enrollment. **Enrollment is not complete until the deposit has been paid.** For students enrolling after July 1, the first tuition payment may be accepted in lieu of a tuition deposit.

Tuition deposits are non-refundable.

Partial Year Attendance: In the event of mid-year enrollment, tuition will be prorated as of the date of attendance.

In the event of disenrollment, the tuition deposit is forfeit. Tuition will be prorated through the end of the last month of attendance and added to the forfeited tuition deposit to determine the amount owed. The amount owed will not necessarily be equal to payments that have been made under the 10-month plan.

Payment Options: Tuition may be paid annually, semi-annually, or in 10 monthly payments. New families will establish a tuition payment plan at the time of enrollment. Siblings of current students will be added to the existing payment plan. Annual payments are due July 10, semester payments are due July 10 and February 10, while monthly payments begin on July 10 and are paid each month thereafter through May, except in January, when re-enrollment deposits are paid for the next

school year.

The amount due per payment is calculated by taking total tuition, less the amount of the tuition deposit paid and any tuition assistance granted, and dividing by the number of payments in the selected plan option. For a typical student, the payments will be as follows:

<u>Enrolling Grade</u>	<u>Payment in full</u>	<u>Semi-annual payment</u>	<u>Monthly payment</u>
Half Day Kindergarten	\$ 6,550	\$3,275	\$ 655
Grammar: Grades 1-3	\$14,350	7,175	\$1,435
Grammar: Grades 4-6	\$14,770	\$7,025	\$1,477
Dialectic and Rhetoric	\$16,320	\$8,160	\$1,632

Payment Methods:



All tuition payments and most incidental fees are made through FACTS Tuition Management via ACH withdrawal from a designated checking or savings account or by credit card. FACTS accepts payment by credit card as a convenience to school families, and a service fee will be added to amounts paid by credit card. Accounts with FACTS Tuition Management are set up to pay tuition on an annual basis, a semester basis, or over a 10-month period. There is no fee for accounts set up on an annual or semester basis; there is a \$50 annual fee for accounts set up to pay tuition on a monthly basis.

Waiting List:

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

Tuition Affordability:

Limited funds are available. Visit the Rockbridge Academy website under the *Admissions/Tuition Affordability* tab for more information and to access the application, which is made through FACTS Grant and Aid Assessment.

Returned Checks:

A fee of \$35.00 will be charged for dishonored checks or returned payments.

Late Fees:

A late charge of \$25 will be assessed on all payments made past the due date.

Past Due Accounts:

Parents of students whose tuition is beyond 30 days past due (example: due August 10, not received as of September 10) will receive formal notification that all accounts must be resolved within 15 days or the student(s) will not be permitted to return to school until the account is made current.

Should the account become 60 days past due, the headmaster is authorized to disenroll.

Families with past due accounts will not be permitted to re-enroll until the account is made current. Re-enrollment deposits paid for the next school year will be applied to past due tuition should the current year account become past due.

ROCKBRIDGE ACADEMY CALENDAR FOR 2022-2023

Please note: The school calendar is always changing. Please refer to the calendar on the Rockbridge Academy website for the most up-to-date events.

DATE(S):	EVENT:
AUG 22-SEP 2	Rockbridge In-house Teacher Training
SEP 5	SCHOOL CLOSED – Labor Day
SEP 6	First Day of School – Grades 1-12 / Beginning of 1 st Trimester
SEP 7	First Day of School – Kindergarten
OCT 21	SCHOOL CLOSED – Teacher Workday
OCT 28	Grammar School History Parade
NOV 18	End of 1 st Trimester
NOV 21-25	SCHOOL CLOSED – Thanksgiving Break
NOV 28	Beginning of 2 nd Trimester
DEC 19- JAN 2	SCHOOL CLOSED – Christmas Break (<i>return on JAN 3</i>)
JAN 27	SCHOOL CLOSED – Teacher In-service Day
FEB 23	End of 2 nd Trimester
FEB 24, 27	SCHOOL CLOSED - Winter Break
FEB 28	Beginning of 3 rd Trimester
MAR 20-24	SCHOOL CLOSED – Spring Break
APR 6	Half-Day – Grandparents’ Day; Early Dismissal
APR 7, 14	SCHOOL CLOSED – Resurrection Holiday Break
MAY 25	End of 3 rd Trimester
MAY 26	Last Day of School / Awards Assembly / Graduation
MAY 29	SCHOOL CLOSED – Memorial Day
JUN 21-24	ACCS Conference – Frisco, TX

SCHOOL PROFILE 2022-2023

CEEB CODE: 210754

STAFF: Headmaster: *Roy Griffith*
 Upper School Principal: *Mandy Ball*
 Admin Assistant: *Monica Ault*
 College Advisor: *Jerry Keehner*
 College Admin: *Cindy Davis*
 Resource Coordinator: *Stefanie Bachmann*
 Athletic Director: *Tim Stewart*
 Registrar: *Tammy Rhodes*

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; Accreditation Renewal, April 2022

STUDENT BODY*: Kindergarten through High school 383
 Grammar School (K-6) 194
 Upper School:
 Dialectic (grades 7-9) 98
 Rhetoric (grades 10-12) 91
 Dialectic - Rhetoric School Student/Teacher ratio 9:1

**Please note that these figures are projected and subject to change.*

CALENDAR: 38 weeks; 3 trimester grading system; seven 46-minute rotating class periods in grades 7-12.

HIGH SCHOOL: 27 teachers (19 full-time, 8 part-time); 17 with advanced degrees.

GRADUATION: Class of 2022: 27 minimum 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	Concert Choir	.5 credit
History	4 credits	College Chemistry	1 credit	Studio Art	.5 credit
Mathematics	4 credits	Chemistry	1 credit	Debate	.5 credit
Science (lab courses)	2 credits	College Physics	1 credit	Orchestra	.5 credit
Latin	3 credits	Physics	1 credit	Short Stories and World Lit	.5 credit
Theology	4 credits	Economics	1 credit	Photography	.5 credit
Rhetoric (Thesis)	2 credits	Spanish I	1 credit	Yearbook	.5 credit
Seminar in Ideas	.5 credit	Spanish II	1 credit	Mock Trial	.5 credit
Grand Tour*	.5 credit	<i>Total of 3 credits</i>		<i>Total of 2 credits from any of above</i>	

**Taught in Junior year; includes a 17-day 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

PARENT/STUDENT HANDBOOK 2022-2023

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 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 General Electives 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. GPA is computed on all subjects in grades 9+, while also including 8th grade Algebra I and Latin II.

CUMULATIVE HONORS:

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

CLASS RANKING POLICY:

Because of the size of our student body (the class of 2022 totals 24 students), Rockbridge Academy does not rank its students.

NATIONAL MERIT PROGRAM:

Classes of 2004-2022

In addition to 4 National Merit Scholars, 9 National Merit finalists, 1 National Merit semi-finalist, 2 National Achievement finalists, and 2 National Achievement semi-finalists, 59 of our 372 graduates received letters of commendation.

SAT SUMMARY:

Classes of 2021
ERW Mean – 679
Math Mean – 623

Class of 2022
ERW Mean – 676
Math Mean – 630

PSAT SUMMARY:

Class of 2022
ERW Mean – 649
Math Mean – 562

Class of 2023
ERW Mean – 640
Math Mean – 566

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

Class of 2019

90% (+10% attending
community college)

Class of 2021

96% (+4% attending
community college)

Class of 2020

93% (+7% attending
community college)

Class of 2022

83% (+13% attending
community college)

COLLEGE CHOICES:

Recent graduates of Rockbridge Academy have been accepted into the following four-year colleges and universities:

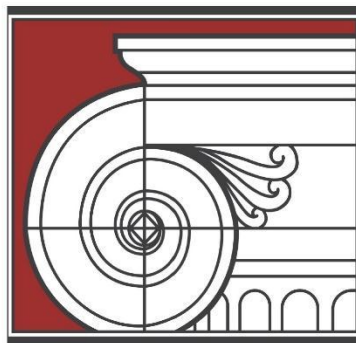
- Albright College
- Arizona State University (*Honors Program*)
- Arizona, The University of
- Auburn University
- Baylor University
- Belmont University
- Bentley University
- Bob Jones University
- Boston College
- Boston University
- Bridgeport University
- Bridgewater College
- Bryant University
- Bucknell University
- Calvin College
- Carnegie Mellon University
- Catholic University of America, The
- Cedarville University
- Charleston, College of
- Chestnut Hill College
- Clemson University (*Honors College*)
- Cornell University
- Covenant College
- Delaware, University of
- Drexel University
- East Carolina University (*Honors College*)
- Eastern University (*Templeton Honors*)
- Eastman School of Music
- Elizabethtown College
- Elon University
- Embry-Riddle Aeronautical University
- Emory University
- Falmouth University
- Ferrum College
- Florida International University
- Frostburg State University
- Furman University
- George Mason University
- George Washington University
- Georgia Institute of Technology
- Gordon College
- Grove City College
- Hillsdale College
- Hofstra University
- Houghton College (*Honors College*)
- Illinois, University of
- Indiana University (*Bloomington*)
- Jacksonville State University
- James Madison University (*Honors College*)
- Johns Hopkins University
- Johnson & Wales University
- King's College, The
- Lafayette College
- Liberty University
- Lipscomb University
- Louisiana State University
- Loyola University Maryland (*Honors College*)
- Maryland, University of (*Honors College*)
- Maryland, University of - Baltimore County (*Honors College*)
- Massachusetts Institute of Technology (MIT)
- Massachusetts (Amherst), University of
- McDaniel College
- Mercer University (*Honors College*)
- Messiah College
- Miami University, Ohio
- Miami, University of
- MICA
- Michigan State University
- Mount St. Mary's University (*Honors Program*)
- New Haven, University of
- New Jersey Institute of Technology
- New Jersey, The College of
- New York University
- Niagara University
- North Park University
- North Texas, University of
- Northeastern University
- Northwestern University
- Notre Dame, University of
- Ohio State University, The
- Oregon State University
- Oregon, University of
- Pennsylvania, University of
- Pennsylvania State University, The
- Point Park University
- Princeton University
- Purdue University (*Honors Program*)
- Regent University
- Rensselaer Polytechnic Institute
- Richmond, University of
- Rutgers University
- Saint Mary's College of MD
- Salisbury University
- Savannah College of Art & Design
- Seattle Pacific University
- Seton Hall University (*Honors College*)
- Simmons College
- St. Johns College
- Sterling College
- Stevenson University
- Suffield Academy
- Taylor University
- Temple University (*Honors Program*)
- Tennessee (Knoxville), The University of
- Texas A&M University
- Texas State University
- Towson University (*Honors College*)
- United States Coast Guard Academy
- United States Military Academy, West Point
- United States Naval Academy
- University of the Arts, Philadelphia
- Vanderbilt University
- Villanova University (*Honors College*)
- Virginia Commonwealth University
- Virginia Tech
- Virginia, University of
- Wake Forest University
- Washington College
- Washington & Lee University
- Wheaton College
- William & Mary, The College of
- Wilson College
- York College
- York College of Pennsylvania (*Nursing Program*)



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.

IN CAPTIVITATEM REDIGENTES OMNEM INTELLECTUM!

Our motto comes from II Corinthians 10:5,
“...casting down arguments and every high thing that exalts itself
against the knowledge of God, bringing every thought
into captivity to the obedience of Christ.”



ROCKBRIDGE

A C A D E M Y

680 Evergreen Road
Crownsville, MD 21032

Phone: 410-923-1171

Fax: 410-923-6588

www.rockbridge.org