



STUDENT

HANDBOOK

IN UNITY LIES STRENGTH

ROCK CREEK COMMUNITY ACADEMY
8000 DIEFENBACH LANE
SELLERSBURG, IN 47172

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GENERAL INFORMATION

MISSION STATEMENT

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

Our mission will include:

- Instruction aligned with State Standards
- Gateway to Mastery Program
- Character Education - House Program
- Partnership with parents and community
- College level curriculum through Ivy Tech.
- Project Lead the Way
- Dual Credit Classes
- Career & Technical Education (CTE) Certified Classes
- Student Academic Involvement (Student Council, National Honor Society, etc)

ADMINISTRATIVE PREROGATIVE .

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

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Before and After School

For the safety of our school family, the entrances and exits to the school are being carefully monitored. High school and Middle school students who arrive between 7:20 and 8:10 MUST report to Gymnasium, elementary students MUST report to the cafeteria. All Students enter through Doors 12 and 13.

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

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

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

Students are to be picked up no later than 3:20 (K-5) and 3:25 (6-12). Stay-N-Play is available Monday through Friday from 3:00 - 6:00. Please call 812-725-5464 for more information.

BUS TRANSPORTATION

Rock Creek does provide bus transportation. Pick-up and Drop-off is at Meijer parking lot on Charlestown Road in New Albany, and at Eastside Church on Veterans Parkway in Jeffersonville. All students must be picked up promptly at 3:20, if parents continue to arrive late to the pick-up, students may lose their privilege of riding the bus. Any students not picked up by 3:25 will be brought back to the school. Riding the bus is a privilege, students must adhere to all bus rules or they will be subject to removal from the bus. A rules sheet can be obtained in the school office.

CELEBRATIONS

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

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CLASS TRIPS

RCCA sponsors various trips throughout the year. The first retreat will be the Middle and High School Retreats which is designed to help the students in team-building and class unity. Other trips are scheduled to give students the opportunity to travel, and to broaden the educational experience. If a student wishes to participate in these trips, he or she is responsible for raising all necessary funds.

Participation in class trips is a privilege. Violation of behavior or attendance will jeopardize this privilege. Any student who has accumulated 5 or more absences in the current semester will not be allowed to attend these trips. Class Trips include: Senior Trip: Washington DC; 8th Grade: Chicago; 5th grade to be determined.

CLASS RANKING

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

COMPLAINT OR PROBLEM PROCEDURE

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

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

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

DISCRIMINATION POLICY

Rock Creek Community Academy is subject to and compliant with all federal and state laws and constitutional provisions that prohibit discrimination on the basis of age, disability, race, color, gender, national origin, religion and ancestry.

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FIELD TRIPS

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

FREE & REDUCED LUNCHES

Families who qualify for Free or Reduced lunches are eligible for this program at RCCA.

GRADE POINT AVERAGE

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

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

GRADE REPORTS

Grade Reports are issued at the end of each nine-week period. Only the semester grades are copied to the students' permanent records. Student's grades are always available in Harmony. Teachers will contact parents individually if their child falls below a C.

GRADING SCALES

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

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

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PARENTAL INVOLVEMENT

Parental support and involvement are vital to the success of the school. The parent/teacher/student fellowship exists to support and promote the educational experience of our students. There are several opportunities for parents and grandparents to be involved in the life of the school. All volunteers must have a current background check on file in the school office. Areas of influence are:

- attending the required parents' meeting at the first of each school year (Supply Drop off Night)
- being available to serve at the school when special needs arise (special ceremonies, athletic events, music programs, etc.);
- attending school meetings and functions;
- volunteering in the Parent/Teacher Students (PTS) group

PERSONAL PROPERTY

The school will not assume responsibility for personal items when damaged, lost or stolen on school property. Valuables (jewelry, electronics, music or athletic equipment) should be insured through a parents' homeowner's policy. If any of these items are not locked in either a student's locker or in the locker room, locked, these items will not be searched for by the administration.

SCHOOL CLOSING

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

SCHOOL LUNCHESES

Students at RCCA will have the option of bringing their lunch or purchasing a school lunch through our cafeteria. A count is taken during the first period of the day. If a student is planning to eat a school lunch, he or she must be included in the count. Free & Reduced Lunches are available. All students are expected to keep all cafeteria areas clean, and properly dispose of any trash in the cafeteria. Students are expected to conduct themselves in a manner similar to that of the classroom behavior.

SCHOOL PROPERTY

Lockers: Student lockers are to be kept neat and clean. Students are not to write or do anything of a permanent nature to the inside or outside of the lockers. Checks will take place during the school year. Lockers will be available to students in grades 6-12. RCCA will retain access to all lockers by keeping a master list of combinations and/or retaining a master key. The administration reserves the right to check lockers at any time.

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

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

SCHOOL SCHEDULE

School will begin at 8:10 for all middle and high school students, and 8:30 for elementary students. Elementary students are released at 2:45, middle and high school students are released at 2:55.

SEARCH AND SEIZURE PROCEDURES

RCCA reserves the right to "search and seizure" if there is a reasonable cause to believe that such a search would lead to the discovery of items that would endanger others or violate school rules. Personal searches will be limited to searches of a student's pockets and any object in the possession of a student, such as purses, book bags, backpacks etc. Items found during the course of the search of a student's locker, pockets, or possessions that violate student conduct standards may be seized as evidence in any suspension or expulsion process, returned to the parent or guardian of the student from whom it was seized, or turned over to a law enforcement officer.

STUDENT DRESS DOWN DAYS

It is a privilege to participate in "dress down", the opportunity to dress in jeans or other appropriate non-uniform dress on the second and fourth Friday of each month. This privilege begins in September and is earned by having no dress code violations during the previous two weeks. Honor roll and perfect attendance dress down is every Friday after the first quarter. Details regarding the dress down guidelines are included on separately published and distributed materials. There will also be dress down passes sold for \$2.00 on occasion as fundraisers for various organizations.

TELEPHONE USE

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

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

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Note: The school office, not the student, will contact the parent when a student is ill and needs to go home. Students should not use their cell phones to call home when ill. We will not deny your child calling home if they are ill. The school nurse will contact the parent and they may talk to the child, please instruct your child/children to go to the school nurse, they may not use their cell phone during the school day. Do not come pick up your child if they call on their cell phone, this must go through the school nurse.

UNIFORM POLICIES

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

Students attending any school event or function must be appropriately dressed (proper t-shirts, shorts, pants, etc.) All shorts or skirts must be no more than 2 inches above the knees.

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

WORKING STUDENTS

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

Students with excessive absences or tardies will be in jeopardy of losing work permits. If a student is absent from school, they should not attend work.

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

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Bullying and Harassment Policy

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

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

Bullying can/does occur three main ways:

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

Consequences for Bullying

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

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HEALTH GUIDELINES

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

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

Illness: If a student becomes ill at any time of the school day, he or she must obtain a pass from the teacher and report to the nurse’s office to be evaluated. If necessary, parents may be contacted and arrangements made for the student to go home. Students must be seen in the office before calling home.

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

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

Medical Emergency Procedure: At the beginning of each school year all parent(s)/guardian(s) are asked to fill in the information on the Student Medical Information Form which includes the name and phone number of the doctor to be notified, as well as the name, address, and phone number of the parents and an alternate person to be notified if the need should arise. It is the responsibility of the parent or guardian to communicate correct and up-to-date emergency medical information to the school administration. In case of serious illness or injury, this information may be used before consultation with the family if this is felt necessary. In the case of serious illness or injury, the parent or guardian will be contacted. If necessary, parents or guardians will be asked to come to the school to pick up their child

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

STUDENT ACTIVITIES

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

Student Council (Grades 9-12): Student Council is a student advisory board that is composed of students in grades 9-12. Student Council members serve on the Student Council until such a time as they exclude themselves from office or graduate. Student council members are overseen by the Student Council Advisor.

Elementary, Junior and National Honor Society: Student from grade (3-5), Elementary Honor Society, students from grades (6-9), Junior National Honor Society, and grades (10-12), National Honor Society are those who demonstrate academic excellence and who meet other established leadership, service and character criteria. Members are chosen by an administrative and faculty membership committee from nominations made by all junior and senior high teachers.

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

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

Our "Helping Hands" program gives all of our students the opportunity to participate in community service for one special day

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SPECIAL SERVICES

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

Special Education: RCCA offers classes for special education students under the direction of several full-time special education teachers and makes every effort to customize schedules of special education students to be successful. Students may be assigned to regular classes with possible modifications to assignments, tests, expectations, etc., all monitored by the special needs teacher. Other students may have classes in the Resource Room in either individual or small group learning situations. The school maintains close contact, including regular testing, case conferences, with the Hazard Institute in Richmond, IN. Testing is available; contact the school office for information.

Title One Tutoring: As a result of a state-mandated program, the school has the services of Title One tutoring, funded by the State of Indiana. Remediation is scheduled in the spring. The services are for all students in grades K-12. Title One funds are allocated by the IDOE on a very limited basis. These funds are used at RCCA during Spring Intercessions and Summer School.

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SCHOOL SECURITY

Security at Rock Creek is a community-wide responsibility. Faculty, staff, administration, parents and students will work together to create a safe learning environment. Procedures have been developed to address campus security, use of controlled substances and weapons, violent behaviors, and crisis management. Any individual that threatens school safety and related procedures may be separated from the school community. All doors are locked at all times at RCCA. Cameras are also in place to monitor safety on our campus. An armed Security Resource Officer is on campus at all times.

Fire, Tornado, Severe Storms and Earthquake Drills: In accordance with the State requirements, RCCA will conduct periodic safety drills. Each teacher will have an evacuation/safety plan for his/her classroom.

Teachers will inform all students of these plans. It is the students' responsibility to familiarize themselves with these plans. There should be no talking during any drills.

TRAFFIC

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

Students Driving Cars to School: Students driving cars to school must be at least sixteen years old and hold a valid Indiana driver's license. Reckless driving of any kind, or driving a car at an unauthorized time, will result in disciplinary action. Repeated playing of loud music and/or loitering in the parking lot may result in losing driving privileges on school property.

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

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

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Student Appearance

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

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

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

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

1. "Sagging Pants" at any time
2. Sunglasses worn in the building
3. Bandanas, hats or hoods are not to be worn in the building
4. Jewelry should be in good taste; no gang related symbols, no dog collars, no chain wallets, etc.
5. Unnatural hair colors (green, blue, purple, etc.); make-up should be clean and in good taste. Male students should keep their hair trimmed so that their eyes can be seen at all time.
6. Facial hair must be neatly trimmed
7. Coats cannot be worn in the classroom
8. Nose piercings of any kind are not permitted. Boys can only have stud earrings the size of a pencil eraser.

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

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

Students not following school dress code will be denied dress down privileges on the following dress down day and may be asked to call home to obtain uniform dress.

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Students not following school dress code will be denied dress down privileges on the following dress down day and may be asked to call home to obtain uniform dress.

ATTENDANCE

ABSENCE PROCEDURES

One of the keys to successful academic achievement is punctual and regular attendance at school. Even the absence of one or two days can have a surprisingly disruptive impact on progress. Proper education relies on continuity of instruction, classroom participation, learning experiences, student/teacher interaction and structured study. Students who are continually late will not be allowed to enter class and will receive consequences.

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

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

Students will be counted present under the following circumstances:

1. Serving as a page in the legislature or similar honor – verification required
2. Serving in the National Guard – verification required
3. Service on a precinct election board, or as a worker for a candidate or political party, not to exceed one day – verification required
4. Juniors and Seniors will be allowed two (2) college visitation days per Year – verification required
5. Mandatory Attendance at a court ordered activity – verification required

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IN ALL SITUATIONS OF ABSENCE, WRITTEN VERIFICATION IS REQUIRED BY THE SECOND DAY UPON RETURNING TO SCHOOL. Written verification consists of a note confirming days missed (and the reason for absence), signed by the student's parent, guardian, physician, attorney or other court official, legislator, political candidate, or college admission officer as applicable. Absences left unverified beyond the second day of return to school may be considered unexcused. Students having unexcused absences may not be given credit for work missed during that period. After a student has been absent for 3 or more consecutive days, a note from a physician will be required upon returning to school. Students who accumulate 10 or more absences, excused or unexcused, are considered to be chronically absent. Schools must report who falls into this category to juvenile court where the truant student may face legal consequences. A maximum of 10 days of accumulative absences verified by parent note will be permitted during the school year. After a student has been absent for 10 days during the academic year, a physicians note will be required. If a student has a chronic illness, parents should notify the school nurse and office.

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

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

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

Violation of Indiana Compulsory Attendance Law or RCCA policies governing attendance may result in Suspension, Expulsion, and or a referral to the Department of Child Services and/or Juvenile Probation Department. **Truant** students will be disciplined by school and/or civil authorities. Parents will be contacted. If truancy becomes habitual, the matter will be referred to the appropriate civil juvenile authority.

Habitual Truancy

Driver's License/Permit Restriction Policy

Pursuant to Indiana Code 20-33-2-11 , Rock Creek Community Academy adopts this policy regarding the restriction of driver's license and permits.

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SECTION I Habitual Truancy

- A. Indiana Code 20-8.1-3-17.2 provides, that any person, while of the ages of 13 to 18, who is determined to be a habitual truant as defined by school policy, cannot be issued an operator's license or learner's permit until the age of 18 per Indiana Code 20-33-2-11.
- B. The term "habitual truant" is hereby defined as a student who willfully refuses to attend school in defiance of parental or school authority in anyone of the following circumstances:
 - 1. Is truant for three (3) separate instances in a period of two consecutive semesters*or
 - 2. Is truant for a total of five (5) days in a period of two consecutive semesters*.

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

Tardiness

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

Tardy Policy Consequences

Tardies 4-6 – Administrative Lunch Detention

Tardies 7 – One day IN-School Suspension/Parent Meeting Required

Procedures for Excessive Absences (over 10) in a Semester

A student cannot exceed a total of ten (10) unexcused absences per semester.

When a student obtains a total of five (5) unexcused absences, the school will send a letter home to discuss the student's attendance. The student and parent shall also be notified again, if and when the excess (unexcused) absences reach the point (10+) that further penalties can occur.

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The following are actions that may occur due to 10+ absences per semester:

1. The assigned course grade may become an “F”
2. The student may be subject to retention in the same grade for excessive absences.
3. Students may be referred to Juvenile probation in order to prevent expulsion, suspension, and a loss of education.
4. Students may be referred directly to Clark County Division of Family and Children or the Clark County Probation when there is a lack of parental involvement, neglect, or failure to communicate with the school.

Family Trips

Family trips need to be scheduled during the summer months, or during the breaks that we have scheduled off between quarters on our School Calendar. This schedule gives adequate time for families to plan these trips. Family trips will be approved during school days, based on student’s attendance record during the school year, and no more than one per school year will be granted. **An extended absence request form must be filled out prior to the scheduled trip, or this will be marked unexcused.**

Early Dismissal for student appointments

Early dismissals will be issued for emergencies only. Doctors and dental visits should be made outside of school hours whenever possible. Doctor and dental appointments will be excused for the duration of the appointment and a physician’s note must be brought back to the school. Permission for early dismissal must be secured from the school office. Parents should report to the office and student must check out through the school office before leaving school. Students are to be released to the parents or guardians only.

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

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ACADEMIC STANDARDS

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

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

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

WEIGHTED COURSES

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

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

RCCA offers the following weighted courses: Honors English 9-12, AP Biology, Chemistry, Physiology and Anatomy, Animal Science, Physics, Biomedical Science, Advanced Math, Calculus and Spanish III & IV,

Dual Credit courses will be offered for college credit from Ivy Tech. For more information, check with the school office.

STANDARDIZED TESTING

Rock Creek Community Academy will be administering the ILEARN Test to grades 3-8. Grade 3 will be given the IREAD-3 and must pass in order to move to the 4th grade.

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

Students in grades 11 will also be required to take the SAT and ASVAB Test. Students in grades 10 and 11, may also be involved as such testing as the PSAT (administered at our school in the fall).

Rock Creek Community Academy Student Handbook

ACADEMIC PROBATION

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

RELEASE OF STUDENT RECORDS

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

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

GRADUATING REQUIREMENTS



Indiana GRADUATION PATHWAYS

The path to graduation is not one-size-fits-all. Indiana provides many pathways for students to earn a high school diploma.

OVERVIEW

Students starting with the Class of 2023 must meet all of the following:

- 1** Credits
- 2** Learn & Demonstrate Employability Skills
- 3** Postsecondary-Ready Competencies

DIPLOMA REQUIREMENTS

1 Credits

Earn credits toward a diploma with designation.

- Core 40 - minimum 40 credits
- Academic Honors - minimum 47 credits
- Technical Honors - minimum 47 credits
- General

2 Learn & Demonstrate Employability Skills

Produce defined outcome(s) based on experience.

Defined Outcome Options

- Videos
- Papers
- Resume
- Dual Credit
- Certifications
- Portfolio
- Projects
- Slideshows
- Presentation
- Five Year Goal Plan
- Reflection of Experience
- Letters of Recommendation
- Letter of Employment Verification
- Postsecondary-related Experiences
- Co-Curricular Participation
- Extra-Curricular Participation
- Locally Defined Outcome

3 Postsecondary-Ready Competencies

Meet at least one of these competencies.

- **Honors Diploma**
academic or technical
- **SAT**
reading/writing = 480, math = 530
- **ACT**
english = 18, reading = 22, math = 22, science = 23 (2 out of 4 needed with at least one in English/Reading and one in Math/Science)
- **ASVAB**
minimum of 31
- **Industry Certification**
certification from approved DWD list
- **Apprenticeship**
federally recognized
- **CTE Concentrator**
C average or higher in at least 2 advanced HS courses in a state-approved CTE Pathway
- **AP/IB/Dual Credit/ Cambridge International/CLEP**
C average or higher in 3 courses (1 of the 3 courses must be in core content area or all three must be part of a CTE pathway)
- **Locally Created Pathway**
approved by SBOE
- **Waiver**
see listed web link

TRACKING

- 1** Transcript with Completed Courses
- 2** Work Toward Completion of One of the Experiences *Below*
- 3** Course Selection, Graduation Plan, & Testing Opportunities

Project-Based Experience
Allows students to gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging, and complex question.

Service-Based Experience
Integrates academic study with service experience, reflects larger social, economic, and societal issues, and collaborative efforts between students, schools, and community partners.

Work-Based Experience
Activities that occur in a workplace while developing the student's skills, knowledge, and readiness for work.

Rock Creek Community Academy Student Handbook

DIPLOMAS

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

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

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

Rock Creek Community Academy Student Handbook

DISCIPLINE (Grades 6-12)

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

- Classes are always dismissed by the teacher
- Students must get to class on time
- Students are expected to take all necessary materials to class, including Chrome Books, textbooks, paper, pencil, etc.
- Fighting will NOT be tolerated on or near school property or at any school related activity
- Flagrant disrespect of teachers will be grounds for disciplinary actions
- No student is allowed in the halls during class time without a hall pass.
- Profanity will not be allowed on campus or during any social activities.

Rock Creek Community Academy Student Handbook

Student Code of Conduct

Disciplinary Code of Possible Consequences:

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

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

- Alcohol/Intoxicating beverages (using, under the influence, or in possession of) 4,5,6
- Assault and/or battery of school personnel or student (verbal or written) 4,5,6
- Bomb Threats 4,5,6
- Bullying Harassment – refer to bullying policy on page 9
- Bus Referrals – 1,2,3,4
- Cell Phones, possession of 2,3,4
- Computers misuse (i.e. sabotaging and/or changing software) 3,4,5,6,7
- Defacing or damaging school property 3,4,5,7
- Defiance or gross insubordination 3,4,5
- Discrimination against/threatening school personnel or other students 3,4,5,6
- Disrespect to school personnel 2, 3,4,5
- Disruptive Behavior 2, 3,4,5
- Distribution of literature promoting illegal or disruptive behavior 3,4,5,6
- Drugs (using, under the influence, or possession of illegal drugs; including paraphernalia on campus) 4,5,6
- Fighting or instigating a fight 4,5,6
- Fighting with a weapon 5,6
- Fireworks, possession of 3,4,5
- Forgery 2,3,4
- Gambling 2,3,4,5
- Gang Activity 3,4,5
- Leaving Campus without permission 3,4
- Lying/false information/impersonation/misrepresentation 2,3,4,5
- Non-prescription drugs (using, or possession on campus) 4,5,6
- Out of class without permission 1,2,3
- Plagiarism 2,3,4
- Prescription drugs (using, or possession on campus) 4,5, 6
- Profanity. Obscenity, vulgarity, possession of lewd material 2,3,4,5
- Racial/Anti-Semitic behavior 3,4,5,6
- Refusal to Participate 3,4, 5
- Sexual Harassment 2,3,4,5,6
- Sexual/Lewd Behaviors 2,3,4,5
- Slanderous comments against students, staff or school (Facebook, Twitter, etc) 2, 3,4
- Stealing/Theft 4,5,6
- Tobacco Products 4,5
- Truancy 3,4,5,6
- Vandalism 1,2,3,4,5
- Vape, Dap Pens 4,5,6
- Weapons, possession of 4,5,6

Rock Creek Community Academy Student Handbook

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

Suspension – Two types of suspension are used at Rock Creek. In School Suspension and Out-of-School Suspension. In School Suspension is used for behavior problems that require more punitive measures than being kept during lunch time. The In-School Suspension room is monitored by school personnel. All classroom work missed will be due the following day, to be completed as homework, and will be the responsibility of the student to collect. Out-of-School Suspension is used as a consequence in case of habitual offenses, vicious, illegal or immoral conduct, insubordination, persistent violation of narcotic laws, use of alcoholic beverages, smoking, use of weapons or fireworks, and or violation of local, state or federal law. The length of Out-of-School Suspension will be determined by the school administration (up to ten (10) days) and will reflect the seriousness of the offense committed. Parents will be notified by phone and mail.

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

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

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

Rock Creek Community Academy Student Handbook

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

WEAPONS AT SCHOOL OR AT SCHOOL FUNCTIONS

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

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

Rock Creek Community Academy Student Handbook

ELEMENTARY DISCIPLINE OPTIONS

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

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

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

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

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

Rock Creek Community Academy Student Handbook

ATHLETIC ELIGIBILITY

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

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

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

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

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

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

In order to try out or participate in any sport, students in grades 9-12 must have insurance and a physical form signed by his/her physician on file with the coach or athletic director.

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

Rock Creek Community Academy Student Handbook

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

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

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

Athletic Lettering

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

1. The student must complete the season in good standing.

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

Rock Creek Community Academy Student Handbook

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

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

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



ROCK CREEK
COMMUNITY ACADEMY

K-12 School Uniform Guidelines



- Long or short sleeve Rock Creek Polo or Rock Creek crewneck sweatshirt must be worn
- Bottoms must be Black or Khaki pants, shorts, or skirt.
- Plaid dress may be worn with a Rock Creek Polo.
- No jeans, no leggings, no jeggings. No holes or frays in uniform bottoms.
- Shorts, skirts, and dresses can be no shorter than 2" above the knee.
- Undershirts must be plain white, red, black, or grey. No logos or writing.
- Rock Creek fleece jackets or Rock Creek sport team jackets may be worn with Rock Creek Polo.
- Rock Creek crewneck sweatshirts or Rock Creek Jackets only. No hoodies are permitted.
- All shoes must be worn with socks.
- No houseshoes may be worn as shoes.

Polos, Jackets, Dress, and Skirt may be purchased at Coffman's. 502-361-1601. 4951 Manslick Rd. Louisville, KY 40216



ROCK CREEK
COMMUNITY ACADEMY

K-12 School Dress Down Guidelines

- No crop tops, no strapless, spaghetti or very thin strap shirts; no tank tops may be worn.
- Pants with tears should show no skin.
- Dresses (no strapless, thin or spaghetti strap) should be an appropriate length (no shorter than 2 Inches above the knee).
- No "see through" or inappropriate sheers.
- No clothing representing other high schools may be worn at Rock Creek.
- No leggings.
- No Pajamas.
- All students may dress down on announced dress-down days when they have had no dress code violations during the prior two (or occasionally more) weeks.
- Usual dress-down days are the 2nd and 4th Fridays of each month beginning in September.
- Honor roll and Perfect Attendance students may dress down every Friday after the 1st Quarter.
- Hair should be neat, clean, and a natural color. (No blue, purple, green, etc.)
- Jewelry and makeup should be in good taste.
- No sunglasses, bandanas, caps, hats, etc., are to be worn in school (exceptions made only on special occasions such as Spirit Week, etc.)