

PARENT/STUDENT HANDBOOK



2015-2016

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.

STANDING FAST FOR 20 YEARS



PARENT/STUDENT HANDBOOK

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VISION

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

Did you know?

Six Rockbridge Academy graduates have served as short-term missionaries (Sweden, China, Haiti, Costa Rica, Kenya, and Gambia).

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

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

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

ROCKBRIDGE ACADEMY GOALS

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

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

STATEMENT OF FAITH

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

Did you know?

Upper school students build intentional relationships with grammar students by being recess leaders, tutors, athletic event coordinators, Kindergarten readers, and lunch mentors.

THE BIBLE

We believe that the original manuscripts of the Old and New Testament comprise the full, word-for-word, truthful, inerrant Word of God which is the supreme and final authority in doctrine and practice. (Isa. 40:8; II Tim. 3:16-17; Heb. 4:12; II Pet. 1:20-21)

THE FATHER

We believe that as Eternal Father, He is the Father of all men in the non-salvation, Creator-creature sense, the Father of the nation Israel, the Father of the Lord Jesus Christ, and the spiritual Father of all who believe in Christ. He is the author of salvation, the One who sent the Son, and the disciplinarian of His children. (Ex. 4:22; Ps. 2:7-9; 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. Experientially, 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 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 man was created in the image of God; that Adam in his first sin condemned not only himself but all mankind to an estate of sin. All of mankind in Adam is now separated from God and in need of a redeemer. (Gen. 1:1, 27, 2:17, 3:1-19; Isa. 14:12-14; Luke 20:36; Heb. 1:13-14, 2:5-8; I Pet. 2:4; Jude 6; John 12:31; Heb. 2:14; Rev. 20:10; John 1:1-3, 8:44; Col. 1:16-17; Rom. 5:12-21; Eph. 2:1-3)

Did you know?

Over 70 churches from Anne Arundel, Prince George's, Howard counties and more are represented in the student body of Rockbridge Academy!

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. (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

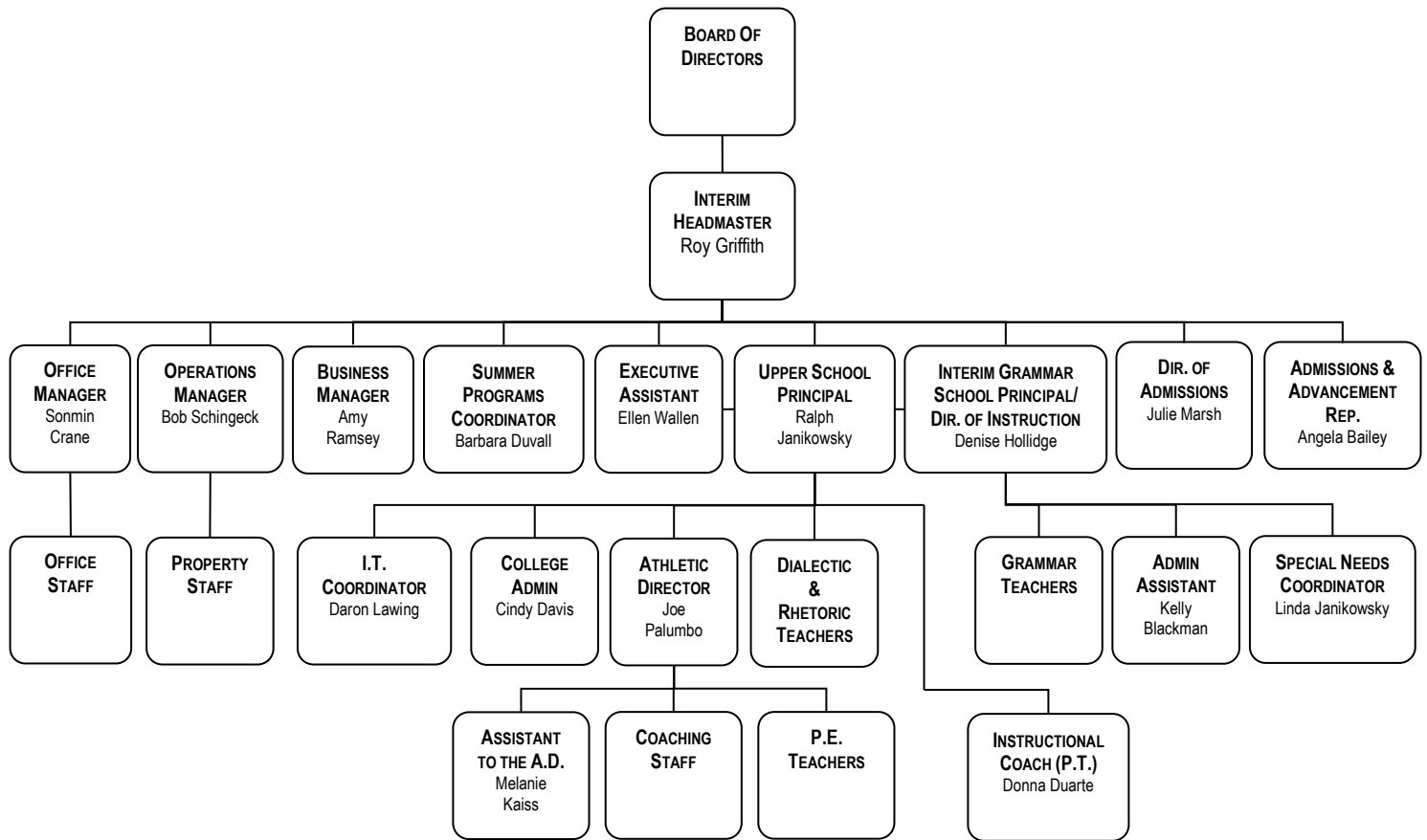
Sola Scriptura – On the Word of God alone

Soli Deo Gloria – To God alone be the glory

Did you know?

Rockbridge Academy graduates have earned internships at the Heritage Foundation, Charleston, S.C. Symphony, Advance Memphis, the Cato Institute, and Washington, D.C. city ministries.

ORGANIZATIONAL CHART OF ROCKBRIDGE ACADEMY



BOARD OF DIRECTORS

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

HEADMASTER

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

GRAMMAR SCHOOL PRINCIPAL

The Grammar School Principal reports to the Headmaster and is the administrator over the grammar school, grades K-6. He 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. He 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 and proceed to the study of historic epics using inductive methodology.
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.

Did you know?
Rockbridge Academy students have won four ACCS national speech competitions.

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.

Did you know?

Rockbridge Academy won both the middle school and high school Maryland State Science Olympiad competitions in 2015!

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 student's reading abilities to ensure a reasonable level of proficiency, adequate comprehension, and fluency in oral and silent reading. This includes the proper use of word-attack skills.
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 basic 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.

Did you know?

A Rockbridge Academy student won a Congressional art competition, and her work was hung in the Capitol!

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.
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.

Did you know?

Last spring Rockbridge Academy's Concert Choir was named *Best in Show* at King's Dominion's *Music in the Parks Competition*.

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, team work, 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.

Did you know?

Last year's Varsity Girls' Soccer Team won the league championship and the boys were runner-ups.

LATIN AT ROCKBRIDGE ACADEMY

Latin students are higher achievers, and that is no surprise. About eighty percent of English vocabulary comes from Latin and Greek, with over fifty percent of our vocabulary coming from the Latin. Two examples should suffice in making the point. The Latin word *sisto* means *I stand*, or *I stop*. From it we derive *consist* (stand together), *desist* (to stop), *insist* (to stand upon), *exist* (to stand out), and *persist* (to stand through). The Latin word *panis* means bread. From it we get *companion* (one who shares your bread), *accompany* (same thought), and *pantry* (a place to keep bread). Even though English is not a Romance language, the effect of Latin on our daily discourse has been immense. 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.

The study of Latin also 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.

BASIC OBJECTIVES

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

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

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

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

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

LATIN REQUIREMENTS FOR NEW STUDENTS

Tutoring in Latin will be required for students entering grades 4-9 who have not had formal Latin training. The student's tutoring must be with the parent or a Rockbridge Academy approved tutor and is the financial responsibility of the Parent. Summer Latin Camp may also be required.

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. The homework, in this situation serves a punitive, as well as 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.

GRADE	APPROXIMATE TIME PER NIGHT
Kindergarten	Rare, occasional reading or special projects
First, Second	20-40 minutes (infrequently)
Third	30-45 minutes (as needed)
Fourth, Fifth	45 minutes
Sixth	60 minutes
Upper School (7 th -12 th)	1-2 hours
Normally, homework will not be given over weekends, holidays, or vacations.	

PROMOTION AND RETENTION POLICIES

STUDENT PROMOTION POLICY

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

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

1. New applicants will be given an admissions test, developed by Rockbridge Academy, to determine basic skills levels (reading, math, English, and Latin, where appropriate) and grade placement.
2. Applicants will provide standardized test scores 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 (60% or higher) completed science and history and/or geography within the previous curriculum.

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

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

KINDERGARTEN through **SIXTH GRADE**: Pass each subject, reading, math, and English with at least a 70% final grade average, and have no 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 pages 37-38 of this Handbook.

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

Did you know?

88% of our students who took AP exams passed. That is 25% better than the Maryland average! 12 students scored a 5 on their AP exam this year!

GUIDELINES FOR STUDENT RETENTION

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

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

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

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

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

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

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

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

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

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

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

RECOMMENDATIONS: This section includes the formal communications that, in addition to the normal reporting schedule, should be made when a child is being considered for possible retention. NOTE: The first three (K-2) years are the most critical years for a child to set the patterns and learn the basic skills that will be built upon in later school life. Retention should be a greater possibility in these years, rather than in upper Grammar, in order to give the child more time to mature and master the basic skills before going on. Therefore, the following timeline and recommended procedures are aimed at the primary grades especially, although not exclusively.

At the time of reporting for:

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

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

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

Did you know?

Rockbridge Academy's Class of 2014 had the highest SAT average of all accredited ACCS schools who graduated 5 or more students.

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

Did you know?

Rockbridge Academy students have won the past seven Annapolis Rotary Club speech competitions.

2. ADMISSION REQUIREMENTS FOR THE STUDENT

- a. A child should reach the age of five years by September 1st of the fall in which he/she enters kindergarten. Children entering kindergarten should be able to demonstrate appropriate age maturity and letter recognition and some sound association. They are expected to recognize numbers 1-10, be able to count to 20, and know their address, telephone number, and birth date.
- b. Every child must successfully pass the entrance tests for reading, math, English, and Latin (where applicable) and complete any necessary remedial work before entrance to the school.

- c. Parents of children with known special needs or disabilities applying to Rockbridge should make an appointment with the school to discuss their educational program.
- d. If the new student has taken any standardized test, the student should have earned national scores of at least 50% or higher in reading, math, and language (as appropriate to age level).
- e. It should be noted that the academic program at Rockbridge tends to be a challenge with varying degrees of difficulty for students coming into the program. Should a student have had academic difficulties in his previous program, the likelihood of compounding that difficulty would be great were he to be placed in the next successive grade at Rockbridge 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.
- f. The child should understand that his parents have delegated their authority to the school. Therefore, he is subject to the instruction and discipline of the teachers, staff, and Headmaster in their prescribed roles at Rockbridge Academy.
- g. The school may withdraw acceptance at any point during the admissions process when it becomes apparent that Rockbridge Academy will not be a suitable environment for a particular child or family.
- h. All students who have not had formal Latin training will participate in tutoring until successfully able to work at grade level instruction (70 percent). Please see *Latin at Rockbridge Academy* pages 10-11 of this handbook for complete details.

3. ADMISSION REQUIREMENTS FOR THE PARENTS

- a. Though not required to be Christians, the parents of students at Rockbridge Academy should have a clear understanding of the biblical philosophy and purpose of Rockbridge Academy, 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.
- b. 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 30-32), schoolwork standards, and communication with the respective teachers and Headmaster.

4. RE-ENROLLMENT PROCEDURES

- a. Parents who wish to re-enroll their currently-enrolled students for the following school year must submit a tuition deposit of \$850 *per student* to the school office by **January 15th** of the current school year.
- b. The headmaster will provide written notice of denied re-enrollment by March 31st, along with any other pertinent information.

Did you know?

This past year, Rockbridge Academy seniors won the first ACCS National Drawing Competition and placed second in the Painting Competition.

ATTENDANCE REQUIREMENTS

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

School hours:

<i>Main Campus</i>	8:00 a.m. - 2:45 p.m.
<i>K-3 Campus</i>	8:20 a.m. - 3:00 p.m.

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

Classes begin:

AM Kindergarten:	8:30 a.m. – 11:30 a.m. (arrival time – 8:00-8:20 a.m., late after 8:20)
PM Kindergarten:	12:00 p.m. – 3:00 p.m. (arrival time – 11:45-11:55 a.m., late after 11:55)
Full Day Kindergarten:	8:30 a.m. – 3:00 p.m. (arrival time – 8:00-8:20 a.m., late after 8:20)
Grades 1-3:	Promptly at 8:30 a.m. (arrival time – 8:00-8:20 a.m., late after 8:20)
Grades 4-12:	Promptly at 8:00 a.m. (arrival time – 7:45-8:00 a.m., late after 8:00)

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

SHORT-TERM ABSENCES

If a student needs to be absent from school for one to two days, for any reason, the parents should contact the school office and the student's teachers by note or email as soon as possible.

EXTENDED ABSENCES

If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing or by email explaining the circumstances. This will permit the administration to inform the appropriate teacher(s) and to compile the necessary schoolwork, which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork.

We will gladly cooperate with families taking their children from school for vacations, trips, etc. However, when extended absences are voluntary (versus emergency or illness) we expect all schoolwork to be completed within the time specified by the teacher. We recommend that students complete their assignments prior to planned, extended absences. This eliminates the need to work on vacation and complete make-up work.

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.

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

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

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 8:00 a.m. (Main Campus)/8:20 a.m. (K-3 Campus). Students arriving after the required time should report to the office for a late pass before entering their classroom. Parents should recognize that one student's lateness affects an entire class and that the responsibility to arrive on time is theirs. Therefore, out of Christian charity and consideration for their classmates and teachers, please make every effort to be punctual. Please refer to the second paragraph of Section 3 above ("Extended Absences") for clarity on missing part of the day because of 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 office at the appropriate campus and sign out/in with the "Sign Out Log." Parents are asked to provide the date, time out/in, student's name, homeroom class, and parent signature.

AFTERNOON DISMISSAL

Students in grades K-3 must remain in classrooms until picked up by an authorized adult or older student.

Students in grades 5+ may be authorized, by parents in writing, to pick up students in K-3 and escort them to the parking lot.

Students in grades 4+ will be dismissed directly from their classrooms.

CLOSINGS/DELAYS/EARLY DISMISSALS

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

1. Sign up to receive a text message by emailing Ellen Wallen (ewallen@rockbridge.org) and providing your cell phone number and cell phone service provider.
2. All parents receive an email from school officials.
3. Log on to Rockbridge Academy's web page, **www.rockbridge.org**, where all urgent announcements are posted on the front page.
4. Call the school office (410-923-1171) to listen to the recorded message. This message is usually posted by 6:00 AM if weather is questionable the night before a scheduled school day.
5. Turn your radio dial to either of the following radio stations: WBAL AM 1090 or WRBS FM 95.1.

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 Headmaster will abide by these same principles in communicating with parents and students.

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

Parents to Teacher: If an issue should arise regarding individual teacher rules or procedures, the parents should speak to the teacher before discussing the matter with those in authority over the teacher. Sending an email is often the best means of communication with teachers. For children in grammar school, using the communication book is effective as well.

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.

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.

DRESS CODE

PHILOSOPHY

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, and even biological gender of men and women as created in the image of God (male and female) is brought into question, it is the desire of Rockbridge Academy to glorify God in both the character and culture of the school. As ambassadors for Christ to each other and to a watching world, the following principles should guide our choice of attire:

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

In light of the above, we ask that the parents and students support a manner of dress that reflects the Christian, classical, and scholarly image of Rockbridge Academy. As such, Rockbridge Academy students should appear neat, clean, and modest during the school day, seeking not to distract others or solicit oversight by their appearance.

Did you know?

Seniors at Rockbridge Academy visit the Kindergarten students and read to them each week, serving as role models. They also serve them at the Teddy Bear Tea Party in April.

GENERAL GROOMING

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

HAIR

- Hair should be neat and not covering the eyes. Hair for boys and young men should not cover the eyes, ears or collar.
- Heads may not be shaven, either completely or in part.
- Hair may not be dyed, either completely or in part.
- Hair accessories for girls and young ladies should be simple and match the uniform colors (red, white, black, khaki or Rockbridge Academy plaid for grammar girls; black, white or khaki for dialectic and rhetoric young ladies).

BODIES

- Dialectic and rhetoric young ladies may wear make-up that is applied modestly.
- Girls' and young ladies' jewelry, if worn, must be simple: Large hoop earrings (larger than a nickel, for example), nose rings, ankle bracelets and multiples of earrings, bracelets and necklaces are not permitted. Earrings are to be worn only in lobes of ears.
- Boys and young men may not have piercings or wear choker style necklaces. Boys may wear one wrist bracelet.
- Tattoos of any kind are not permitted for any students.
- Girls and young ladies may wear clear nail polish. French manicures with white tips and clear polish are acceptable.

OUTERWEAR

- Students are not permitted to wear outerwear in the building during school hours. The one exception to this policy is that grammar students may wear outerwear in the cafeteria during lunchtime before going out to recess.
- Athletes may wear Rockbridge Academy warm-ups in the classroom on game days. Warm-ups may only be purchased through the Athletic Department. Warm-up tops may be worn over team jerseys all day. Warm-up pants may only be worn after lunch. See the Athletic Handbook for more detailed information on Game Day attire.

OTHER

- The hem of all girls' and young ladies skirts must touch the floor when kneeling. Parents are responsible to monitor skirt length with growth spurts.
- Grammar girls are required to wear black bike shorts (may be purchased anywhere) under skirts and jumpers.
- Undershirts that show must be solid white.
- Shirts and blouses are required under sweaters and blazers.

DRESS CODE OPTIONS FOR GIRLS AND YOUNG LADIES

Item	Grammar	Dialectic	Rhetoric
Shirt, short or long sleeved	White, red, or black polo shirt with Rockbridge logo		
Blouse, short or long sleeve	White oxford Peter Pan collar with Rockbridge embroidery	White oxford cloth blouse with Rockbridge embroidery	
Sweater	Rockbridge Academy embroidered red crew-neck cardigan	Rockbridge Academy black v-neck monogrammed pullover with white banding	Fine gauge black cotton crew-neck cardigan purchased from LandsEnd
Blazer			Blue Hopsack blazer from Dennis or from LandsEnd
The Rockbridge Academy Preferred School Number at LandsEnd (www.landsend.com/schools) is 900030701.			
Skirt/Jumper	Rockbridge Academy plaid kick-pleat skirt or drop-waist jumper	Rockbridge Academy khaki A-line skirt	
Pants	Dennis khaki dress pants with <i>plain black belt</i>		
Shorts/Skort	Dennis khaki dress shorts with <i>plain black belt</i> or <i>skort</i> during September, October, April and May		
Hosiery	<i>White over-the-ankle or knee-hi socks; white or black tights; K-3 girls may wear red tights.</i>	<i>Stockings in a natural shade; Black tights (from Dennis); Bare legs permitted during Sept., October, April and May</i>	
		Solid white knee-hi socks (from Dennis) may be worn with flat dress shoes	
Shoes	<i>Black, closed-toe, saddle or Mary Jane dress shoes; Heels no higher than 1"</i>	Black dress shoes in traditional, closed-toe, classic heel style; heels no higher than 2"; no stacked heels, platforms, boots, clogs, or moccasins are permitted	
Sneakers	<i>Solid white sneakers</i> may be worn daily in place of <i>dress shoes</i> during Sept., October, April and May	FOR PHYSICAL EDUCATION ONLY: Predominantly <i>white or black running or cross-training shoes</i> with <i>solid white or black over-the-ankle socks</i>	
	Lights, character and platform sneakers are not permitted		
Physical Education	Students will wear the regular school uniform with <i>solid white sneakers</i> to school on PE days	Rockbridge Academy PE Uniform: Rockbridge Academy grey t-shirt and black shorts. Optional Rockbridge Academy sweatpants and sweatshirt, all from Dennis; Students will change into PE clothing for PE class	
Special event attire	Red shirts and Rockbridge Academy plaid jumpers; Optional plaid skirt for grades 4-6; Black dress shoes.	Regular school uniform	A blazer is required for all oral presentations and special events, as requested
ALL UNIFORM ITEMS MUST BE PURCHASED THROUGH DENNIS UNIFORMS UNLESS OTHERWISE NOTED ***ITEMS IN ITALICS MAY BE PURCHASED ANYWHERESTUDENTS ARE REQUIRED TO ABIDE BY ALL GENERAL GROOMING REQUIREMENTS IN ADDITION TO CLOTHING REQUIREMENTS***			

DRESS CODE OPTIONS FOR BOYS AND YOUNG MEN

Item	Grammar	Dialectic	Rhetoric
Shirt, short or long sleeved	White, red, or black polo shirt with Rockbridge logo	White oxford monogrammed shirt with button down collar	
Sweater	Rockbridge Academy embroidered red v-neck pullover	Rockbridge Academy black v-neck monogrammed pullover	
Blazer			Blue Hopsack blazer from Dennis
Tie		Rockbridge Academy tartan plaid tie	Rockbridge Academy rhetoric tie long tie or bow-tie
Pants	Dennis khaki dress pants with a <i>plain black belt</i> . <i>Rhetoric young men may wear a brown belt with brown dress shoes and brown dress socks when the blazer is worn</i>		
Shorts	Dennis khaki dress shorts with <i>plain black belt</i> during the months of September, October, April and May.		
Hosiery	<i>Solid black dress socks. Rhetoric young men may wear brown dress socks with brown shoes and a brown belt when the blazer is worn.</i>		
Shoes	<i>Black lace-up or slip-on dress shoes</i> ; Platforms, boots, clogs or moccasins are not allowed; Rhetoric young men may wear brown dress shoes, khaki socks, and a brown belt when the blazer is worn		
Sneakers	<i>Solid white sneakers</i> may be worn daily in place of <i>dress shoes</i> during Sept, October, April and May	FOR PHYSICAL EDUCATION ONLY: Predominantly <i>white or black running or cross-training shoes</i> with <i>solid white or black over-the-ankle socks</i>	
	Lights, character and platform sneakers are not permitted		
Physical Education	Students will wear the regular school uniform with <i>solid white sneakers</i> to school on PE days	Rockbridge Academy PE Uniform: Rockbridge Academy grey t-shirt and black shorts. Optional Rockbridge Academy sweatpants and sweatshirt, all from Dennis; Students will change into PE clothing for PE class	
Special event attire	Red shirts, Dennis Khaki dress pants, <i>black belt, black shoes</i>	Regular school uniform	A blazer is required for all oral presentations and special events, as requested
ALL UNIFORM ITEMS MUST BE PURCHASED THROUGH DENNIS UNIFORMS UNLESS OTHERWISE NOTEDITEMS IN ITALICS MAY BE PURCHASED ANYWHERE***STUDENTS ARE REQUIRED TO ABIDE BY ALL GENERAL GROOMING REQUIREMENTS IN ADDITION TO CLOTHING REQUIREMENTS***			

PURCHASING UNIFORM CLOTHING ITEMS

All items are to be purchased from Dennis Uniforms (except where noted). This will ensure uniformity of appearance, consistency and personalization of service, elimination of shipping charges, and minimal administrative oversight of the overall dress code. All items are available online at dennisuniform.com (School Code BTA0RB) or from the Dennis Uniform store in Millersville.

Dennis Uniforms
8227 Cloverleaf Drive, Suite 308
Millersville, MD 21108
www.dennisuniform.com
410-987-2605

The Dennis Uniform store is open Monday-Saturday during the month of August. All other months the store is open from Tuesday to Saturday.

When possible, Rockbridge Academy parents organize uniform clothing exchanges. Only approved uniform clothing items may be sold at the sale, including discontinued items that are still permitted to be worn in the classroom (please reference the chart below for a listing of these discontinued items).

White sneakers are available from JC Penney and Payless. New Balance brand comes in a variety of widths. The internet is useful for identifying solid white sneakers.

DISCONTINUED ITEMS: MAY BE WORN IN THE CLASSROOM UNTIL JUNE 2018 (These items can be acquired as hand-me-downs or from a Uniform Exchange event at school.)			
Item	Grammar	Dialectic	Rhetoric
Shirts, short or long sleeved	White, red, or black polo turtleneck with Rockbridge embroidery		
Girls' Sweater	Rockbridge Academy embroidered white crew-neck cardigan, and red or white crew neck pullover		
Boys' and Young Men's' Sweater/Vests	Rockbridge Academy embroidered black v-neck pullover, and red or black v-neck cardigan	Young men's' red and black v-neck sweater vest with Rockbridge Academy embroidery	Rockbridge Academy black v-neck monogrammed sweater with red and white banding

HEALTH REQUIREMENTS/POLICIES

1. All students attending Rockbridge Academy must have on record with the school office either a current immunization record or an exemption statement, according to Maryland Code, before entering school in September. Standard immunization record forms may be obtained from the school office or your family doctor and a copy must be given to the school office.
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. Rockbridge Academy does not operate a health suite. Students who are not able to do their schoolwork will be sent home.
3. Parents should provide the school with updated emergency numbers, using the online Emergency Form, of friends and/or family who can pick up their child from school if the child becomes ill. This form will also be used to contact people who may need notification in a medical emergency and includes a signed waiver in order to facilitate necessary surgical action.
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, or lacrosse).

CONTAGIOUS ILLNESS

Students with fever, diarrhea, 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 without a fever for at least 24 hours prior to re-entering the classroom (fever-free without the aid of medication).

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

1. Parents are to administer medication to their own children before and/or after school hours as necessary.
2. Parents must complete a *Permission to Administer Medication Form* and have the *signed physician's orders on file* for each prescription medication requested to be administered by Rockbridge Academy. No medication will be given without the physician's signed request.
3. All medication taken by students must be administered by one of the following:
 - a. Parents of the student.
 - b. Designee of the parents. (Designee must be an adult identified in writing to Rockbridge Academy prior to the initial distribution of medication.)
 - c. Rockbridge Academy staff person designated by the Headmaster.
4. No student will be permitted to administer any form (prescription or over-the-counter) of medication to himself or any other student (except for medicinal inhalers and Epi-Pens, see #5 below).
5. Students who require medication on an as needed basis through the use of an inhaler or Epi-Pen will be permitted to self medicate if the following conditions have been met:
 - a. A physician has determined that the student should carry the medicinal inhaler or Epi-Pen on his or her person and self-administer the medication. Physicians' orders must be on file with the school office.
 - b. Parents must complete the *Permission to Administer Medication Form* and indicate that: "the student is able to self-administer and carry the inhaler/Epi-Pen and has been trained in its use."
6. Rockbridge Academy will keep a supply of Tylenol® that may be administered after written or verbal permission is granted by the parent to a Rockbridge Academy staff member for each use.

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 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. The Rockbridge Academy Volunteers (RAV) is a great way to get involved!

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).
3. Assist with lunch duty.
4. Serve as a story-reader, song-leader (in K-3), or guest artist; offer your special talents.
5. Share your experiences or travels as they may relate to an area of study in a class.
6. Help host class parties at home or in the classroom as a classroom parent.
7. Assist with large office mailings or photocopying.
8. Support a teacher or administrator through regular prayer.
9. Accompany the class on field trips.
10. Coach athletics.

Did you know?

Parents are welcome to observe or volunteer in our classrooms. Some read, help grade, or plan activities, while some just come for the joy of watching their children learn.

For more information about how to become a Rockbridge Academy Volunteer (RAV), please go to our website or email us at: volunteer@rockbridge.org.

SCHOOL RULES AND DISCIPLINE POLICY

SCHOOL RULES

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

1. Students are expected to cooperate with and embrace basic Christian standards of behavior and conversation.
2. 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.
3. No chewing gum, electronic games, or devices in school during normal school day. Cell phone use is permitted outside the building after school hours only.
4. No guns or knives are allowed on the school grounds.
5. Students are expected to be aware of and avoid the off-limits areas of the building or grounds. *Children should not play in parking lots before or after school.* Parental supervision is required for any after school play of children age 12 and under.
6. Students are expected to treat all of the school's materials or facilities with respect and care. This includes all textbooks distributed to the students. (Students will be charged for lost or damaged textbooks.)
7. Students are expected to treat one another with kindness and respect. Teasing, criticizing, and name-calling are not permitted.
8. Students are expected to treat worship, prayer, and class discussion with proper reverence. Jokes, songs, or behaviors that treat the Lord's name or character with triviality are not permitted.
9. Public displays of affection (i.e., holding hands, kissing, etc.) are not permitted at school.
10. It is expected that students work diligently and concentrate fully on their work while in school.
11. All work is to be completed within the time specified by the teacher. Repeated failure to complete assignments on time is considered disobedience and will be addressed in an office visit and possibly suspension.
12. 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 Headmaster. The discipline will be administered in light of the student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), swift and appropriate punishment to bring about restoration of fellowship without lingering attitudes, etc. As part of our belief in the authority of the family, parents will be made aware of concerns or warnings given to a student by a teacher, 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 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 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.

Did you know?

By the time they leave grammar school, the average Rockbridge Academy student has committed over 400 verses of Scripture to memory, including an entire epistle in 6th grade.

TUITION FOR 2015-2016

Application Fee: \$150 due with application (non-refundable)
\$300 maximum per family per year

Tuition:	Half Day Kindergarten	\$7,370
	Optional Extended Day Kindergarten Enrichment Program:	
	5 days per week	\$3,350
	3 days per week	\$2,250
	2 days per week	\$1,500
	Grammar (Grades 1-6)	\$11,950
	Dialectic and Rhetoric (Grade 7-12)	\$12,950
	International Students	\$16,500

Deposit: *Re-enrolling* students are automatically re-enrolled when the tuition deposit of \$850 per student is received at the school office. Deposits are due by January 15th (or the Monday following, if the 15th falls on a weekend) of the current school year.

New students to the school (including siblings of current students) will submit a tuition deposit of \$850 with the completed registration form. **The tuition deposit and registration form are due 15 days after parents have been sent a letter of approval notifying them that their child has been placed in a class.**

Tuition deposits are non-refundable. The deposit is applied to the last tuition payment. In cases of mid-year disenrollment, tuition will be assessed through the end of the last month of attendance and the tuition deposit will be forfeited.

Payment Plans: Tuition may be paid in full or through ten monthly payments to *SMART Tuition Management Services*. Payment in full is due July 15th, while monthly payments **begin in August and are paid each month thereafter through June, except in January, when no tuition payment is due. New families will be contacted to establish a tuition payment plan in June, or at the time of enrollment if enrolled at a later date.** Siblings of current students will be added to the existing payment plan.

The monthly payment due in August, September, October, November, December, February, March, April, and May will be calculated at 1/10 of the total tuition. The amount in June will be calculated at 1/10 of the total tuition, less the deposit paid.

- Payment by Credit Card:** Rockbridge Academy accepts payment by credit card as a convenience to school families. Payments of tuition (including the deposit) and participation fees for athletics and Grand Tour, will be assessed a 3% convenience fee when paid by credit card.
- Waiting List:** In the event of a full class, a child may be placed on our waiting list after all other admission requirements have been fulfilled.
- Tuition Assistance:** Limited funds are available. Visit the Rockbridge Academy website under the Admissions/Tuition Assistance tab for more information about the Tuition Assistance program and to access the application, which is made through Financial Aid for Student Tuition (FAST). There is a \$41 application fee to submit an application for Tuition Assistance at the FAST website.
- Returned Checks:** A fee of \$30.00 will be charged for dishonored checks.
- Late Fees:**
- Payments made to SMART Tuition:*** A late charge of \$50 will be assessed on all monthly payments made past the due date.
- Payments made to school office (special circumstances only):*** A late charge of \$50 will be assessed on all monthly payments made past the due date.
- For lump sum payments due:*** A late charge of 1.75% per month (21% annual) will be assessed for all accounts remaining unpaid as of due date.

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

Did you know?

Rockbridge Academy graduates have studied abroad at Oxford University and St. Charles University, and in Milan, Paris, Prague, Ireland, England, Japan, Korea, and Hungary.

ACADEMIC CALENDAR 2015-2016

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:
JUL 21-24	Summer Teacher Training (<i>BACC</i>)
AUG 20	New Parent Orientation @ 7:00pm (<i>Main Campus</i>)
AUG 24-SEP 4	Rockbridge In-house Teacher Training (<i>Main Campus</i>)
SEP 1	7 th Grade Parents Orientation @ 7:30pm (<i>K-3 Campus</i>)
SEP 3	10 th Grade Parent Orientation @ 7:30pm (<i>K-3 Campus</i>)
SEP 7	SCHOOL CLOSED – Labor Day
SEP 8	First Day of School – Grades 1-12
SEP 9	First Day of School – Kindergarten
SEP 18	Back-to-School Night for Grades K-12 @ 7:30pm (<i>Main Campus</i>)
OCT 7	Individual Picture Day for Grades 4-11 (<i>Main Campus</i>)
OCT 8	Individual Picture Day for Grades K-3 (<i>K-3 Campus</i>)
OCT 9	Senior Portrait Day (<i>Main Campus</i>)
OCT 14	PSAT Testing for Sophomores & Juniors (<i>Main Campus</i>)
OCT 23	SCHOOL CLOSED – Teacher Work Day
OCT 30	History Parade for Grades 1-6 (<i>Main Campus</i>)
NOV 2-6	CTP-4 Testing for Grades 2-9
NOV 6	MUSE. An Artistic Interlude to Benefit Rockbridge Academy (<i>Location TBD</i>)
NOV 11	Veterans Day Ceremony @ 9:00am (<i>BMUMC Sanctuary</i>)
NOV 20	End of 1 st Trimester
NOV 23-27	SCHOOL CLOSED – Thanksgiving Break (<i>NOV 23 – Teacher Workday</i>)
NOV 30	2 nd Trimester Begins
DEC 21-JAN 1	SCHOOL CLOSED – Christmas Break (<i>return on JAN 4</i>)
JAN 12-14	Oral Mid-Term Exams for Rhetoric Students
JAN 18	Bagels with the Headmaster @ 8:30am (<i>Main Campus</i>)
JAN 18	Evening Open House @ 7:30pm (<i>Main Campus</i>)
JAN 29	SCHOOL CLOSED – Teacher In-service Day
FEB 3	Class Picture Day
FEB 5	Grammar Open House @ 8:30am-2:00pm (<i>K-3 Campus</i>)
FEB 24	End of 2 nd Trimester
FEB 25-26	SCHOOL CLOSED – School Musical (<i>Shows FEB 25-27</i>)
FEB 29	SCHOOL CLOSED – Trimester Break

MAR 1	3 rd Trimester Begins
MAR 2	National Latin Exam for Grades 6-9
MAR 24	Grandparents' Day Celebration @ 10:00am (<i>Main Campus</i>) Early dismissal at 11:30am for all students
MAR 25	SCHOOL CLOSED – Resurrection Day Holiday
MAR 28-APR 1	SCHOOL CLOSED – Spring Break
APR 14-15	5 th Grade Trip to Williamsburg
APR 25	SCHOOL CLOSED – Mental Health Day
APR 26	Annual Association Meeting @ 7:30pm (<i>K-3 Campus</i>)
APR 30	Rockbridge Academy Golf Classic
MAY 26	End of 3 rd Trimester
MAY 27	Last Day of School and Awards Assembly @ 8:30am (<i>BACC</i>) Graduation @ 7:30pm (<i>BACC</i>)
MAY 29- JUN 15	Grand Tour for Rising Seniors
MAY 30	SCHOOL CLOSED – Memorial Day
MAY 31	Summer Office Hours Begin 9:00am-3:00pm, Mondays – Fridays
JUN 22-25	ACCS Conference – Atlanta, GA

Did you know?

A Rockbridge Academy graduate
was the captain of the Messiah
College Women's Lacrosse Team
for the past two years?

SCHOOL PROFILE 2015-2016

Did you know?

Two Rockbridge Academy seniors were National Merit Finalists and seven were commended students.

CEEB CODE:	210754
STAFF:	Interim Headmaster: <i>Roy Griffith</i> Upper School Principal: <i>Ralph Janikowsky</i> College Advisor: <i>Ralph Janikowsky</i> College Admin: <i>Cindy Davis</i> Athletic Director: <i>Joe Palumbo</i> Executive Assistant: <i>Ellen Wallen</i>
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 Association of Christian Schools International (ACSI), Colorado Springs, Colorado
ACCREDITATION:	ACCS, January 2004; Accreditation Renewal, February 2011
STUDENT BODY:	Kindergarten through High school 351 Grammar School (K-6) 183 Upper School: Dialectic (grades 7-9) 87 Rhetoric (grades 10-12) 81 Dialectic - Rhetoric School Student/Teacher ratio 6.5:1
CALENDAR:	36 weeks; 3 trimester grading system; seven 50-minute rotating class periods in grades 7-12.
HIGH SCHOOL:	26 teachers (22 full-time, 4 part-time); 17 with advanced degrees.
GRADUATION:	Class of 2015: 29 credits – one credit for each yearlong course and .5 credit for each course that meets less than five days per week.

Core Courses:

English.....	4 credits
History.....	4 credits
Mathematics	4 credits
Science (lab courses)	3 credits
Latin.....	3 credits
Theology.....	4 credits
Rhetoric (Thesis)	2 credits
Seminar in Ideas5 credit
Grand Tour*5 credit

Academic Electives:

College Calculus	1 credit
College Chemistry	1 credit
Chemistry.....	1 credit
College Physics	1 credit
Physics.....	1 credit
Economics.....	1 credit
Spanish I.....	1 credit
Spanish II.....	1 credit
<i>Total of 2 credits</i>	

General Electives:

Concert Choir5 credit
Drawing5 credit
Painting.....	.5 credit
Debate5 credit
Orchestra.....	.5 credit
Journalism5 credit
Photography5 credit
Yearbook.....	.5 credit
Mock Trial.....	.5 credit
<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
<i>Total of 1 credit</i>	

DISTINCTIVES:

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

NATIONAL MERIT
PROGRAM:**Classes of 2004-2015**

In addition to 6 National Merit finalists, 1 National Merit semi-finalist, 2 National Achievement finalists, and 1 National Achievement semi-finalist, 40 of our 186 graduates received letters of commendation.

SAT SUMMARY:

Classes of 2004-2014

Critical Reading Mean – 668
Math Mean – 629
Writing Mean – 643 (Classes of '06-'14)

Class of 2015

Critical Reading Mean – 656
Math Mean – 619
Writing Mean – 630

Highest possible score: 800 per category

PSAT SUMMARY:

Class of 2015

Critical Reading Mean – 59
Math Mean – 57
Writing Mean – 62

Class of 2016

Critical Reading Mean – 57
Math Mean – 52
Writing Mean – 57

COLLEGE CHOICES:

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

- | | |
|---|--|
| <ul style="list-style-type: none"> • The American Musical & Dramatic Academy • American University • Arizona State University • University of Arizona • Auburn University • Belhaven University • Belmont University • Brandeis University • Boston College • Boston University • Catholic University • Cedarville University • The Citadel • Clemson University • Cornell • University of Colorado • Covenant College • Davidson College • University of Denver • Drexel University • Eastern University – Templeton Honors College • Elon University • Embry Riddle Aeronautical University • Fordham University • Furman University | <ul style="list-style-type: none"> • UMBC Honors Program • Massachusetts Institute of Technology (MIT) • McDaniel College • Messiah College • MICA • New Saint Andrews College • New York University • Northeastern University • University of North Carolina Chapel Hill • Notre Dame University • Oglethorpe University • Ohio State University • Ohio Wesleyan University • Patrick Henry College • Penn State Honors Program • University of Pittsburgh • Point Loma Nazarene University • Point Park University • Purdue University Honors Program • Radford University • Regent University • Rensselaer Polytechnic Institute (RPI) • University of Richmond • University of Rochester • Roosevelt University (Chicago College of Performing Arts) • St. Andrews Scotland • St. John's College, Annapolis MD • St. John's University, New York • St. Mary's College of Maryland • Savannah College of Art & Design • Seton Hall University • Stevenson University • University of San Diego • Taylor University • Towson University • United States Air Force Academy • United States Military Academy, West Point • United States Naval Academy • Vanderbilt University • Villa Nova University • University of Virginia • Virginia Tech • Villanova University • Wake Forest University • Washington University St. Louis • Washington and Lee University • Wesley College • Wheaton College • The College of William and Mary • Worcester Polytechnic Institute (WPI) |
|---|--|

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

Class of 2012
93% (+7% attending
community college)

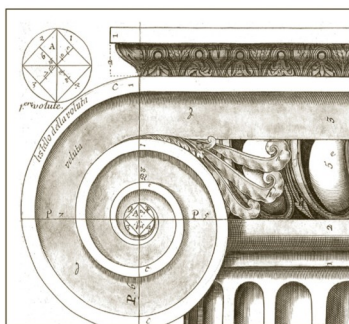
Class of 2013
96% (+4% attending
community college)

Class of 2014
91% (+9% attending
community college)

Class of 2015
91% (+9% attending
community college)



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.



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