# Rosslyn Academy

## High School
## Parent/Student Handbook


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*Rosslyn Academy inspires and equips each student to develop their God-given gifts for Christ-like service in the world community through a quality academic program; a caring, committed Christian faculty; and a diverse cross-cultural environment.*

Summer 2011

To the many parents and students who are new to our community, and to the even larger number of families who are returning, I wish to extend to you a warm Rosslyn welcome.

As you are aware, our community has a proud tradition of excellence in academics, athletics, and the arts. However, one of the hallmarks of Rosslyn over the years, and its secret of success, has been the warmth and vitality of the community.

As we begin this new school year, let me challenge you to invest yourselves in that community. Students, get involved in extra-curricular activities as a healthy balance to your studies. Be a positive voice among your peers. Parents, let me encourage you to seek to develop friendships with each other and with the teachers who invest so much of their lives into your children.

Once again welcome and thank you for the important part you have played, and will continue to play, in making Rosslyn such a wonderfully dynamic and inviting learning community. Together, let's make this a special year.

Phil Dow
Superintendent
Rosslyn Academy

## Rosslyn Academy Parent Teacher Fellowship (PTF)

The Rosslyn PTF is a forum for parents to get together and celebrate Rosslyn's contribution to our children, as well as to serve as a liaison between parents, teachers, and administration. We are not exclusive. Every parent, teacher and administrator is automatically a member of PTF. There are many ways to get involved, volunteer and show support. Our goals include fostering community here at Rosslyn, being a bridge between parents and teachers and administration, and fundraising for initiatives outside the school budget.

**Fostering Community**

In 2011-2012 the PTF will support 3 events aimed at helping to build community here at Rosslyn.

1. The New Student Orientation on August 10th. Look for us and let us know how we can make you feel welcome.
2. The Back to School Picnic on August 20th. This is an all-school event. PTF will have a special booth. Be sure to stop by and let us know how we can serve you.
3. Spring Fling on April 21st. This is a community-wide sale. Look for information early in 2011 on ways to get involved.

**Being a Bridge**

PTF is committed to fostering a positive and collaborative relationship between parents, teachers and administrators at Rosslyn Academy. To do this, we have arranged Rosslyn Appreciation Week and will also support two Town Hall Meetings during the school year. We see both these events as a way for parents to formally interact and fellowship with teachers and administration.

**1.** Town Hall Meetings will be followed by Parent Advisory Committee (PAC) Meetings. These meet twice a year with dates TBD by the Leadership Team. Light refreshments will be provided by the PTF. The Superintendent will convene these meetings and present relevant information and updates on school issues. PTF is also willing to collect and compile general

questions/comments before these meetings to pass on to the Superintendent. Please email us at rosslynptf@gmail.com. Please note, that specific questions regarding your child should be taken directly to his/her teacher. Please refer to the *"Complaints and Grievances"* section of this handbook as appropriate. After this general town hall meeting participants will break off into PAC sessions for ES, MS and HS, led by the Principals from each school.

**2.** Rosslyn Appreciation Week. During this week we will formally show appreciation to our teachers, support staff and our administrators. We will send out information in January on ways to get involved.

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## Major Dates for the 2011-2012 School Year

### 2011

| | |
|---|---|
| August 10 | New Student Orientation |
| August 11 | Semester I classes begin with ½ day of school |
| August 20 | Open House & PTF Picnic |
| August 31 | Eid-al-Fitr (possible no school-pending Parliament decision) |
| September 22 | End of HS Grading Period |
| September 23 | In-service day – No School |
| September 26 | School Holiday – No School |
| October 17-19 | MS Cultural Field Studies (CFS) |
| October 20 | Mashujaa Day – No School |
| October 21 | School Holiday – No School |
| November 4 | End of HS Grading Period |
| November 20 | Mistletoe Market |
| November 24-25 | U.S. Thanksgiving – No School |
| December 12 | Jamhuri Day |
| December 16 | Semester I ends (½ day) |

### 2012

| | |
|---|---|
| January 10 | Semester II classes begin |
| January 13-18 | HS Cultural Field Studies (CFS) |
| February 22 | End of HS Grading Period |
| February 23 | In-service Day – No School |
| February 24 | School Holiday – No School |
| March 19 – 23 | Spring Break – No School |
| April 6-9 | Easter Break – No School |
| April 13 | End of HS Grading Period |
| April 21 | Spring Fling |
| May 28 | 8th Grade Promotion |
| May 29 | HS Graduation (½ day) |
| May 30 | Last Day of School (½ day) |

**Note: Students are dismissed at 12 p.m. on half days.*

**NOTE: All families are requested to review and return a separate, signed version of this information. A copy has been placed into this Handbook so that parents can refer to their commitment during the school year.**

## Statement of Support, 2011-2012

Dear Parents,

We understand and value the trust you place in us. Sending your children to Rosslyn is a significant investment for you in many ways. We know that you are counting on us to teach and encourage your children and to help them develop into thoughtful and mature young men and women. What a task! What an opportunity!

We believe that an important foundation for accomplishing this goal is to forge a healthy partnership between the school and parents. At the same time we recognize that parents and students come from a wide variety of educational, social, and religious backgrounds. For all parents, no matter what their educational, social, or religious background is, the foundation of a healthy partnership is to understand and support the philosophy and policies of Rosslyn Academy.

Our Parent-Student Handbooks describes the school's philosophy and provides most of the information relevant to issues concerning parents and students. Thus, it is important that parents and students have access to the annually updated Handbook. A copy of the Parent-Student Handbook for each school can be found on the school's web page. Paper copies of the handbooks are also available on request at the main reception desk.

Parents choosing Rosslyn Academy are asked to affirm their partnership with the school by reading, signing, and returning the statement below:

> ***Rosslyn Academy is a Christian school accredited with two North American accrediting agencies: Middle States Association (MSA) and the Association of Christian Schools***

***International (ACSI). Its educational philosophy is described in the Parent-Student Handbook of each school. The policies and practices which further guide school decisions are also found in these Handbooks and are intended to support Board policy. Parents are expected to read/review the Handbook carefully.***

***The signatures below indicate that you agree to support school policy and administrative decisions made to implement those policies. You agree to use appropriate channels for dialogue to resolve any concerns which might arise.***

_____ _____

Parent/Guardian signature Date

_____

Parent/Guardian name (printed)

Names and grades of children attending Rosslyn. Students in high school need to write their own signature.

| Printed Name | Grade | Student signature |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

## Introduction

### History and Organization

Rosslyn Academy began as Mara Hills School in northern Tanzania in 1948 as a school for children of Mennonite missionaries. In 1967 the school was moved to its present location in Nairobi, and the name was changed to Rosslyn Academy. The Baptist Mission of Kenya became co-owners and managers in 1976, and the Assemblies of God became the third sponsoring agency in 1988.

Today, Rosslyn is a day school that provides an American-based, K-12 educational curriculum with an enrollment of approximately 550 day-school students. Students experience minimal academic difficulty in transferring, at any grade level, from Rosslyn Academy to schools in North America. Rosslyn Academy is distinctly Christian, yet inter-denominational.

### Governance

The policy-making body for Rosslyn Academy is the Board of Governors. It consists of two members from each of the sponsoring agencies, one member-at-large recommended by the Parent Teacher Fellowship (PTF), and one member selected by the Board from the private sponsor community. The sponsoring mission agencies are: the Baptist Mission of Kenya, Eastern Mennonite Missions, and the Assemblies of God.

### Accreditation

Rosslyn Academy is accredited by the Middle States Association of Colleges and Schools (MSA) and by the Association of Christian Schools International (ACSI). The school is also a member of the Association of International Schools in Africa (AISA) which provides an opportunity for our students and teachers to participate in athletic and cultural events with other schools that cater to international students in Africa.

## Educational Philosophy

### Mission Statement

*Rosslyn Academy inspires and equips each student to develop their God-given gifts for Christ-like service in the world community through a quality academic program; a caring, committed Christian faculty; and a diverse cross-cultural environment.*

The purpose of Rosslyn Academy is to provide a (K-12) North American and Christian-oriented educational program for children of the Owner Agencies and of other mission agencies. Rosslyn welcomes children from privately sponsored families who are in sympathy with the philosophy of the school. Rosslyn offers an American-based curriculum with standards and credits similar to those found in most schools in the United States.

Each person is divinely equipped with a unique set of abilities and potentials and is worthy of respect and dignity as an individual. The school is concerned for the whole person and strives to develop each segment of the student's life: spiritual, intellectual, social, emotional, physical. The school helps students to become disciplined, creative learners who learn to balance the pursuit of personal development with service-oriented values within the home, church and society.

Concurrent with its Christian and academic emphasis, Rosslyn Academy seeks to cultivate in students an appreciation for and an understanding of other peoples in order to prepare them for service in the world community. Through a broad range of academic, social, physical, and spiritual activities, the school gives opportunity for students to pursue personal growth to the fullest extent.

### Spiritual

Spiritual values are the foundation of a person's character. The life and teachings of Jesus Christ instruct us how to have a relationship with God as well as provide us with the model of right behavior, values, and healthy human relationships. For this reason, students are challenged to develop and deepen a personal faith in Jesus Christ and exhibit Christ-like character.

**Intellectual**
We believe that God is the author of all that is true, good and beautiful. Therefore the pursuit of truth at Rosslyn is intimately connected to our relationship with the Author of Truth. This means that we seek to integrate faith and learning by developing in our students a deep and wide base of knowledge about God's world, and the critical thinking and problem-solving skills needed to interpret and utilize that knowledge ethically. But intellectual development at Rosslyn is not just about our students developing an impressive knowledge base and then using that knowledge in God-honoring ways. We also want to see a transformation in the very character of our students' minds. In other words, we want our students to become God-honoring in the *way* they think as demonstrated by consistently honest, careful, tenacious, courageous and humble thinking habits.

**Social**
We believe that, next to the home, the school is the most important training ground for the social skills and values necessary to become a healthy and positive contributor to the world community. As a Christian school we are intentional about instilling in our students Christ-like social values such as kindness, integrity, mutual respect, and compassion.

**Emotional**
We believe that through the integration of faith and learning in an atmosphere of positive social interaction between staff, students, and parents/guardians, students will develop the sense of personal worth and dignity they will need in order to become healthy and positive contributors to their families, social circles, and society at large.

**Physical**
We believe that a Christian education includes the development of the whole person. Concern for the whole person includes a sense of the value of the body and its proper and wise use. Knowledge of the body and the importance of physical fitness development are an integral part of a balanced education.

**High School Objectives**

Each person is divinely equipped with a unique set of abilities and potentials and is worthy of respect and dignity as an individual. The school is concerned for the whole person and strives to develop each segment of the student's life: intellectual, social, emotional, physical and spiritual. The school strives to help students become disciplined, creative learners who learn to balance the pursuit of personal development with service-oriented values within the home, church and society.

*General Objectives*

- To give each student the opportunity to excel in the areas of his/her personal abilities and to the height of his/her potential.
- To cultivate appreciation for and an understanding of other peoples and cultures.
- To emphasize and give opportunity for service-oriented learning.

*Spiritual Objectives*

- To present Christ in an invitational way which is not purposefully offensive
- To teach Biblical principles which nurture a Christian understanding and promote a personal philosophy of life based on Christian beliefs and values.
- To employ a teaching staff whose Christian faith and commitment exhibit God's love and provide an example of Christ-like behavior in daily tasks.
- To stimulate and reinforce spiritual development by giving opportunities for student interaction with parents and other spiritual leaders.
- To help students establish ethical and moral values in relation to learning, thus integrating faith with academic knowledge.

*Intellectual Objectives*

- To provide a quality, accredited education using an American-based curriculum.

- To enable students returning to North America to successfully transfer to other schools, pursue further education and/or explore other life endeavors.
- To provide a wide variety of co-curricular activities, which are designed to enrich and enhance the basic curriculum at all grade levels.
- To provide learning experiences that will enhance individual strengths and focus on particular weaknesses, with consideration given to the various learning styles, skills and abilities of the student.
- To provide an opportunity for expression of individual interests and the development of skills that may be used in future occupations or professions.

*Social Objectives*

- To encourage the development of social skills that will help students to function harmoniously and responsibly in society.
- To provide cross-cultural experiences that foster understanding and appreciation for various peoples and cultures.

*Emotional Objectives*

- To promote the development of an appropriate and positive self-image and respect for the worth and dignity of every person.
- To encourage a realization of individual strengths and give positive recognition for effort as well as achievement.
- To facilitate creative, individual and responsible development in each student.

*Physical Objectives*

- To provide an opportunity for regular physical exercise and the learning and practicing of physical skills.
- To present and teach health issues and concepts relating to the individual and the community.
- To provide opportunities for students to participate in intramurals and in interscholastic sports.

## Academic Policies and Procedures

### Admissions Policy

Rosslyn Academy is a cooperative effort by the three owner agencies to support mission personnel and others wanting American-style education. The school's purpose statement indicates that admissions priority is given first to families serving with Christian agencies.

Students are normally re-admitted each year following the successful completion of the previous year. *However, re-admission is not automatic*. Students who are not making acceptable academic progress or whose behavior is not acceptable may not be re-admitted.

Usually this will follow a formal period of probation but is may also occur if academic or behavioral progress takes a sudden and serious negative turn near the end of a school year even without a period of probation (see Academic Probation, pg. 20).

### Description of academic program

Rosslyn Academy uses a curriculum that is primarily designed to prepare students to enter colleges and universities in North America. The program is fairly rigorous and student schedules are challenging. While a broad range of elective classes are offered, the program focuses on a strong academic core of English, Math, Science, Social Studies, and Religious Education.

Students will take standardized academic tests throughout their high school career. The following are given in school and free of charge: Stanford/Terra Nova ($9^{th}$), PLAN ($10^{th}$), and the PSAT ($11^{th}$). The PLAN and PSAT are college readiness tests for North American universities. They correspond to the ACT and the SAT, respectively. The ACT and SAT are the college entrance tests that are most widely used in the U.S. These are usually taken during the $11^{th}$ and $12^{th}$ grade years. These are available at a separate cost to the parents, and are usually given on the weekends. Information is available in the Guidance office.

**Homework: general policy**
Especially in the early years of high school, homework is often given for the purpose of reinforcement…for students to practice what they have learned. Also, projects and research are another type of homework that is assigned in order to provide students with the opportunity to expand their knowledge in areas of particular and personal interest.

In the later high school years, homework regularly relies on the student's ability to read and learn independently of direct classroom instruction. Some classes, particularly AP courses, may have more material to be covered than can adequately be taught during class time. Students must read and learn independently.

**Homework: time expectations**
Students in high school may expect an average of approximately 60-180 minutes of homework on school nights. This does not include time spent reviewing for tests. Homework time is gradually increased from 9th grade through 12th grade.

**Late work**
Daily homework is due at the beginning of the period. While certain situations may warrant an extra amount of grace, teachers may deduct up to 50% for late, daily homework. Homework that is turned in more than one day late will normally receive no credit.

**Projects/Major Assignments**
As with homework, projects/major assignments are due at the beginning of the class period. Major projects and assignments may be accepted late but may have the following deductions made. (Teachers will use their discretion according to the weight of the assignment and/or the frequency with which a student turns in late work.)

| | |
|---|---|
| Up to 1 day late | 10%-20% off |
| 2 days late | 20%-40% off |
| 3 or more days late | 40%-100% off |

Projects and other major assignments are essential to the learning process and must be turned in whether the student receives full credit or

not. If a student has two (2) missing projects/major assignments in a semester in one course, he/she may receive an *Incomplete* for the course until those assignments are satisfactorily completed.

A lack of electricity is generally not a valid excuse for long-term projects being turned in late; however, teachers may use their discretion to deal with cases on an individual basis.

**Missed Work Due to Absences**
If students are on campus at all during the school day, they are expected to deliver assignments to their teachers before leaving for their pre-planned absence (athletics, family vacation, doctor's appointment, field trip, etc.).

**Grade reporting**
Report cards or progress reports are issued six times throughout the school year. During each semester, two progress reports are issued, with report cards at the end of each semester. Continuous assessment is used. Each of the first two progress reports will indicate a student's present grade from the beginning of the semester until the date the report card was issued.

The final semester report card grade will determine grade point averages (GPAs) and whether or not credit for a class was earned. Report cards are issued from the Guidance office.

**Exams and exemptions**
At the conclusion of each semester, most high school core classes (Math, English, Science, Social Studies) will give a final exam. Final exams will require students to review and apply multiple units of learning. Normally, 12$^{th}$ grade classes will require more extensive review than most 9$^{th}$ grade classes. Exams will be given as part of a final exam week.

Final exam grades are listed separately on the report card and may count upto 25% of the semester grade.

Early exams are only given as they meet the following guidelines:

**Emergency / Illness**

- If there is a death in the immediate family or expected death before vacation time begins.
- If a student has a serious illness or injury. A doctor's note is required.

**Planned family responsibility / travel**

- A planned event requires that the request be made to the office before November 1 for first semester exams and before April 1 for second semester exams.
- The planned event is expected to be something like an immediate family member's wedding, graduation, etc.
- Extended holidays or reduced flight costs are NOT acceptable reasons.

Students who have consistently demonstrated excellence in a class may be exempt from the second semester final exam. Guidelines for exemptions include the following:

- Student must maintain an A- average during the first semester, the first semester final exam, and during the second semester to the time that the second report card was issued in order to be eligible for exemption
- Students may exempt a maximum of two classes
- The student's classroom teachers must approve the exemption. A student is not automatically exempt.

Exemptions are not an option for first semester exams or for any one-semester class.

**Credit earned**

Credits are earned for each semester that a class is successfully passed. Passing is indicated by achieving a 60% or higher average for the semester. If they do not, they will only receive credit for any semesters in which they receive at least a 60%. It is possible for a student to pass one semester, and fail the next. In this case, they will receive a .5 credit for the semester that they passed.

| Letter Grade | Percent | GPA | Honors GPA |
|---|---|---|---|
| A | 93 – 100 | 4.00 | 5.00 |
| A- | 90 – 92 | 3.70 | 4.70 |
| B+ | 87 – 89 | 3.35 | 4.35 |
| B | 83 – 86 | 3.00 | 4.00 |
| B- | 80 – 82 | 2.70 | 3.70 |
| C+ | 77 – 79 | 2.35 | 3.35 |
| C | 73 – 76 | 2.00 | 3.00 |
| C- | 70 – 72 | 1.70 | 2.70 |
| D+ | 67 – 69 | 1.35 | 1.35 |
| D | 63 – 66 | 1.00 | 1.00 |
| D- | 60 – 62 | 0.70 | 0.70 |
| F | 0 – 59 | 0.00 | 0.00 |

**Academic Probation**

It is expected that students enrolled in Rosslyn's academic program make good and consistent progress toward the completion of graduation requirements. Students who are not able to maintain a minimum GPA of at least 1.75 in the core academic subjects each semester will be placed on probationary status for one semester. During this time, efforts will be made to address academic difficulties. Testing, tutoring, and specific study times may be required. If these efforts are not able to help the student make the needed improvements, then re-enrollment at Rosslyn for the following semester may not be permitted.

**Termination of Enrollment**

Student acceptance is based on the assumption that programs being offered meet the needs of the student. When, in the judgment of the school staff, programs and personnel resources do not adequately meet the needs of a student, or the student's behavior continues to conflict with the school's stated mission and objectives, parents are notified and a conference may result. If further action is needed, the principal will make a recommendation for termination of enrollment to the superintendent. The principal will notify the parent(s) after receiving authorization. Parents may appeal to the Rosslyn Board in writing within one week of notification.

## Honors

Honor roll is calculated at the completion of each marking period. All classes are considered in determining the honor roll. A weighted GPA scale is also used. Students will be recognized with the following distinctions:

| | |
|---|---|
| Honors | 3.25 – 3.49 GPA<br>*(and no grade lower than a C)* |
| High Honors | 3.50 – 3.80 GPA<br>*(and no grade lower than a C)* |
| Highest Honors | 3.81 – 4.00 GPA<br>(and no grade lower than a B) |

## Intellectual Virtues

Rosslyn Academy promotes intellectual character in its students in a number of ways. When considering most honors and certificates, faculty pay close attention to what we have described as the seven essential intellectual virtues. A more complete description is available in the guidance office but the "short" version is as follows:

***Tenacity***… not giving up, persevering through difficult assignments.
***Curiosity***… wanting to know the truth; always asking "why"?
***Honesty***… willing to consider information in an unbiased way
***Courage***… willing to reconsider their own views; taking risks on class assignments in pursuit of excellence
***Humility***… accepts critiques of their own work and ideas
***Autonomy***... taking full responsibility for their learning

## Merit Certificates

Each year a certain number of merit certificates are awarded to seniors, by department, who have 1) attained at least a 90% in every course taken within the department *and* 2) consistently demonstrated multiple examples of the intellectual virtues.

## National Honor Society

The Rosslyn Academy National Honor Society has been established to promote the qualities of Leadership, Service, Character, and Scholarship. The National Honor Society consists of students in grades 10-12. The school's membership in this national organization requires

that Rosslyn develop and maintain standards that are consistent with the National Honor Society Constitution.
The selection process for student membership considers the following areas and descriptions:
***Leadership***. The student who demonstrates leadership:

- is thoroughly dependable
- is a leader in the classroom and around campus
- demonstrates academic initiative
- exemplifies positive attitudes
- demonstrates initiative in promoting school activities
- inspires positive behavior in others

***Service***. The student who demonstrates service:

- volunteers and provides dependable service
- works well with others and is willing to take on inconspicuous tasks
- cheerfully renders any requested service to the school
- is willing to represent the class or school in various activities
- shows courtesy by assisting others
- participates in volunteer activities outside of school

***Character***. The student who demonstrates character:

- upholds the principles of morality and ethics
- consistently exemplifies desirable qualities of behavior and attitudes such as friendliness, poise, cheerfulness
- accepts criticism; willing to learn from mistakes

***Scholarship***. The student who is eligible for selection:

- has at least a 3.2 GPA

Consistent with the NHS National Constitution, the Principal selects a Faculty Council of five voting members. Selection into the NHS is by majority vote. The Council uses the following guidelines to determine the degree to which students represent these areas:

| | |
|---|---|
| 4 pts. | Highly and consistently evident; an outstanding example for others |
| 3 pts. | Noticeably evident though not to the degree or consistency of the student receiving 4 pts. |
| 2 pts. | Occasionally evident; not an easily distinguishing feature |

0 pts. Lacking; not a positive quality in the student

The following point system will be used in determining the degree to which the student's academic record reflects the qualities of scholarship:

4 pts. Cumulative GPA above a 3.84
3 pts. Cumulative GPA of 3.6 – 3.83
2 pts. Cumulative GPA of 3.2 – 3.59

Students must have at least 12 points on a council member's ballot in order to receive a positive vote from that member. Selection is considered after the completion of the first semester. An induction ceremony is held in March or April.

Students will be notified in February regarding their eligibility for membership in the National Honor Society. Eligibility does NOT mean they have been selected as members. Students who are eligible will have the opportunity to submit information pertinent to their character, leadership, and service. The Faculty Council will review that information along with their academic grades and then use the selection process indicated above.

**Cheating and plagiarism**

Cheating and plagiarism are not acceptable at Rosslyn Academy and cover a wide range of offenses. An impulsive peek at another student's paper during a small quiz is cheating. Using a "cheat sheet" during a major test is considered cheating. Both are wrong and are considered major infractions; however, they will be addressed in varying degrees.

At a minimum, students and parents should always expect a grade of zero (0) on the assignment or test and notification of the parents and Principal for a first offense. A student who blatantly cheats or plagiarizes in an honors class may not be eligible for a GPA boost no matter what the final grade is.

Cheating on exams or blatant plagiarism may result in a school suspension or a comment placed on a student's permanent record.

Premeditated and/or serious cheating on a major project or final exam may also result in the student receiving no credit for the course. Credit received for a class indicates sufficient academic scholarship as well as meeting minimum attendance and behavior requirements. Students and parents should be very familiar with the school's writing guide and make particular note of the section on plagiarism.

Like cheating on tests and quizzes, cheating on homework also covers a wide range of offenses. On many assignments students are encouraged to work together and help each other out. Usually these types of assignments are not graded heavily but rather are intended as practices and study helps.

Other homework assignments may receive specific admonition from teachers that students should not request or give any answers to other students. Students should be very clear what degree of "help" is permissible. Homework not completed faithfully according to the directions will be addressed in an appropriate manner. Cheating, or the appearance of cheating, is to be avoided.

## Graduation and Scheduling Policies

### Specific Graduation Requirements

Each semester represents one half of a credit. A year-long course results in one full credit, provided the student passes both semesters. In year-long courses, if a student fails semester 2, they will only receive one-half credit from semester 1. However, if a student fails semester 1, but improves and passes that course during semester 2, then a teacher-counselor-principal decision will be made whether or not a full credit may be awarded. The failing mark for semester 1 remains on the transcript. Students who take a proficiency exam (foreign language or technology applications, for example) may earn the graduation requirement but will not receive a grade or credit for the course. Students may not transfer in an honors weighted grade for classes which are not offered as honors at Rosslyn.

| ***Curricular Area*** | ***Credits Needed*** | ***Specific Courses Required*** |
|---|---|---|
| English | 4 | |
| Math | 3 | Algebra 1 (or Alg 1A and 1B) |
| Science | 3 | |
| Social Studies | 3 | Sr Soc Stds-Grade 12-*Also US Hist. (for US citizens)* |
| Christian Religious Ed. | 2 | 1 sem. for each year of RA attendance |
| Fine Arts | 1.5 | |
| Physical Ed | 1.5 | Fitness and Health |
| Applied Arts | .5 | Computer based course |
| Electives | 5.5 | *2 years of foreign language highly recommended* |
| ***TOTAL*** | ***24*** | |

### Online and External Course Policy

All graduation requirements must be met through courses taken at Rosslyn. The one exception is students who transfer in and are unable to meet graduation requirements through Rosslyn courses.

If students wish to take any course (online or otherwise) outside of Rosslyn Academy, he or she must get approval from both the Guidance

Office and the High School Principal. **No course will be added to Rosslyn Academy transcript without prior approval.** Application forms are available in the Guidance Office.

Acceptable circumstances to take an online or external course during the academic year:

- Course or its equivalent is not currently offered at Rosslyn Academy
- Because of transferring between systems or schools, students must complete courses to be on track with graduation requirements
- Students receiving Resource support who may benefit from instructions in a different setting

Students wishing to compelte course work outside of the academic year (online or abroad) **must** also gain prior approval from the Guidance Office and the High School Principal.

**Course Scheduling and Withdrawal Guidelines**

Students and their parents are given opportunity to request placement in classes. Often this is based on student interest, particularly with elective courses. Students and their parents may also request consideration for placement in Advanced Placement (AP) classes.

Typically, students admitted into AP courses must have at least a 3.0 GPA within the AP course discipline area, as well as a teacher recommendation. Students are encouraged to take as demanding of a course load as they are able to reasonably handle. Seniors may take as many as 4 AP classes with parent approval and teacher recommendations.

For placement in an AP class (and other classes) class size, student ability, motivation, and teacher recommendations will be considered. The placement of students in classes needs to be done in consultation with the Guidance counselor. Teachers are not to accept students into their classes without the student being scheduled for the class.

Students are expected to complete all the classes for which they are enrolled. Dropping a course is a serious decision and must be given careful consideration and will involve parents, the teacher, guidance counselor, and the school principal. **During the first semester, if a student wishes to drop a year-long course for the following semester, a special request must be made to the Guidance office no later than November 15.**

Course withdrawal (as opposed to a class change within the first 3 days of a semester) will result in one of the following designations being used on a student's transcript:

(W) Withdrawal during the first four weeks of the course
(WP) Withdrawal after four weeks with a passing grade
(WF) Withdrawal after four weeks with a failing grade
(WC) Withdrawal for compassionate reason

**Diploma**

Rosslyn awards a high school diploma to students who complete the required number of credits. The Rosslyn diploma is considered a College Prep diploma and is described as such to colleges and universities. In addition to the diploma, students may graduate with distinctions of High Honors and Highest Honors based on their cumulative GPA and Merit Award distinctions based on academic success and intellectual virtues in certain subject areas.

In special circumstances, a student may be unable to obtain the College Prep diploma. In this case, they will have the opportunity to earn the General Education Diploma, which has slightly different requirements than the College Prep diploma. Students wishing to pursue this diploma must have prior permission from the High School administration, Guidance Office, and parents. See the Guidance Office for more information.

**Valedictorian and Salutatorian**
Valedictory and Salutatory honors are achieved primarily through GPA ranking. However, these students may not be in poor behavioral standing. Weighted, academic GPA's are used in making these calculations. Students must have been in attendance at Rosslyn for at least their junior and senior years or for at least three of their high school years including their senior year in order to be eligible for these honors.

**Special Co-Curricular Programs**
Closely related to the core academic program is the area of special curricular activities and programs. This includes items that are part of a class (field trips, for example) as well as items that support the school's academic goals but are not part of a specific class.

**Chapel**
Rosslyn Academy encourages the development of the whole person. Weekly chapel programs are designed to support this goal. All students are required to attend programs held during the regular school day.

**Spiritual Emphasis Week**
In addition to weekly chapels, special times of spiritual contemplation and focus are designed into the calendar each year. These may include daily chapels (during an entire week) or full days of seminars and workshops devoted to spiritual, moral, and character themes. All students are required to attend these programs.

**Cultural Field Studies (CFS)**
The Cultural Field Studies program is intended to:

1. develop cross-cultural skills
2. heighten understanding and appreciation of the Kenyan people
3. increase awareness of needs in the world and the student's possible ability to meet those needs
4. develop a global learner who can go anywhere in the world and begin to use the tools they have learned to

make a contribution as quickly and effectively as possible

In order to accomplish these goals, the CFS program immerses students into a typical Kenyan setting for several days. Groups of students and chaperones travel to a wide variety of places, normally no more than a full day's trip from Nairobi. Students may live with a family and spend the day in service projects and participating in the day-to-day life of rural Kenyan families.

The CFS Program has a long and positive history as an experience that richly impacts students. All students are required to participate in this program. Seniors especially need to be careful to have had their SAT or ACT requirements met by this time. Some years the CFS dates and the SAT dates are on the same weekend. Students will not be given permission to miss CFS in order to take these tests. Students who miss CFS due to illness or death in the family will be assigned an alternative project or service hour options.

**Field Trips**

Field trips are encouraged as an important enhancement of the educational program. Field trips not only take the student to a location of special learning but also make the school very visible to the public. This requires that student conduct is exemplary at all times. Negative behavior jeopardizes the safety and positive experience for many people; therefore, school regulations will apply for student misconduct on field trips.

**Music Concerts**

Both the Elementary (K-5) and Secondary (Grades 6-12) schools present two vocal music concerts each year - one shortly before Christmas and one in the second semester. The Elementary (5th grade), Middle and High School bands also present concerts each semester.

**Service Program**

Students are encouraged to participate in two types of service to others. One way is through activities and programs that are directly facilitated

by the school. This may mean a particular grade, class, or organization/club has chosen a project and students are expected to contribute to this effort. This type of service may take place during the school day, after school or on the weekend. It is intentionally designed to promote a shared learning experience of service and as a way for the school to model its commitment of service to others. In some cases completion of this type of service is a requirement for membership. For example, membership in the National Honor Society requires participation in school-facilitated service projects. Another way in which students are encouraged to give service is through voluntary efforts on their own.

**Christmas Project**

The Christmas Project is an annual event where the Rosslyn community voluntarily provides financial and/or material assistance for a worthy local charity. Through this we show God's love and our love and caring for others who are less fortunate. Care is used to identify particular "projects" which will help change lives and to see that all the funds given are used as projected. In the past few years we have been able to help a number of charitable organizations.

**Extra-curricular Programs and Activities**

Rosslyn Academy enjoys a wide variety of clubs, teams, and groups in which students can participate outside of the regular classroom. Participation in any of these areas is a privilege. Participation should enhance and enrich a student's educational experience.
Guidelines for selection and participation will vary among the programs and activities. Tryouts and cuts will often be necessary. Being a member of a team does not guarantee playing time.

The activities below require students to meet eligibility standards. Lunchtime intramural sports are also extra-curricular but may have separate eligibility guidelines. Homeschoolers are not allowed to participate in high school sports due to league regulations.

## Sports seasons

(Swimming year round)

**First Season**: Boys' Soccer, Girls' Basketball, Track and Field, Open Coed Tennis (Aug.-Nov.)
**Second Season**: Girls' Soccer, Girls' Field Hockey, Boys' Basketball, Boys' Field Hockey (Nov.-Mar.)
**Third Season**: Boys and Girls Volleyball, Boys Under-15 Rugby, Open Rugby (Mar.-May)

**Selection process for competitive extra-curricular activities**
Tryouts will be announced in advance and students are required to participate if they wish to be considered for the activity. Coaches, sponsors, and directors will use their discretion in considering students who are temporarily not able to attend tryouts due to illness, injury, or unavoidable emergency. Coaches, sponsors, and directors have the authority to establish the criteria for selection as well as deciding the number of students a team or club or group can appropriately accommodate.

**Eligibility for extra-curricular activities**
Grades, behavior, and attendance are considered in determining eligibility. Students must maintain passing grades in all subjects.
The grades of player, managers, and performers (grades 6-12) ) involved in extra-curricular activities where students represent Rosslyn outside of classroom activities (i.e. interschool sports, drama) are checked at progress report and term ends. **Those with a failing grade (F/59% or lower) or more than 2 D's (60-69%) in any classes may not represent the school.** Parents should be notified prior to the student being placed on extra-curricular probation. Students are excluded from games for 2 weeks. These students, however, may still attend and participate in practices and players should attend home games/ performances. At the end of this time, all of the student's grades are examined. If the student is passing every subject and has less than 3 D's, he/she may participate fully once again. If this is not the case, the student is excluded for another 2 weeks from all practices, games or performances. Students failing to pass after this may be taken off the team or out of the play. Exceptions to this policy may only be made by

the Middle School or High School principals or the learning disabilities team in conjunction with the Athletic Director or Drama Director.

Students must maintain a positive record of behavior. Students referred to the office for major infractions of the Code of Conduct may be ineligible for a period of time which could vary from one game to the rest of the season. In order to participate in an extra-curricular activity a student must be in attendance for at least one half of the school day. This refers to games, performances, meetings, and any practices.

**Commitment to a team, club, or cast**

Students who accept a position or place in an extra-curricular activity are making a commitment to the school and to others involved. Students are expected to attend all practices, performances, meetings, and games associated with the activity. Students who fail to meet their obligations may be dismissed from the team, club, or cast.

If the failure to fulfill an obligation is blatant, a student may be declared ineligible by the Principal for future extra-curricular activities.

Generally, students will not be able to participate in overlapping after-school extra-curricular activities. Please see the Athletic Director/Drama Director for specifics regarding this.

**Student Organizations and Groups**

School groups, clubs, and organizations that meet on campus, are promoted on campus, or use the school's name must receive permission by the administration in order to hold their activities. All groups, clubs, and organizations must meet basic school expectations of:

- purposes and activities in line with school's mission statement
- all monies raised or used will follow normal school accounting procedures
- adult sponsors supervise official activities
- membership or selection criteria for the group, club, or organization is clearly written and on record with the Principal

*National Honor Society*: Rosslyn Academy has a chapter of the National Honor Society on campus. As a member of this international organization, Rosslyn follows closely the Constitution guidelines for member schools. A detailed description for this organization can be found in the Academic Program section.

*Student Council*: Students wishing to be part of the Student Council should contact the Student Council Sponsor.

*Class Officers:* In addition to officers and representatives on the Student Council, each grade level may also elect officers to carry on the business of the class (planning class parties, community service, senior trip, etc.). Class officers must meet eligibility guidelines.

*Informal groups:* Rosslyn Academy encourages student-initiated and student-led activities. Groups such as student bands or student Bible studies are not expected to have an adult sponsor for every meeting. If these types of groups wish to raise money or if membership in the group was the result of student elections, then the expectations listed at the beginning of this section would need to be followed.

## Rosslyn's Services

### Dean of Students

The Dean of Students is a member of the school's Leadership Team and works collaboratively with the Middle and High School Principals and the Superintendent. The Dean of Students overarching task is to promote student well-being by promoting a positive school culture, monitoring student attendance issues, involvement in student discipline decisions, and collaborating with principals, parents, school chaplains, counselors, guidance and resource teams to establish development plans for those students struggling either academically or personally. As part of promoting student well-being and a positive school culture, the Dean of Students is responsible for many non-academic school/student activities such as Student Council, student activities, NHS, etc.

### School Resource Program

Special services for students with mild learning disabilities, attention deficit/hyperactivity disorders (ADHD), and English as a Second Language (ESL) needs are available. Resources in these areas are limited and enrollment in any of these programs is dependent on space availability and personnel. Parents of children who need special services should check very closely to determine if the modest levels of service that Rosslyn provides are adequate and to make sure that space is available. Rosslyn accepts only a limited number of students who need special services.

### Guidance

The Guidance Department aids high school students with student schedules, subject guidance/direction, academic progress/evaluation, college and career preparation, and records. They also help coordinate and administer standardized testing, including AP exams, the SAT, and the ACT.

### Counseling

Informal counseling is available for all students. If needed, formal counseling may be requested or recommended. If this is the case, counseling services will be available, normally for a fee, either with a school counselor or an outside referral.

**Private Music Lessons**
In addition to the school's music program, Rosslyn Academy works with families to support private music lessons that the school is not able to offer. Rosslyn Academy provides students with space and time to engage in private lessons. However, students may not miss core subjects to participate. Students may take not more than one lesson per week during the school day. Typically, lessons will be scheduled before school, during lunch, or after school. Arrangements for fee payments are made directly to the instructor if he/she is not an employee of Rosslyn Academy. If the instructor is a school employee, payment is collected by the music teacher and then passed on to the business office. The school in no way accepts responsibility for missed lessons. Enrollment for music lessons is coordinated through the music department.

**Use of Facilities**
Students, families, and alumni of Rosslyn are permitted to use many of the school's facilities during non-school times, including weekends, holidays, and after-school hours. The Rosslyn campus is also "home" for many of our faculty and staff. Efforts are made to offer these faculty and staff as much privacy and peace as possible. It is recognized that campus use during off-school hours may compromise the privacy of families living on campus and/or overall security. In order to address this, the school requires the following guidelines to be observed:

1. Visitors (non-Rosslyn families) are asked to sign in at the gate and may be required to leave their National Identity Card. Visitors should have prior approval to use any campus facilities, or have a scheduled appointment with school personnel. Visitors may use certain school facilities when accompanied by a Rosslyn family.
2. Pets of those not living on school grounds are not permitted on school grounds at any time.
3. Bikes, roller skates/blades, scooters, and skateboards are not to be ridden on sports courts; on sidewalks pedestrians have right-of-way.
4. Groups wishing to use any school facilities are to complete an application form, available from the Business Office. The event will be scheduled when permission is granted.

5. Families are asked to be sensitive to the privacy of staff living on campus by remaining only on the NORTHERN side of campus which includes the following areas: all three sports fields, the concrete basketball court/upper Elementary playground area, and the northern side of all Elementary buildings.
6. The toilets in the High School/upper gym area are left open and available to the public during daylight hours.
7. Rosslyn attempts to keep the campus equipment in good condition, but cannot accept liability for accidents occurring anywhere on campus during off-school hours.

Use of facilities also demands that attention is given to appropriate use and care of our resources. At times, certain fields may be considered off-limits in order to improve the quality of the grass.

On weekdays, after school use by students who are not involved in scheduled activities presents a unique and delicate situation. In general, Rosslyn prefers students to be involved in and supportive of our extra-curricular activities. Having students "do their own thing" can work against the activities we are trying to promote. At the same time, we recognize that students may be able to concentrate on an area of particular interest that is not presently being offered as an activity. In trying to support individual healthy lifestyles while at the same time also supporting the school's extra-curricular activities, Rosslyn has developed the following guidelines to regulate facility and equipment usage by students who are not involved in an approved school activity:

1. Students wishing to stay after school to use facilities, equipment, or for any other reason must have approval from the high school administration.
2. Priority to all facilities and equipment is first given to any scheduled activity.
3. When the gym is in use for any game at any level, the weight room may not be used.
4. Any equipment needs (balls, cones, keys, etc.) or facility requests for outside activities should be made in advance. Students must not ask and expect coaches to supply them with equipment on short notice.
5. Any use that detracts from scheduled activities is not permitted.

## Gym and Weight Room

The gymnasium and weight room are open for use by Rosslyn families between 8 a.m. (9 a.m. on weekends) and 9:30 p.m. School usage takes priority over personal usage. No pets are to be in the gym. To reserve the gymnasium for large group usage (10 or more), please see the Director of Finance and Development. Request forms are available in the school office. You must have a spotter if you are lifting free weights. As with all campus facilities, parents are responsible for their children's behavior while in the gymnasium facility Middle School aged children and younger are to be accompanied by an adult at all times.

## Library and Computer Labs

Both the library and computer labs are intended to support and enhance the educational program of Rosslyn Academy. School-related use of these resources will always take precedence over personal use. Times and guidelines for personal use will be posted in both locations. Personal use of the library and computer labs is a privilege, not a right. Students whose behavior is disruptive or distracting in any way may be asked to leave.

Students are allowed to check out up to 10 items from the library. Fines are 10 Kshs. per day per item for books and magazines and 25 Kshs. per day per item for reference materials. Students with two overdue items or who have a fine amounting to 200 or more Kshs. will not be allowed to check out any additional items.

Lost books should be reported immediately. If the book is not located by the end of the quarter, the student will be required to pay for the replacement of the book. Report cards will not be given until all books have been returned and all fines have been paid.

The school has an "Objectionable Material" policy statement available at the circulation desk.

The Media Center is open from 8 a.m. to 4 p.m. every weekday.

**Technology Use and Standards for Students**

Rosslyn strives to provide state-of-the-art technology to its staff and students. This technology includes ready access to computers and software, use of the Internet, e-mail, usage of the campus network, and other hardware and systems. This worldwide forum of informational resources available through the Rosslyn system is to be used for educational purposes. Information Technology (I.T.) use is a privilege, not a right.

We expect all persons using Rosslyn technology and systems to exercise the highest level of respect for themselves, others, equipment/systems and copyright laws. Failure to comply with the written policy as indicated below and to use the systems of technologies at the school in a respectful manner will result in loss of use of the system and /or additional consequences.

**Specific Internet Guidelines**

Persons using the system are individually responsible for the material they use, send, and receive. The network is reviewed and monitored. Unfortunately, there are ways the system can be abused. There are modes of use that are not educational. There is information available (via e-mail and the internet) that is not appropriate in our setting as an educational institution, especially as a school that looks to honor God. System users must use the technology appropriately, wisely, educationally, and honorably. Students will sign a technology use agreement to indicate that they will abide by the guidelines listed below.

The following topics are not considered educational in nature and do not belong in our school setting. This is not an exhaustive list. Students that include the listed items in their technology use or fail to follow the guidelines in this contract use will lose their technology privileges and be subject to consequences as outlined in the Student Handbook. The following is a partial list of unacceptable or non-educational topics/sites/activities:

| | |
|---|---|
| Pornography or obscene material | Chat |
| Music and movie sites | Gambling |

Teacher\other User files or folders Cheating
Security/hacking
Sites dedicated to violence, hatred, racism, terrorism, or weapons

Personal responsibility for actions and messages is mandatory; anonymity is not permitted, nor is representing another at log-on or in correspondence. All mail must reflect the sender's account identification. Using someone else's account, password, or someone else's e-mail is not permitted. Violations of system security must be reported, as well as abuses of the system.

While social gathering sites such as *Facebook* and *MySpace* are not intrinsically "bad," because of the potential for inappropriate content we ask that you only visit these types of sites at home under parent supervision.

Students must browse responsibly. With over 200 computers on the network, our bandwidth can easily become saturated. It is important our Internet connection be reserved for education purposes. Any personal browsing should be done from home.

**Specific Email Guidelines**
Individuals are responsible for the mail maintained, sent, or stored in their account, as well as the material received while using the Internet. This means that system users will make sure the material and mail they receive/have is decent, appropriate, educational, and will in no way harm the system or its software. **E-mail may be accessed before/after school, during breaks, and at lunchtime. Students are not to use their email accounts during class time, including study hall unless preapproved and/or for a school purpose.**

Mass mailings to general audiences, chain mail, e-mail tag, spam, and chat are not included in the heading of "educational purposes" and are not allowed. Personal information should never be given or revealed to unknown parties on e-mail, web pages, or the Internet.

Each student is allotted a certain amount of server storage space for the

purpose of keeping school related files and documents. The storing of non-school related music files (MP3s), video clips, and programs of any type on the school's servers or workstation hard drives is not allowed. Saving files to any location other than the personal storage space provided is strictly forbidden. Individuals who fail to comply with these limits will lose the privilege of having storage space on Rosslyn servers.

Network and mailbox password changes are to be made by the I.T. staff. Rosslyn Academy assumes no liability for problems, damages, or prosecution that result from e-mail or Internet use; these risks are assumed by individual users.

**Care of Equipment**

There is to be NO FOOD OR DRINKS IN THE COMPUTER LABS. Leave computers, printers, and work areas clean and in good operating condition. Do not move equipment. The system software used shall only be that which the school can legally use, i.e. freeware or programs/licenses the school owns.

Computer users shall make every effort to keep the system virus free. Report any virus warning or suspicious e-mail attachments before opening them. Floppy disks or flash drives brought from home must be checked for viruses by the Rosslyn IT staff before using them on Rosslyn computers.

**Other Guidelines**

- Each student will be given a printed page quota for the year. Once this quota is reached, students may print additional pages for a fee.
- Computer settings, (desktop icons, wallpaper, tool bars, etc.), will be changed by technology staff only.
- Game playing is not allowed in the labs except with staff permission. This includes before and after school.
- Students must recognize and honor the intellectual rights and property of others.
- Students must cite informational sources and comply with restrictions regarding copying and plagiarism.

- Use of the system for business purposes or private gain is not permitted.
- Copyrighted music and/or software shall not be copied, borrowed, or shared on school grounds.
- Listening to music in the computer labs, with or without headphones, is not permitted.
- Hidden or encoded files are not permitted. Local hard drive storage may be done only with staff permission.

*Special thanks is given to Woodburn School District, Oregon and ISK, Kenya for the use of their Technology guidelines in the formation of this document.*

**Attendance and Behavior**

## Attendance

Regular attendance is important and necessary. While missed assignments may be able to be made up, the dynamics of classroom interaction cannot be replaced. Therefore, Rosslyn Academy has established a maximum number of absences allowed in order to receive full credit and full grades for a class: Students may not miss more than 10% of their classes. Generally, this means that students may miss a maximum of 9 whole days per semester, or 9 class periods per class.** *Students may receive a one-step reduction in grades (B+ to a B, for example) for each absence beyond nine (9).* Any exception to the application of this policy should come as the result of a written request addressed to the Principal.

**Note: Senior Seminar classes are only allowed 4 absences for each section. Also, a block class = 2 regular class periods.

**Excused and unexcused absences**

An absence is considered excused when the absence is the result of student illness or death in the family. A parent note or phone call to the principal or teacher is expected to verify the reason. **Excused absences**

**may also be given if a parent notifies the school at least three days in advance of a pre-planned family responsibility or travel needs.**

A student's absence will be considered as UNEXCUSED unless:

- s/he was participating in a Rosslyn-sponsored activity.
- s/he was ill or receiving emergency medical treatment.
- there has been a death in the family.
- the administration has pre-approved their absence at least three or more school days in advance of the absence.

Parents need to be sensitive in the scheduling of appointments during the school day since students absent from classes miss a considerable amount of material. All absences hinder the learning process and accomplishment. As much as possible, non-emergency medical appointments should be made after school hours or during weekends or vacations.

Both excused and unexcused absences count toward the maximum number of allowed absences. The difference between excused and unexcused absences is that *unexcused absences may result in a grade reduction for missed work*.

Students whose absence is declared "excused" are still responsible to get their assignments from their teachers. This should be done ahead of time if possible. The grade reduction for missed work due to an unexcused absence will vary depending on the weight of the assignment and the circumstance of the unexcused absence. A student who skips a class, for example, will normally receive 0% on the missed work or test.

**Parent/Guardian Temporary Absence from Nairobi**

All Rosslyn students are expected to be living at home with either their parents or a guardian. In circumstances where parents or guardians must be gone from the residence for prolonged periods of time (1 week or longer), arrangements need to be made to have the student(s) living with other adults or having a responsible adult residing (not just during the day) with the student(s). In any case where the parents/guardians are going to be absent overnight or longer and out of telephone contact,

Rosslyn Academy is to be notified of the name and contact of the adult responsible.

**Tardy Policy**
Students are expected to arrive at school and to class on time. This is a matter of courtesy and responsibility. Classroom teachers will communicate their specific expectations to their students. Some may require students to be seated at their desks when the bell rings while others may require students to be in the room. Whatever the case, students are expected to meet the teacher's expectations. Students who are tardy will be addressed by the classroom teacher. Consequences may include lunch time or after school detention with the teacher or other penalties. Chronic tardy problems will be referred to the Principal.

## Behavior

**Dress Code Guidelines and Expectations:**
Students at Rosslyn Academy are able to select clothing and accessories that reflect their personal taste and style as long as it remains within the school's guidelines of modesty, cleanliness, safety, and sensitivity to Christian values. Violations of dress code will be dealt with according to the specifications outlined above for minor offenses.

Apparel that does not meet these expectations will be considered inappropriate for school or school-related activities. Besides the guidelines that are listed below, the administration reserves the right to determine as inappropriate for school any clothing or accessories that detract from the educational process, purpose, and values of the school.

*Modesty*. Skirts should be within four fingers distance from the top of the knee. Shoulder straps should be at least four fingers wide. Clothing should cover midriffs, undergarments, and all cleavage. Excessively tight fitting, revealing, or see-through clothing is not appropriate for school.
*Cleanliness*. Clothing is to be clean and in good repair. Rips and tears in clothing, especially above the knee, may be considered inappropriate for school.

*Safety*. Footwear is required.
*Sensitivity to Christian values*. Clothing or accessories may not be worn that advertise or promote products that are prohibited on campus. Clothing which promotes individuals, groups, or activities that are considered offensive, immoral, or illegal may not be worn.

**Behavioral Expectations and Consequences**
Students are expected to treat others kindly and with respect. Students are expected to be good role models. Students are expected to contribute positively to their classes. Behavior that distracts from the educational process can usually be categorized as either a minor offense or a major offense.

The following are examples of minor offenses (this list is not exhaustive):

- general rowdiness, rough play, yelling, running on sidewalks and hallways
- classroom behavior that is distracting or disrespectful
- improper use or care of school property
- littering / leaving lunch trash
- inappropriate displays of affection
- driving to school without permission
- violation of school dress code
- possession of lighters or matches

The following are examples of major offenses (this list is not exhaustive):

- repeated minor offenses
- skipping class
- dishonesty
- disrespect or disobedience
- cheating and plagiarism
- aggressive or threatening behavior or words
- mocking, harassment, bullying, hazing of other students either in person or through Internet, text messaging, etc.

- inappropriate behavior on field trips or while representing the school
- lewd, obscene, offensive speech, conduct, or materials
- sexual misconduct
- violation of the school's acceptable use Internet policy
- theft or vandalism
- unauthorized leaving of the school campus
- possession of fireworks or using a lighter/matches
- possession of a weapon
- possession of alcohol, illegal drugs, drug paraphernalia or under the influence of an illegal drug or alcohol
- possession of tobacco products
- breaking the laws of Kenya

Consequences of minor offenses include a number of options and may be assigned by any staff member. Generally, the process of addressing minor offenses will follow any or all of these steps:

1. Address the offense through counseling with the student
2. Assign consequences such as lunch time detention, picking up trash
3. Request a parent conference to advise them of the concern and to seek their help
4. Loss of privileges

Consequences of major offenses are normally assigned from the Principal's office and form part of the student's school records. Consequences for major offenses may include any of the following though this list is not exhaustive:

1. Parent conference with the Principal
2. In-school suspension for a period of time less than 10 days
3. Out-of-school suspension for a period of time less than 10 days
4. Loss of privileges, including extra-curricular activities
5. Assigning of restitution, fines, service requirements
6. Referral to law enforcement authorities
7. Recommendation for expulsion

Rosslyn Academy is a tobacco, alcohol and drug-free environment. Illegal drug use or possession results in an immediate 10-day suspension and recommendation to the Board for expulsion. Tobacco and/or alcohol use or possession results in a 2-10 day suspension for any first offense.

Normal grades may be earned for work completed during in-school suspension. Those in out-of-school suspension may have their work discounted up to and including a 100% reduction.

Student behavior, *whether on or off campus and including Internet postings,* reflects on the name of Christ as well as the general reputation of Rosslyn Academy. Therefore, students involved in major misconduct *on, or off campus and including the Internet,* may be subject to disciplinary action, including expulsion.

Expulsion from school is a School Board decision. Students who are recommended for expulsion will have the opportunity with their parents to attend and speak at a Board hearing. Students who have been expelled from school may apply for readmission not sooner than the next academic school year, provided they have been gone for a minimum of one full semester.

**Harassment**

Rosslyn is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment and bullying. Rosslyn is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination of enrollment or dismissal of employment. Harassment between employee/adult volunteer and student, student and student, and adult/student are all prohibited under this policy.

Students who feel that they have been subjected to conduct of a harassing nature and individuals who observe conduct of a harassing

nature are encouraged to promptly report the matter to one of the school officials. Employees/volunteers who are aware of conduct of a harassing nature are required to report the matter to one of the school officials. All complaints will be promptly investigated.

Please be aware that Rosslyn Academy has limited authority to deal with bullying or harassment that occurs outside the school day (e.g. SMS, Facebook, etc. in the evenings or on weekends).

**Bullying**

Bullying is a deliberate and willfully repeated behavior by one or more people with the intent of harming others. Kindness and respect are the positive opposites and are the way God treats us and expects us to treat others. (Ephesians 1:5, 2:7, 4:32) Bullying reflects an attitude that indicates a lack or loss of respect for another human being and thus devalues human life while wounding the other person's spirit.

Bullying comes in different forms:

1. Physical
    - acted out violence and attacks
    - aggressive behavior – hitting, kicking, pushing
    - getting others to hurt someone
    - stealing (including 'borrowing' without permission) of money, food, books, cell phones, PE items, and other personal items
2. Verbal
    - name calling and put downs, including racial comments.
    - verbal taunts and teasing
    - talking badly about people behind their backs (rumors)
    - also includes the above through use of the Internet, cell phone, or other electronic communication devices
3. Emotional
    - exclusion from a group (isolation)
    - behavior which is seen as threatening
    - intimidation
    - invasion or personal privacy

How will Rosslyn respond? See *Harassment*.

Sexual harassment will not be tolerated and is the basis for discipline up to and including dismissal from school (Administrative Policy Manual 260). A complaint form is available in the Superintendent's Office.

**Substance Abuse**

Rosslyn Academy is a tobacco, alcohol, and illegal drug-free environment. Severe penalties exist for students found in possession of or using any form of these substances. Possession/use of illegal drugs is an immediate 10 school-day suspension with probable recommendation to the Board of Trustees for expulsion. Tobacco and/or alcohol possession/use on-campus will result in at least a 3 school-day suspension. Off-campus use, if known to school authorities, will be followed up, discussed with parents, and may result in school counseling or discipline since such use is both a health hazard and may create negative peer pressure for broader involvement.

**Student Health and Safety**

**Immunizations and health records**

Students must have all required immunizations properly documented and on file in the office as part of their health records. Students may not attend school without necessary immunizations. Parents with personal or religious reasons for not immunizing their child will need to obtain special permission from the principal/superintendent in order to attend school. Parents must also complete a confidential student health record, which lists emergency information, blood type, allergies, results of physical examinations, and other medical information such as routine medications the student needs.

**Medications**

When a student is under treatment by a doctor and requires medication while at school, the school nurse should be contacted. Written documentation detailing the purpose for the medication, dosage, and other pertinent information will be needed. All prescription medicine (including Ritalin) is to be kept in the school infirmary. Students may

not keep prescription medicine on their person or in lockers. NOTE: An exception to this policy allows asthmatic students to keep personal inhalers in their possession. Non-prescription medication, such as aspirin or Tylenol, will not be given to students unless parents have given written permission. This is part of the student's health record forms completed by parents at the beginning of the school year.

**Illnesses and injuries**

Students who become ill may be taken to the infirmary. A short period of time will be allowed to see if an upset stomach or headache improves. If after 15 minutes a student is not able to return to class then parents need to pick their child up from school. Students are not to refer themselves to the infirmary but must have a teacher complete an Infirmary Report and take that to the office.

Students who are injured at school and require medical attention may be brought to the infirmary. If necessary, parents will be called to pick up their child. Basic first aid of ice, splints, bandages, is available in the infirmary. Students who require immediate emergency care will be transported to the closest hospital: Aga Khan Hospital near City Park or Gertrude's Children's Hospital on Muthaiga Road. The Kenya Red Cross is the emergency transport service used by Rosslyn. Rosslyn Academy does not have insurance for students and all costs associated with emergency care are the responsibility of the parents. Parents are advised to have their own insurance policies.

Students with a communicable disease are to remain home until the disease is no longer communicable.

**Transportation**

Students arrive and depart from Rosslyn Academy in a variety of ways. Some use the school bus service, others arrive in personal transport, and still others live within walking distance to school. Additionally, the school often transports students who are involved in athletics, field trips, and other school related functions. No matter the method of

transportation, safety is the overriding consideration in establishing transportation guidelines.

**School Bus Service**
Parents who are interested in participating in the school's bus service may pick up an application in the main office. Application packets will include information about the fees, bus stops, and times for pick-up and drop-off. Rosslyn Academy has established the use of student bus monitors to help maintain an orderly and safe transportation environment. Students are expected to obey and show respect toward the driver and monitor. Students who fail to do so will be referred to the Principal and may lose riding privileges, in addition to other disciplinary action. Students who are suspended from using bus service for disciplinary reasons are NOT entitled to a refund.

General bus guidelines include the expectations that students must:

- wear safety belts at all times
- keep hands, arms, and heads inside the bus
- keep noise levels low; headphones must be used with electronic games or walkmans, etc.
- keep the bus free from litter
- be ready for assigned pick-up, drop-off, and leaving times

**Infractions**
If, after appropriate warning by the monitor and/or the bus driver, a particular rule continues to be broken, the student will be reported to the school administration. In the event of a repeated or major offense, the parents of the student involved will be contacted and will result in school disciplinary measures (e.g. unable to ride the bus for one week, or asked to clean the bus, etc.). Any such suspension includes suspension of activity bus privileges as well.

**Activity Bus**
An activity bus leaves the school at 5:30 / 5:45 as scheduled Monday through Thursday, unless students are otherwise notified. Sometimes a Friday bus is scheduled. The late bus takes students to several combined bus stops. Information sheets with the specific locations and times will

be published and are available in the main office. The activity bus schedule is posted every week in the Rosslyn Reporter. All students, regardless of whether they regularly take the bus to/from school, are eligible to ride the activity bus if they are involved in a school-sponsored after-school activity. Those who stay for other reasons (see pg. 32) may ride only if there is room for them on the buses. Receiving academic assistance from a teacher after school is considered a school-sponsored activity.

**Personal Transportation**

Parents who elect to transport their own and other children to school must display the Rosslyn-issued window sticker on their car if they wish to drive into/park on the campus. School driving and parking guidelines must be followed. Parents should unload and load students only in the designated areas.

**Students Who Drive**

Only students who possess a valid Kenyan driver's license and who are in grades 11 and 12 will be considered for driving privileges. Students must request student driving privileges by completing an application and returning it to the Principal. Students who drive may not leave campus during the school day without permission from the Principal.

**Walking or Bikes**

Students who walk or ride bikes to school should enter the gate closest to faculty housing (lower gate) and continue their way to campus using the walkway which leads to the track. Bikes are to be kept locked in the bike racks and may not be ridden during the school day.

**Transportation for School Activities**

Even students who do not use Rosslyn buses for daily transportation to and from Rosslyn often find themselves using school transportation for a variety of reasons. These may include athletic teams, class field trips, or other groups and clubs. These kinds of programs and activities are an important enhancement of our educational program.

School transportation out into the community carries with it special responsibilities. Student conduct must be exemplary at all times. Negative behavior jeopardizes the safety and success for many people and student misconduct while using school transportation will be addressed as a major infraction.

## Miscellaneous

### Supervision After School

Except for school-sponsored activities, Rosslyn Academy does not provide any other direct supervision after the regular bus leaves campus (normally by 3:50 p.m.). There will be a staff member on "activity bus duty" to monitor upper campus. Any students on campus who are not in a school activity after 3:50 p.m. are the responsibility of their parents (for exceptions, see "Activity Bus" and "Use of Facilities").

A student that is still here 15 minutes to 45 minutes after the late bus leaves will be assessed a late supervision fee of 500/- (per child). If the student(s) is/are still here 45-60 minutes after the activity bus leaves, parents will be charged 1000/- per child. Parents whose children are still on campus any time longer than one hour after the activity bus leaves will be charged 1500/-. If it is necessary to make arrangements to have the child taken home, the family will be charged for the cost of transporting the child home (dependent on type of transport and distance traveled). A form will be signed by both parties to verify the time of pickup, and all fees will be added to the following term's school fees.

### Fines

Any student with an outstanding fine (such as missing/damaged textbooks, library fines, etc.) will have a hold placed on all student records, including standardized test scores, report cards, and transcripts, until the fee is paid.

### Closed Campus

Rosslyn Academy is a closed campus. After students enter in the morning they are not permitted to leave campus unless a parent/guardian/authorized driver comes to the office and signs their

child out. Leaving campus without permission is considered a major violation.

If a parent wishes their child to leave campus during the day other than through the procedure described above, a phone call/written note to the school principal is required.

**Visitors**
From time to time, students may have friends or relatives that they wish to bring to campus or have visit classes. A Visitor Request Form must be filled out, and **student visitors must have prior approval (at least one day's notice) from the principal or his/her designee before spending time in class(es).** Visitors are normally required to sign in at the main office and receive a VISITOR badge. When visiting, visitors are to abide by the same guidelines as Rosslyn students. Visitors to classes during final exams for either semester will not be considered.

**Visitors Attending Student Events**
Rosslyn Academy events are for Rosslyn students. Any Rosslyn student wishing to bring a visitor to a school event must get prior approval from the Rosslyn administrator responsible for the event (drama productions are not included).

**Drills: Security and Emergency**
Threatening or emergency situations could arise, which may require concealment or evacuation of students and staff from particular buildings or from the campus proper. In a situation such as this, quick, calm, and orderly action is required, which is why Rosslyn regularly practices evacuation, intruder, and fire drills. Classroom teachers will train students in the procedures used for these drills. Visitors on campus during a drill will be expected to participate.

**Cell Phones**
Students may carry cell phones but are not allowed to use them during class time as they are a distraction to the educational process. Thus, student cell phones are to be turned off during class time. If a student's phone is ringing or being used during class time, the phone may be confiscated by the teacher and turned into the principal. A 500Ksh fine

may also result for each time a student uses his/her phone or if it rings during class time.

**Electronic Listening Devices**
Students are allowed to use electronic listening devices before school, after school, and during lunch. At all other times, electronic listening devices and their accessories (headphones, earbuds, etc.) must be turned off and kept out of sight unless express consent is given by a teacher and the teacher is present. Failure to comply may result in the device being confiscated and handed over to the principal's office. The device may be recovered after the academic day for a fee.

*Music:* Boom boxes, laptops, and any other means of playing music publicly by students are not permitted. This includes time before school, during lunch, and after school. An exception to this is music played in a classroom by the teacher or in the weight room. Music selections for classrooms and the weight room may not contain lyrics which are considered offensive to Christian values.

**Skateboards**
During the school week, skateboards may be used in the parking lot area only at lunch at a student's own risk. During the weekend, skating *may* be permitted in and around the HS zone area as long as there are no school-sponsored or other activities going on at the same time.

**Drinking Water**
Specially filtered Nairobi City Council water sources are scattered around the campus. Students are encouraged to bring water bottles to class.

**Locks and Lockers**
Students are provided with a locker and lock at the beginning of the school year. Both are property of Rosslyn Academy and may be opened at any time for any reason by the administration or designated personnel. Students are permitted to decorate the inside of the locker if they wish. They may not use pictures, words, or symbols which are offensive to the values of Christianity. Lost or damaged locks and lockers are the responsibility of the student. Students are expected to

leave their locker cleaned of all possessions at the end of the school year. Students who damage lockers, leave them unclean, or lose the assigned lock will be assessed an appropriate fee.

Locks and lockers are also assigned for students in P.E. classes. Students are expected to follow the same guidelines as outlined above regarding the care of school property.

**Lost and Found**
Disregarded personal items, including textbooks, found on the school grounds or in the buses will be taken to the High School Office (or other specified location) where they may be reclaimed. Periodically, after announcing and displaying the items, unclaimed items will be removed from Lost-and-Found and donated to a needy cause or sold to raise money for a special use, i.e. sports equipment, etc.

**Textbooks**
Textbooks are the property of Rosslyn Academy. Students are expected to maintain them in good condition. Students will be charged for damaged or lost books. Report cards will not be issued until these fines are paid.

Writing (including underlining) in textbooks is not permitted except as directed by the teacher. Fines for damaged textbooks will usually be 10% - 50% the cost of the book. Damage to a book that is severely restricts its use or diminishes its life by more than one year will result in replacement costs. Most textbooks have a replacement cost to the school of at least US $75.

Parents who wish to borrow school textbooks for a period of time will be required to provide a deposit of US $75 per textbook, which will be returned upon return of the book.

**Passes**
All students arriving at school late (after 8:30) are to get an entrance pass from the appropriate school office before going to class. They present this to their teacher upon classroom arrival. High school

students are to obtain and carry a pass signed by the teacher responsible for the student's whereabouts anytime they leave the classroom during class time unless the class is going together.

**School Publications**
The Rosslyn school yearbook is usually ready for distribution by the end of the school year. There is not an additional charge for the yearbook.

The school yearbook and an occasionally published school newspaper are wholly school productions. Much of the work and many of the ideas are generated by students, but neither the yearbook nor the newspaper are student productions. Rosslyn Academy retains full editorial control over the content of these publications.

**Monthly Calendar of Events**
Near the end of each month, each student is given a 1-2 month Activity Calendar to take home. This calendar is the most up-to-date and will list all the major school activities and events for the upcoming month.

**Parent Participation**
Parents are encouraged and invited to participate in a number of ways, both directly and indirectly, in the high school. Parents are always welcome to attend weekly chapel services. They may also ask the Principal or appropriate sponsor for further information regarding:

1. Substitute teaching
2. Library reading for new books
3. Coaching or refereeing
4. Guest speaking for classes or chapels
5. Parent-Teacher Fellowship (see description below)
6. Parent Advisory Committee (see description below)

**Parent-Teacher Fellowship (PTF*)***
The PTF is composed of parents of students currently attending Rosslyn Academy, and Rosslyn Academy administrative and teaching staff. The Rosslyn Parent-Teacher Fellowship, through its general meetings, standing committees, and fund-raising activities aims to fulfill the

following purposes: to provide a structure that enables parents and school personnel to work together on projects for the benefit of the school, and to provide a resource for enriching the school program.

**Parent Advisory Committee (PAC)**

The Principal meets regularly with a Parent Advisory Committee for the purpose of formally receiving input and perspectives from parents regarding issues and concerns of the Rosslyn community. The Principal also refers matters to the PAC for their advice. Interested parents may apply to participate by completing an application form, which is available in the main office.

**Complaints and Grievances**

A grievance is a claim based upon a condition, incident, or recurring event between two differing parties. A general principle to guide discussions between people who have a difference is that the person "offended" should speak personally to the one who has offended him or her (Matthew 18:15-17*). All grievance issues are to be handled confidentially by all involved parties. The school administration will not allow, or tolerate, reprisals of any kind toward participant(s) who may be involved in a grievance procedure. The following procedure shall be applied in handling parent or student concerns:

1. A parent-teacher conference is held. If appropriate, the student may be included.
2. If no resolution is reached, a parent- administrator conference will be held.
3. If there is no resolution, there will be a parent-administrator-teacher conference.
4. If there is no resolution, the parent should formally write out the complaint, and the teacher allowed to respond to the complaint in writing.
5. The issue will be taken to the Superintendent. The Superintendent will review the case and present a decision.
6. If the parent is not satisfied with the decision, they may take their complaint to the Board of Governors (specifically the Chairman of the Board). The Board will determine if policy and procedure have been followed. If policy and procedure

have been followed, the decision remains with the Superintendent. If policy and procedure have not been followed, then the Superintendent will rectify the matter.

The administration and staff of Rosslyn Academy will make every reasonable effort to create a supportive, non-coercive school environment.

**Parents should never go directly to the Board of Governors or to a school board member with a complaint about a teacher.**

***Matthew 18:15-17: "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two brothers along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."***

## The Rosslyn Reporter

The Rosslyn Reporter, a bi-weekly announcement newsletter, is e-mailed to parents on Mondays and Thursdays. The Monday issue is for school announcements and other information. The Thursday issue is for sports information and sales. Hard copies can be sent home with students upon request, or picked up at the reception desk. These newsletters include information about upcoming school functions, activities, policy changes, sports scores, social events, and other miscellaneous items. Parents are urged to read the Reporter promptly, as it includes important information concerning school events.

**HS Faculty**

Parents are encouraged to contact teachers when the need arises. Perhaps the most efficient way to do this is through email. For full teacher profiles, see the About Us > Our Faculty and Staff at www.RosslynAcademy.org.

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