

# **Rosslyn Academy**

## **High School**

### **Parent/Student Handbook**

#### **2019 - 2020**

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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.*



August, 2019

Dear Parents and Students,

Welcome to the 2019-20 school year.

This Parent-Student Handbook provides a good, general overview to most of the policies and practices that guide the look and feel to our high school program. If you don't see the answer to your question (*or if you don't like the answer to your question!*) please stop by the high school office to ask me about it in person. You are also welcome to send your question to me via email ([donm@rosslynacademy.com](mailto:donm@rosslynacademy.com)).

The size of the handbook is the result of our attempt to be as clear and comprehensive as possible. The size is not the result of trying to smother the school with rules. I hope you find the spirit of our policies and practice to be positive and affirming. That is certainly how they are intended to be.

Teachers and administrators have developed and revised this Handbook over the years in order to more effectively and efficiently support the school's mission and vision. The guidelines in this Handbook are not Board Policy. They can be changed and modified as needed by the high school principal, keeping in mind that our end purpose is to support Rosslyn's mission and vision as best we can.

I wish you an enjoyable school year and pray that the year ahead will be filled with the kind of challenges that prompt growth and maturity.

Blessings,

Don Mercer  
High School Principal

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*Note: As part of the enrollment process, parents and students are asked to sign a Statement of Support, affirming their intention to support the school mission, core values, policy and aims.*

*A copy of the Statement of Support for the 2019-20 school year is included below:*

## **Statement of Support**

Because Rosslyn Academy seeks to educate the whole child, it is important to us that all students and their families agree that Rosslyn Academy is a "good fit" and are able to state their strong support for the aims and values of the school. Please carefully consider the mission and values of Rosslyn Academy as outlined below. If you are able to strongly support our educational philosophy, please indicate this by placing your signature at the bottom of this document.

**Rosslyn's Mission Statement:** "Rosslyn Academy inspires and equips each student to develop their God-given gifts for Christ-like service in the world community."

### **Rosslyn's Core Values:**

- ***Christ-likeness at Rosslyn means*** – *Imitating Jesus Christ in all that we do and say as individuals and as a school.* 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 and Christ-like character. (Philippians 2:1-5)
- ***Community at Rosslyn means*** – *Cultivating a welcoming and supportive family of diverse members united behind the school's mission.* 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. (Ecclesiastes 4:9, 1 Peter 4:10, Psalm 133:1)
- ***Service at Rosslyn means*** – *Modeling Christ's example of selfless support of others.* We believe that Christ's example of serving with love and

humility is a powerful model for Christians today. Teachers and students are encouraged to seek out opportunities to serve others within our school community as well as in Nairobi and the world beyond. (Romans 12: 9 & 13, Matthew 20:28, 1 John 3:16-18)

- ***Intellectual Virtue at Rosslyn means*** – *Developing God-honoring thinking habits that result in an earnest pursuit of truth.* We believe that God is the author of all that is true, good and beautiful. As a result, we seek to integrate faith and learning by helping our students develop 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 we also want to see a transformation in the very character of our student's 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. (Philippians 4:8, Matthew 22:37)
- ***Excellence at Rosslyn means*** – *the extent to which individuals and institutions have maximized their God-given gifts and talents to His honor.* We believe that when the Bible says, “Whatever you do, work at it with all your heart, as working for the Lord” there is an implied mandate for excellence in whatever God has called us to do. (Philippians 4:8, Colossians 3:23-24)

***The signatures below indicate that you agree to support the school mission, core values, policy and aims of Rosslyn Academy. You agree to follow the appropriate school handbook regarding your child’s education, extracurricular activities, and disciplinary actions. You agree to use constructive and non-legal channels for dialogue to resolve any concerns which might arise, in accordance with biblical principles.***

\_\_\_\_\_  
Parent or Guardian Printed Name

\_\_\_\_\_  
High School Student’s Name

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
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 680 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**

Rosslyn Academy follows a "Policy-Governance" board model - sometimes referred to as the "Carver" model. This means that the Board of Governors is responsible for establishing the school's purpose and values, for creating governing policies that are in line with those purposes and values, and then hiring a chief administrator whose task it is to ensure that Rosslyn is achieving the school's purpose in a way that is consistent with the values and policies established by the Board.

Typically, the Board consists of seven members - two members appointed by each of the three sponsoring agencies, and one additional "at-large" member selected by the Board. The sponsoring mission agencies are: the Eastern Mennonite Mission (MBEA), the Baptist Mission of Kenya (IMB), and the Assemblies of God (AoG). The Superintendent also serves on the Board in an ex-officio (non-voting) capacity.

## **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 agreement 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 cultures and people 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 demonstrate faithful 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. We 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 demonstrating faithful 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 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**

### **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 an 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 it 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.

### **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 rigorous and student schedules are challenging. While a broad range of elective classes are offered, the program focuses on the strong academic core subjects of English, Math, Science, Social Studies, a second Language, and Religious Education.

Students take standardized academic tests throughout their high school years. The MAP is given to students in grades 9-10 and the PSAT to

students in grade 11. The PSAT is a college readiness test for North American universities.

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<sup>th</sup> and 12<sup>th</sup> grade years. These are available at a separate cost to the parents, and are usually given on Saturday. 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 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 be able to read and learn independently.

### **Homework: time expectations**

Students in high school may expect 1-2 hours of homework on school nights. Students taking AP courses will have more. This does not include time spent reviewing for tests. Homework time is gradually increased from 9<sup>th</sup> grade through 12<sup>th</sup> grade.

### **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 four times throughout the school year. During each semester, one progress report is issued at the mid-point of the semester. Final grades for the class are issued at the end of each semester.

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.

### **First Semester and Final Exams**

At the conclusion of each semester, most high school core classes (Math, English, Science, Social Studies, and second Language) will give a final exam. Final exams will require students to review and apply multiple units of learning. Semester exams will be given during the last week of each semester.

Final exam grades are listed separately on the report card and count anywhere from 20% to 40% of the final semester grade.

### **Early Exams and Make Up Exams**

Early exams and make-up exams are only given as they meet the following guidelines:

- 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.
- If there is a significant family event (such as immediate family member's graduation or wedding) AND the request is made to the office before November 1 for first semester exams and before April 15 for second semester exams.

Students who miss final exams without approval will have their semester average and grade reduced 5% - 10% depending on the weight of the exam and the reason the exam was missed.

### **Final Exam Exemption Policy**

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
- Students may exempt a maximum of two classes
- The student's classroom teachers must approve the exemption. A student is not automatically exempt.
- The student must be in attendance for both semesters.
- Seniors are typically exempt from second semester final exams, but a teacher has the prerogative to administer a final exam to a class or specific individual.

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

### **Credit earned**

Credits are earned each semester. Students will only receive credit for any class in which they receive at least a 60% average. 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.

<b>Letter Grade</b>	<b>Percent</b>	<b>GPA</b>	<b>Honors GPA</b>
A+	99 – 100	4.00	5.00
A	93 – 98	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 classes (English, Math, Science, Social Studies, and Foreign Language) may be placed on academic probation. At the end of the probationary period, the student must:

- Have at least a 2.0 GPA in core classes
- Not be failing any core classes
- Not have more than one “D”

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 continued enrollment at Rosslyn may not be permitted.

## **Honors**

Grade Point Averages (GPA) are calculated at the completion of each marking period. All classes are considered in determining a student’s GPA. A weighted GPA scale is used for AP classes. Students will be recognized with the following distinctions:

Honors	3.25 – 3.49 GPA
High Honors	3.50 – 3.80 GPA
Highest Honors	3.81 – 4.00 GPA

## **Intellectual Virtues**

Rosslyn Academy promotes intellectual character in its students in a number of ways. When considering most honors and certificates, our faculty pays close attention to seven essential intellectual virtues.

**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
- Carefulness...** developing a diligent and purposeful thought life

### **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 w/ others and 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
- \* consistently pursues the Intellectual Virtues (see page 19) as a means of learning Truth and view this pursuit as an important quality of developing one's character
- \* 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 NHS Advisor 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 points. | Cumulative GPA above a 3.84  |
| 3 points. | Cumulative GPA of 3.6 – 3.83 |
| 2 points. | 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 April or May.

Students will be notified before late March 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.

## Graduation and Scheduling Policies

### **Specific Graduation Requirements**

Generally, 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 may be made regarding whether or not a full credit may be awarded. The failing mark for semester 1 remains on the transcript. Students may not transfer in an honors weighted grade for classes which are not offered as honors at Rosslyn.

For those entering as freshmen (starting in 2018-19 school year)

<i><b>Curricular Area</b></i>	<i><b>Credits Needed</b></i>
Language Arts	4
Math	3
Science	3
Social Studies	3
Foreign Language	2
Christian Rel. Ed.	2
Fine Arts	1.5
Physical Ed	1.5
Electives	5.5

### **Specific Course Requirements**

All students must pass Senior Social Studies.  
US Citizens must pass US History or AP US History.  
CRE and Language Arts are required for each year of high school.  
Fitness and Health is a required component of the PE credits.  
Freshman seminar is required for all freshman.

### **On-line/Outside Course Policy**

If students wish to take an on-line or course outside of Rosslyn Academy, they must submit a request form prior to enrollment in the course. Online/outside courses listed on the Rosslyn transcript will designate where the course was taken. Applications forms are available in the Guidance Office and on the guidance website.

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

- Course or its equivalent is not currently offered
- Transfer students must complete course(s) to be on track to meet graduation requirements
- Learning Support students who may benefit from instruction in a different setting
- Scheduling conflicts

### **Course Scheduling and Withdrawal Guidelines**

Although a large number of AP courses are offered, the demand is high and placement in those classes is competitive. Typically, students admitted into AP courses must have a teacher recommendation.

Student schedules (placement in classes) is ultimately the responsibility of the guidance counselor. Students are scheduled into the most reasonably demanding schedule, not into the least demanding schedule.

Students are expected to complete all the classes for which they are enrolled. Dropping a course is a serious decision and will involve parents, the teacher, guidance counselor, and the school principal.

Course withdrawal 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

### **Diploma**

The Rosslyn diploma is a College Preparatory 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.

In special circumstances, a student may be unable to obtain the College Preparatory diploma. In this case, they will have the opportunity to earn the General Education Diploma. See the guidance office for more information about the general diploma.

### **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 two full years of high school, one of which must be the entire senior year in order to be eligible for these honors. The years do not need to be consecutive.

### **Graduation Speeches**

The class Valedictorian will be awarded the honor to address their classmates at the graduation ceremony. In addition, the senior class may select a fellow senior to speak to their class at graduation. These speeches must be written and submitted for review and approval to the Guidance Counselor and the High School Principal. This must be done at least one week prior to graduation.

### **Transcript Credits & GPA Calculations**

Grade Point Averages (GPA) are used for class rank, determining honors and eligibility for societies, such as the National Honors Society. Rosslyn uses an internal GPA to determine awards for such situations. It is our desire never to penalize a student for switching between two school systems, but we do give an additional weight to students who have achieved success within our school system when evaluating these situations.

The policies outlined below are meant to respect that premise and yet support all students' past performance as they seek university admissions.

- Our internal GPA will be used to determine things such as class rank, and valedictorian and will not include any weighted GPA points for courses for which an equivalent course is not offered at Rosslyn.
- An external GPA will be reported on transcripts which will include weighted GPA points for all college level equivalent courses taken, regardless of whether or not an equivalent course is offered at Rosslyn.
- Higher Level (HL) IB courses that have an equivalent course offered at Rosslyn will receive weighted GPA points for their external and internal GPA's.
- No Standard Level (SL) IB courses will receive weighted GPA points.

### **Middle School Credit for the High School Transcript**

Students who complete Algebra I in 8<sup>th</sup> grade at Rosslyn will be given one (1) elective credit towards high school graduation. This course will be excluded from the high school GPA calculations and will not count toward required math department specific graduation requirements. This student will still be required to complete three (3) math credits in addition to the year 8 Algebra 1 (elective) credit.

### **Co-Curricular Programs**

Closely related to the core academic program is the area of activities and programs that support and enhance holistic education. This includes activities that are part of a class (field trips, for example) as well as programs 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 chapels held during the regular school day.

### **Spiritual Emphasis Week**

In addition to weekly chapels, special times of spiritual contemplation and reflection 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 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 not to schedule their SAT or ACT exams at 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 apply for student misconduct on field trips just as they would at school.

### **Music Concerts and Theatrical/Musical Productions**

The secondary schools (Grades 6-12) present two vocal music concerts each year. The Middle and High School bands also present concerts each semester. Finally, our Drama and Theatre Department present two productions each year. The one in the first semester is typically a

theatrical play while the second semester offering is typically a musical production.

### **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 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 material assistance for a worthy Kenyan charity. Through this project, we show God's love for others who are less fortunate.

### **Extra-curricular Programs and Activities**

Rosslyn Academy enjoys a wide variety of clubs and teams 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. In addition,

students must meet eligibility standards. Home schooled students may not participate in high school sports due to league regulations.

### **Sports seasons**

**First Season:** Boys' Soccer, Girls' Basketball, Cross Country, 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-14 Rugby, Open Rugby (Mar.-May), MS Coed Tennis

**Swimming is year round**

Lunchtime intramural sports are also extra-curricular but may have separate eligibility guidelines.

### **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. 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) Those with a failing grade (F/59% or lower) or more than 2 D's (60-69%) in classes may not represent the school. Students are excluded from games for 1 week. These students, however, may still attend and participate in practices and players should attend home games or performances. At the end of this time, all of the student's grades are examined. If the student meets the eligibility requirements, he/she may

participate fully once again. If this is not the case, the student is excluded for another week from all practices, games or performances. Students failing to pass after this additional week of probation 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 principal.

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. Furthermore, failure to fulfill an obligation to a team or production (quitting the team or cast) may result in being declared ineligible for the following season or production.

### **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 the 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 high school 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 (pg. 20–21).

*Student Leadership Team:* Students wishing to be part of the Student Leadership Team should contact the faculty advisor to the SLT.

*Class Officers:* In addition to participation on the Student Leadership Team, 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.

## **Pastoral Care for Students**

### **Chaplain and Student Leadership Team (SLT) Advisor**

The chaplain and student leadership advisor work collaboratively with the middle and high school principals and the superintendent. The chaplain and student leadership advisor's overarching tasks are 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, counselors, guidance and learning support 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 chaplain

and SLT advisor are responsible for many non-academic school/student activities.

### **Learning Support Program**

Special services for students with mild learning disabilities, attention deficit/hyperactivity disorders (ADHD), and English as a Learned Language (ELL) 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 learning support 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 PSAT, SAT, and the ACT.

### **Counseling**

Informal counseling is available for all students. If needed, formal counseling may be recommended. Outside counseling services are available for a fee to the parents.

### **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) must sign in at the gate and are 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 or sidewalks in the school zones.
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 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 challenging 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 the 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.

## **Library and Computer Labs**

Both the library and computer labs are intended to support and enhance the educational program of Rosslyn Academy. Materials ordered shall support the philosophy and objectives of the school and media center. Emphasis is placed on providing materials that promote Christian teaching and values, but we do not attempt to isolate students from all controversial materials. Rather, we encourage students to read critically, to evaluate their findings in light of Christian principles, and to exercise discrimination in selecting appropriate materials according to their individual and family values, as well as their own maturity level. Therefore, materials containing parts which may seem contradictory to school values may be included in the collection if the overall purpose and message supports the curriculum and the school philosophy. If a parent has a question as to why a book was chosen to be in our library or in our classroom, please speak with the high school principal.

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 year, 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 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 (IT) 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* 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. 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**

Food and drinks are not allowed 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. Flash drives 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, toolbars, 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.*

### **Google Classroom**

Google Classroom is a platform that aims to simplify creating, distributing, and grading assignments in a paperless way. Teachers can create and send assignments. Students can share resources and interact in the class stream. Teachers can quickly and easily monitor which students have and haven't completed work.

Students can keep track of classwork and materials and receive feedback from the teacher.

The school creates a Google Account for each student and that provides access to Google Classroom, Google docs, Calendar, Gmail, and Drive.

### **Power School**

Power School is a secure web-based student management system designed to strengthen communication between school and parents by

providing access to their child's attendance and academic progress online.

Parents, students, and teachers each have their own Power School login. Parents and students have different types of accounts.

### **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. This means that students may miss a maximum of 9 periods of a class per semester with the exception and understanding that missing a block period counts as 2 absences. Both excused and unexcused absences count toward the maximum number of allowed absences. *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. A block class = 2 regular class periods.

### **Excused and unexcused absences**

An absence is considered excused when the absence is the result of unavoidable emergency or illness. 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 parent note, e-mail or phone call to the high school office is expected to verify the reason (jacquelinem@rosslynacademy.com). The difference between excused and unexcused absences is that *unexcused absences may result in a grade reduction for missed work.*

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. As much as possible, non-emergency medical

appointments should be made after school hours or during weekends or vacations.

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 will normally receive 0% on the missed work.

### **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 1 week or longer, arrangements need to be made to have the student(s) living with other adults or having a responsible adult residing with the student. In any case where the parents/guardians are going to be 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 class on time. This is a matter of courtesy and responsibility. Consequences for tardiness may include lunch time or after school detention with the teacher or other penalties. Coming more than 30 minutes late to a class will be calculated as one absence (*see absence policy*). Three tardies will be calculated as one absence.

### **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.

Apparel that does not meet these expectations will be considered inappropriate for school or school-related activities or events. 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 or shorts should be within four fingers distance from the top of the knee. Unless shoulders are covered by a jacket or sweater, shoulder straps should be at least four fingers wide. Necklines should be within 4 finger widths of the base of the neck. Clothing should cover midriffs, undergarments, and all cleavage. Excessively tight fitting, revealing, or see-through clothing is not appropriate for school. Leggings or similar looking pants are not appropriate by themselves. A skirt must also be worn.

*Cleanliness.* Clothing is to be clean and in good repair. Rips and tears in clothing above the knee, are not appropriate 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**

Kindness and respect is expected. Students are also expected to be good role models and to contribute positively to their classes. Examples of minor and major infractions include but are not limited to:

The following are examples of minor offenses

- general rowdiness, rough play, excessive yelling
- classroom behavior that is distracting
- 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

- 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 the 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 or tobacco-like 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 superintendent for expulsion. Tobacco and/or alcohol use or possession results in a minimum 3-day suspension for any first offense.

Students serving 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. Off-campus misbehavior often has serious and direct consequences on the campus climate and is another reason for addressing off-campus behavior. 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 superintendent decision. Students who are recommended for expulsion will have the opportunity with their parents to attend and speak at an administrative hearing. Students who have been expelled from school may apply for readmission provided they have been out of Rosslyn for a minimum of 365 consecutive days.

### **Cheating and Plagiarism**

Cheating and plagiarism 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 with 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.

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 at the direction of the teacher and to 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.

### **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.

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.

*If a student's personal device (phone, tablet, computer, etc) is used in a manner that violates policies and/or compromises student safety, security, and well-being, or if their use violates Kenyan law in any way, Rosslyn reserves the right to confiscate and to search the device.*

### **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 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 the 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 of personal privacy

How will Rosslyn respond? See *Harassment*.

## **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.

### **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 20 to 30 minutes a student is not able to return to class, then parents will be called 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**

No matter the method of transportation, safety is the overriding consideration in establishing transportation guidelines. The school often transports students who are involved in athletics, field trips, and other school related functions and again, safety is the highest priority.

## **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 5:45 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 busses. 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”).

### **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 sign 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.

## **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. The student may retrieve the cell phone at the end of the day from 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:* 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 and on weekends, skateboards may be used in the parking lot area only 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 (500ksh for lost locks).

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. At the end of each quarter, and 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.

### **School Publications**

The Rosslyn Yearbook is ready for distribution by the end of the school year. There is not an additional charge for the yearbook.

The school yearbook is wholly school production. Much of the work and many of the ideas are generated by students, but neither the yearbook is not a student production. Rosslyn Academy retains full editorial control over the content of these publications.

### **Monthly Calendar of Events**

Important high school events and holidays are listed on the Rosslyn Academy website under the “Calendar” link.

### **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)

### **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 the 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-teacher-administrator conference will be held. The student may be included if the teacher and parent consent.
3. If there is no resolution between the student, the parent, the teacher and the administrator, the matter proceeds to the Superintendent for a decision.
4. The Board of Governors will only consider matters or issues to determine if due process has been followed and that it is consistent with administrative policy.

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

Parents with serious concerns demanding confidentiality are encouraged to write out the problem and present them to the administrator.

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

### **The Rosslyn Reporter**

The Rosslyn Reporter, a bi-weekly announcement newsletter, is emailed to parents on Mondays and Thursdays. The Monday issue is for sports information and sales The Thursday issue is for school announcements and other school related information. Parents are urged to read the Reporter promptly, as it includes important information concerning school events.

## **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. We are not exclusive. Every parent, teacher and administrator is automatically a member of PTF and is welcome to attend our monthly meetings. There are many ways to get involved, volunteer and show support. We collaborate with other parents to provide things such as cooking and conversational English speaking classes. We also collaborate with Browns Cheese and other local food services to offer great discounts to our families. Our two main goals include fostering community here at Rosslyn and fundraising for initiatives outside the school budget. The PTF runs a Spirit Store where you can purchase your PE uniforms, some school supplies and many other items. Our other main focus is to appreciate our teachers, administrators and staff during Rosslyn Appreciation week. To raise funds for this special week we sell our items from the Spirit Store at both Mistletoe Market and Spring Fling. We also have other fundraisers such

as bake sales during the year. We hope to see you this year and that you will participate to make our school all that God desires for it to be!

### **HS Faculty**

Parents are encouraged to contact teachers when the need arises. The most efficient way to do this is through email.

<b>Name</b>	<b>Email Address</b>
Bitonga, Esther	EstherB@rosslynacademy.com
Bressler, Sharon	<a href="mailto:SharonB@rosslynacademy.com">SharonB@rosslynacademy.com</a>
Brinkley, David	DavidB@rosslynacademy.com
Bryant, Jon	JonB@rosslynacademy.com
Brozovich, Alan	<a href="mailto:AlanB@rosslynacademy.com">AlanB@rosslynacademy.com</a>
Brozovich, Janey	<a href="mailto:JaneyB@rosslynacademy.com">JaneyB@rosslynacademy.com</a>
Choi, Haejin	<a href="mailto:HaejinC@rosslynacademy.com">HaejinC@rosslynacademy.com</a>
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Davis, Lisa	<a href="mailto:LisaD@rosslynacademy.com">LisaD@rosslynacademy.com</a>
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Drayton, Ashley	<a href="mailto:AshleyD@rosslynacademy.com">AshleyD@rosslynacademy.com</a>
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Garner, Fred	<a href="mailto:FredG@rosslynacademy.com">FredG@rosslynacademy.com</a>
Gitonga, Stanley	<a href="mailto:StanleyG@rosslynacademy.com">StanleyG@rosslynacademy.com</a>
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<a href="mailto:AnnikaS@rosslynacademy.com">Seefeld, Annika</a>	<a href="mailto:AnnikaS@rosslynacademy.com">AnnikaS@rosslynacademy.com</a>
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