

# Rosslyn Academy

## Middle School Student Handbook

2020 - 2021



Off Limuru Road  
Off Unep Avenue  
Past Unep. Off Magnolia Close  
Gigiri  
Nairobi, Kenya

Mailing Address:  
P.O. Box 14146-00800, Nairobi, Kenya

School Phone Numbers:  
+254-20-263-5294/5295/5296/5261  
Cell Phone: +254-732-646-602 or +254-727-646-602

Office Hours: 8:30-4:00  
Email: [info@Rosslynacademy.com](mailto:info@Rosslynacademy.com)  
Website: [www.rosslynacademy.com](http://www.rosslynacademy.com)

## Letter from your MS Principal

Summer 2020

### **Theme Verse 2020-2021:**

I Peter 4:10 “Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms.” (NIV)

As we begin this new school year, we find ourselves in a unique situation and will likely find ourselves up against some new challenges. My prayer for the Middle School is that every student and teacher will come to realize the particular gifts given to them by God, and be able to share them and use them for service to one another and for His glory. Beginning the year with VLE will bring its challenges, but my hope is that we will discover creative ways to give to and support one another in spite of our circumstances. As a middle school, we can become a community where we serve and love each other well.

I am so thankful for each and every one of you and the specific gifts **you** bring to our middle school community!

Ms. Heather Schneider  
Middle School Principal

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## Statement of Support

Dear Parents,

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** – 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** – 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** – 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** – 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** – Excellence is 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 Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent or Guardian Printed Name(s) \_\_\_\_\_

Name of Student at Rosslyn Academy \_\_\_\_\_

Grade \_\_\_\_\_

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.



**Middle School Schedule for 1st Semester 2020  
(VLE)**

Time	Duration	Green Day	Silver Day
8:30-8:40	10	Homeroom	Homeroom
8:40-9:50	70	Period 1	Period 3
9:50-10:00	10	Break	Break
10:00-11:10	70	Period 2	Period 4
11:10-11:20	10	Break	Break
11:20-12:30	70	Period 6	Period 5
12:30-1:10	40	LUnch	Lunch
1:10-2:20	70	Period 7	Chapel 1:10-2:00 Activities/Meetings 1:10-2:20
2:20-3:00	40	Teacher Office Hours	Teacher Office Hours

## Regular Middle School Bell Schedule

### Monday & Tuesday Schedule

Period 1	8:30 - 9:25	55 minutes
Period 2	9:30 - 10:20	50
Break	10:20 - 10:30	10
Period 3	10:30 - 11:20	50
Period 4	11:25 - 12:15	50
Lunch	12:15 - 12:45	30
Period 5	12:50 - 1:40	50
Period 6	1:45 - 2:35	50
Period 7	2:40 - 3:30	50

### Wednesday Block Schedule

Block 1	8:30 - 10:00	90 minutes
Break	10:00 - 10:15	15
Block 2	10:15 - 11:40	85
Lunch	11:40 - 12:25	45
Block 6	12:30 - 1:55	85
Break	1:55 - 2:05	10
Block 7	2:05 - 3:30	85

### Thursday Block Schedule

Block 3	8:30 - 10:00	90 minutes
Break	10:00 - 10:10	10
Block 4	10:10 - 11:35	85
Lunch	11:35 - 12:20	45
Block 5	12:25 - 1:50	85
Break	1:50 - 2:00	10
MS Chapel	2:00 - 2:45	45
Clubs	2:50 - 3:30	40

### Friday Schedule

Period 1	8:30 - 9:15	45 minutes
Period 2	9:20 - 10:00	40
Break	10:00 - 10:10	10
Period 3	10:10 - 10:50	40
Period 4	10:55 - 11:35	40
Period 5	11:40 - 12:20	40
Lunch	12:20 - 12:55	35
Period 6	1:00 - 1:40	40
Period 7	1:45 - 2:25	40

## 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 650 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, and one member selected by the Board from the private sponsor community. The sponsoring mission agencies are: the Baptist Mission of Kenya (IMB), 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 God-given gifts for Christ-like service in the world community”

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. Children from privately sponsored families are invited if they are in sympathy with the philosophy of the school.

Concurrent with its Christian and academic emphasis, Rosslyn Academy seeks to cultivate in students an appreciation for, and 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 define a personal relationship with God and provides the model for teaching behavior, values and human relationships. For this reason students are challenged to develop or deepen their personal faith in Christ and Christ-like character. Rosslyn intentionally and purposefully seeks to integrate a spiritual emphasis into every program. This includes CFS, athletics, guidance and all academic classes.

**Intellectual** - The intellectual focus of education emphasizes specific knowledge of various subjects and includes the development of analytical and problem-solving skills. Knowledge by itself has no ethical value. Personal faith integrated with knowledge becomes relevant and conversant in the secular environment and enables a positive contribution to society.

**Social** - Education prepares students for productive participation in society. The school is a learning community in which students of various backgrounds develop skills of understanding and cooperation, thus preparing them to live in and contribute to the world community.

**Emotional** - Through the biblical integration of faith and learning in an atmosphere of positive social interaction between staff, students, and parents/guardians, students will be helped and encouraged to develop a sense of personal worth and dignity in order to become responsible persons in society.

**Physical** - 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.

### What is Middle School (Grades 6-8)?

The Middle School provides a learning environment and experience that attempts to bridge the gap between the self-contained structure of the Elementary School and the departmental and individual class structure of the High School. The Middle School assists students in making the transition from childhood to adolescence. These are normal years of exploration and wanting to be involved in many experiences, of the development in independent thinking, of rapid physical growth and maturational spurts, and of intense feelings and opinions.

Through a balanced curricular and co-curricular program, there is continued emphasis on the spiritual, academic, social, emotional, and physical development of students. Students are encouraged to develop a personal identity based on a proper understanding and acceptance of themselves as unique individuals, created in the image of God. They are also encouraged to nurture positive interpersonal relationships and acquire a Christian worldview, as they learn to integrate Scripture with life.

Roslyn's curricular programs emphasize the natural relationship among academic disciplines; this facilitates cohesive learning experiences for students. Academic skill emphasis within a well-defined continuum is used as the basic guide in each curricular area. Exploratory opportunities are provided through special interest courses and various social, skill building, fine arts, and academic options.

### Middle School Objectives

Each person is divinely equipped with a unique set of abilities and potential 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 opportunity for students to participate in intramurals and in interscholastic sports.

## Rosslyn Academy Parent Teacher Fellowship

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 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!

## Academic Policies and Procedures

The Middle School utilizes a semi-departmentalized program. Students move through several different classrooms each day, where they meet and interact with various teachers. The school generally utilizes North American textbooks and classroom resources that are designed to prepare students to enter the college preparatory program in our High School. Consistent attendance and completion of academic work are critical for successful achievement.

Middle School teachers are divided with each grade having a teacher team. The teacher team tracks student progress, works together to achieve grade-level and school goals, contacts parents, and addresses individual student needs. Parents are encouraged to contact the teachers with questions, comments, concerns, or requests for meetings.

Each year a student is enrolled in the following core courses: language arts, mathematics, science, social studies, and Christian religious education.

### Roles and Responsibilities:

#### **Teachers are responsible to:**

- Clearly indicate to students how the assignment is related to the topic under study.
- Indicate the purpose of the assignment.
- Define how the assignment might be best carried out.
- Stipulate what the student needs to do to demonstrate successful completion of the assignment; this involves communicating carefully at the beginning of the assignment the criteria which clarify the teacher's expectations.
- Evaluate and give prompt feedback.
- Rarely ask parents to play a formal academic teaching role in homework. (This does not refer to 'review' i.e. verse memorization, spelling words, reading aloud, mathematics tables, etc.)

#### **Parents are responsible to:**

- Create a home environment that facilitates student self-study – a place to study, quiet, eliminate distractions, encouragement.
- Be open to direct involvement through listening, helping review, and, especially with the primary grade child, reading aloud and helping them with memorization.

- Monitor completion of homework for students. The amount of monitoring may be determined by the student's self-discipline and/or accomplishments.
- Observe and be aware of the amount of applied time spent on homework and alert the appropriate teacher(s) if the weekly average stays high.
- Give feedback to the teachers/principal.

**Students are responsible to:**

- Write down and/or have a copy of their homework assignments.
- Complete their homework to the best of their ability.
- Turn in homework on time – normally at the beginning of class.
- Follow up with the teacher as soon as possible if unable to complete or understand the assigned work.
- Complete any make-up work or missed work due to absence.

When teachers, parents, and students work together to fulfill their responsibilities, homework will be valuable and generally free from high levels of frustration.

### Report Cards and Grading

The academic year is divided into two semesters, with report cards issued three times each semester. Each of the first two report cards in the semester will indicate a student's present grade from the beginning of the semester until the report card was issued.

It is recognized that not all assignments are of equal value and therefore the teacher will determine the weight given to various assessment tools (i.e., quizzes, tests, writing assignments, projects, and homework). The total weight of written tests/quizzes will be no more than 40% of the grade other than math which may be up to 50%.

**Grading Scale: Letter Grade & Percent**

A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
F	45 – 59
F-	0 – 44

Note 1: Percentages and/or letter grades may be used on graded assignments.

Note 2: 60% passing presupposes that the student has learned 60% of the material that has been presented/taught in that class. However, for successful progress, an average of 70% or better is expected.

## Promotion

The ultimate aim of Rosslyn Academy is to do what is best for the student socially, spiritually, psychologically, and academically. In most instances, this results in promotion. In some cases, however, this may mean retention in the same grade for another year or not being able to re-enroll for the next school year.

The following guidelines facilitate decisions regarding promotion:

1. Each case will be evaluated individually.
2. The case will be evaluated by a number of individuals (which may include the parents, the teachers of the student, and a counselor) who make a recommendation to the principal. The principal dialogues with and officially communicates any school decision to the parents.
3. In most cases, appropriate mastery of the material as reflected by a student's earned grades will be the primary factor in determining promotion. A "C" average (i.e. grade of 70 or better) with no F averages in core courses is indicative of basic successful accomplishments even though a "D" is passing.
4. Our goal is that a promoted student has the knowledge and ability to achieve successfully at the next grade level.
5. All recommendations and decisions are made with the student's best interests in mind.

## Academic Probation

Rosslyn Middle School students with one F or more than two D's after a grading quarter will be put on academic probation for the following grading quarter. If after one grading quarter the student does not pull his/her grades up, he or she will not be allowed to continue enrollment at Rosslyn. Extenuating circumstances will be reviewed on a case by case basis.

## Assessment and Homework

Assessment can be a 2-hour final exam at the end of the year (summative assessment) and assessment can also be a teacher asking a class how well they understood the paragraph they just read together (formative assessment). There is a wide range of assessment practices a teacher uses.

Analogies from athletics or the arts can be useful. Assessment is a bit like rehearsals and productions, or like practices and a game. Much of teacher assessment is formative (rehearsals and practices) and should provide teachers, students, and parents with an idea of how well things are going and which areas need some work. Some assessment is summative (drama productions and athletic games) and is a final indication as to what degree the learning objectives were met.

Both formative and summative results are used to determine a final grade. However just because a formative result (using checks, letters, or numbers) is recorded does not indicate that it will necessarily be used to determine the final grade. Teachers determine which formative feedback is useful along with summative results to best describe the level of the student's mastery of the content and skills.

**Homework as assessment.** One type of (usually) formative assessment that impacts students is homework. Some feedback should be given to students on every piece of homework assigned, though this feedback may not necessarily be a "grade".



It is important and useful for parents to know how things are going with their child's learning and whether or not there are areas that need extra work. Formative assessment, including homework, can show that. That is one reason why homework is an important tool. While everyone agrees with this idea in principle, it is often the practical side (how much time is spent on homework) that produces stress.

Homework should provide useful feedback to teachers and students. Homework should be limited (on average) to:

- **Kindergarten:** An average of no more than 15 minutes per night
- **Grades 1-3:** An average of no more than 30 minutes per night
- **Grades 4-5:** An average of no more than 45 minutes per night
- **Grades 6-8:** An average of no more than 60 minutes per night
- **Grades 9-10:** An average of no more than 90 minutes per night with an increase of up to 30 more minutes for each AP class.
- **Grades 11-12:** An average of 120 minutes per night with an increase of up to 30 more minutes for each AP class.

Notes:

1. Individual music lesson practice is not included in these academic totals.
2. Parents whose students are spending significantly more time in homework are encouraged to keep a weekly chart of applied time per subject, and then talk with the appropriate teacher.
3. No NEW homework will be given on Fridays. However, if a student has incomplete homework, a project or test due the following week, they are expected to prepare and complete the unfinished assignment.
4. Short-term homework (assigned one to three school days before due) will not be given over calendared vacation times that are two school days or longer (e.g. Christmas Break, Spring Break, etc.). These 'breaks' are a good time for students to work on incomplete or make-up work, as well as on any long-term projects. When assigning homework, teachers consider various tournaments, retreats, and special event weekends, especially when a large number of students are affected. Long-term projects will not be due the day after a vacation of two school days or longer.

## A/B and Block Days

Each day of the week students will follow one of three schedules: "A" day schedule, "B" day schedule or Block Day schedule.

A and B days alternate on Mondays, Tuesdays and Fridays. Block Day schedules are on Wednesdays and Thursdays. Block Day schedules are as follows:

Wednesdays: students attend class periods 1, 2, 6 & 7.

Thursdays: students attend class periods 3, 4, 5, Chapel & Clubs.

For example, if the student's PE class is an A day schedule...be sure he/she brings a PE uniform on A days. If a B day for that same class period is choir/band, be sure he/she practices and brings appropriate items to class, if needed. On Block days, students will go to both their A and B day classes.

A/B Block calendars are emailed to parents each month. These are also shown on the MS wall each week.

## Notes for Specific Academic Subjects

### Mathematics

Rosslyn offers two sixth grade math courses - Sixth Grade Math and Sixth Grade Math Plus (Advanced 1). The Sixth Grade Math course moves students along a traditional path through middle school (with the possibility of moving into the advanced track in seventh grade), taking Algebra 1 in 9th Grade. The Sixth Grade Math Plus course allows students to take Algebra 1 in 8th grade. Rosslyn will use multiple factors to place students in the two courses. We propose the following criteria for determining where each current 5<sup>th</sup> grader would be most successful.

1. The Big Ideas Math Pre-Course Test - This curriculum has a pre-course test that will be given to students in May to determine each student's math ability.
2. 5th Grade Teacher Recommendations – Recommendations are based on grades, effort and interest in math.
3. Standardized Assessment – If necessary, teachers and the administrator could consider prior standardized testing results, including MAP testing given by Rosslyn.

Why have two routes? Each route has its benefits. The regular route suits students who are developing their mathematical understanding at a normal rate, while the advanced route provides a challenge for those students who are ready for it. The advanced route sets students on pace to take one math course per year, culminating in 12th grade Calculus. However, Calculus is not a necessary course for the majority of students. Regular route math students interested in taking Calculus are able to design their high school schedule to achieve the necessary prerequisites. In summary, it is our desire that every student be able to succeed while being appropriately challenged in whatever math course they take.

### Music

Band is offered as a voluntary option to students in Middle School. The school has some instruments, which may be rented. Participating in Band is excellent preparation for High School Band or instrumental ensembles and personal musical talent development.

Choir is one of two music opportunities required of students in Grades 6 to 8. This is excellent preparation for High School Choir and/or Rosslyn Singers

The Middle School participates in the Band and Choir concerts before Christmas and at the end of the school year. Attendance is mandatory.

### Physical Education (PE)

The goal of the Physical Education program is to engage students in a variety of physical activities and teach them skills that are appropriate to their age and maturity level. A further purpose is to help students discover areas of activity that they enjoy and can further explore as a means of maintaining personal physical fitness.

All students are required to participate in Physical Education activities unless excused by a physician, the principal, or the school nurse. Students are required to dress out in their purchased PE uniform for class unless excused by their PE teacher. Lack of dressing out affects the PE grade.

## World Languages

The MS World Languages program offers students an introduction to another language. While we are hoping and working for more in the future, it is not currently designed to be the equivalent of the first year of language in high school. Concepts are introduced at a more relaxed pace, with emphasis on gaining familiarity with the sounds and basic patterns of the language as well as the cultural contexts in which it is spoken. We have found that this eases the transition to the more rigorous vocabulary development and grammar study that is the hallmark of high school language study.

Each year, however, there are students who show the interest, the aptitude, and even the need to move directly into level 2 of a language in high school. This is typically assessed by the student taking and passing the HS level 1 final exam. As many of the skills required for this exam are not developed in the regular course of MS language study, a significant amount of effort must be made outside of class to prepare for the exam. Appropriate materials and guidance to build these skills can be provided by our MS language teachers, but the majority of the preparation must be done individually. Continued consideration for moving to level 2 is contingent upon superior performance in class, successful completion of periodic assessments, and a passing grade on the level 1 final. If a student is found deficient at any time in any of these areas then their candidacy for level 2 will be reconsidered.

## Behavioral Expectations and Consequences

### Attendance

Regular attendance is important and necessary because it is basic to the student's ability to succeed in school. While missed assignments may be completed, the dynamics and learning that result from classroom interaction can never be replaced; thus, regular attendance is strongly encouraged.

**Attendance Rule and Appeal Process** Anytime a student is absent from school, the parent is to present/send to the office or classroom teacher a notice explaining the purpose/reason for the absence. A child'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.

## Tardy Policy

Students are expected to be in class on time before the bell rings to start class. If a student is late to ANY class on ANY day, they can expect the following consequences:

3 tardies in a week - 1 lunch detention

5 tardies in a week OR

2nd week of 3 tardies = 2 lunch detentions and a phone call to parents

7 tardies in a week OR

3rd week of 3 tardies = 1 day of ISS and conference with parents

\*The consequences will start over at the beginning of each semester.

After a student has served a day of ISS and a conference with parents, the principal will implement additional disciplinary actions as needed.

## Absences

When a student is absent for any reason, it is the responsibility of the student to make up all missed work. Teachers are not expected to set up plans in advance for students who anticipate absences. For school-related absences, all scheduled assignments and tests are due as scheduled. For other excused absences, students are granted two days of make-up grace for each day of absence for up to one week of grace. This is to enable the student, upon returning to class, to complete the current daily work on time.

An absence is considered excused when the absence is the result of student illness or death in the family. A parent note, e-mail, or phone call is expected to verify the reason.

Excused absences may also be approved, at the principal's discretion, if a parent notifies the school at least three school days in advance of a pre-planned family responsibility or travel need. Normally the school evaluates the request and then notifies the parent of the expected result of the absence.

## Absence for reasons of illness

Parents are asked to notify the school that day to report that their child is home-sick by sending an email to [attendance@rosslynacademy.com](mailto:attendance@rosslynacademy.com). A student who has a fever should remain at home until the temperature has returned to normal for 24 hours.

## Absences for reasons other than illness

Except for absences caused by illness, students are expected to attend classes when school is in session. Requests to be absent are to be made to the principal in writing before the absence occurs. This procedure gives opportunity for the school to reflect to the parents the possible effects of the absence and/or together make some alternative study arrangements. Knowing classwork and assignments ahead often enables the student to turn in work before leaving and/or soon after he/she returns. Students whose work is marginal should be aware of the possible consequences of missing school, such as poor or non-passing grades. In most cases, simply completing missed homework may not result in as high a grade since vital classroom participation is missed.

If unexcused absences exceed five days per semester, the principal may recommend termination of enrollment to the superintendent.

## 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 racism.
- verbal taunts and teasing
- talking bad 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

### 4. Cyber

## Campus Care

Students are expected to treat all of Rosslyn's grounds, property, and facilities with care and respect. Abuse or defacement of buildings or property is not tolerated. Waste materials and cans are to be discarded in the trash containers provided. Students who disregard these standards should expect corrective discipline.

## 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 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. 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 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. Teachers should make it 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.

### 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 below for minor offenses.

Apparel that does not meet these expectations will be considered inappropriate for school or school-related activities or events. 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 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.

**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.

**Hats / Caps / Hoods** - Students are not to wear hats or caps during class time, chapel, assemblies or at any time in the auditorium; hoods, which cover the head, should not be up at those times either. It is a matter of good dress.

**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.

### Dress Code Violations Discipline

- 1st offense: The student will be given a verbal warning and may be required to wear a Rosslyn T-shirt cover-up and/or an alternate item of clothing

- 2nd offense: The student is referred to the principal and must wear a Rosslyn T-shirt cover-up and/or an alternate item of clothing or borrow clothes from another student. A written notice may be sent to the parent.
- 3rd offense: The student is removed from class and parents will be requested to collect their child from school and/or bring appropriate clothing. A parent conference will occur. Any class time missed will be considered and graded as an unexcused absence.

## Discipline

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 (see section below for details)
- 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 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 3-10 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.

### Green, Amber, Red Days

Emails and SMSes will be sent to parents when there is a disruption in a normal school day. Status of days are defined below.

1. Green - All School Events and Buses run as normal.
2. Amber - All School events and buses will run. However, attendance for school and activities is left to the discretion of the parents. No grade or attendance penalties will be given.
3. Red - All School events and buses are canceled.

### 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.



## Leaving campus during the school day

The school is responsible to parents for a student once he/she is put in the school's charge (i.e. boards the school bus or is brought to campus). For this reason, same day permission to leave must be obtained from a school administrator, preferably the appropriate principal. In this case a parent or guardian can only take their own child. In order to take other students there must be direct parental notification to and permission from school authorities.

## Late Entrance/Early Leaving

Returning students entering Rosslyn after the start of the school year, or students who have to leave early, are considered as an excused absence up to the point of return and/or after withdrawing.

## Parents'/Guardian's 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 of the adult responsible before the parent/guardian leaves and how to communicate quickly with him/her in the case of an emergency.

## Tardies

Students are expected to arrive at school and to all classes on time. This is a matter of courtesy and responsibility. Classroom teachers will communicate to students their specific expectations and consequences. Some teachers may require students to be seated at their desks when the bell rings, while others may require students to be in the classroom. Whatever the case, students are expected to meet the teachers' expectations. When, at the beginning of the school day a student is late (after 8:30), MS students must get a blue pass from the Middle School Office before going to their classroom.

Consequences for tardies vary from teacher to teacher. Chronic problems with tardiness are referred to the principal who then communicates with parents about the issue.

## 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, parents are notified and a conference may result. If further action is needed, a recommendation for termination of enrollment will be made by the principal 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.

## Technology Use & Policies

### Cell Phone Policy

- All cell phones must be turned into the MS offices between 8:00-8:25am every day.
  - Cell phones are not allowed in backpacks, lockers, or on a student at any time during the school day

- o Students may have access to their phone to make calls or recall information with permission from a teacher or the MS Administrative Assistant.

#### Other Allowed Devices

- MP3 Players / iPods may not be used between 8:30am and the end of school.
- E-readers

#### Not Allowed

- Tablets, Laptops, & Computers
  - o EXCEPTION - If students are given permission from a teacher or principal.

The use of electronic devices at Rosslyn Academy is a privilege which may be removed if students are found to be in violation of the Acceptable User Policy and/or Rosslyn Academy's Student Expectations & Discipline.

If a student's personal device (for example; phone, tablet, e-reader, computer) is used in a manner that violates the above policies, Rosslyn reserves the right to confiscate and search the device if there are reasonable grounds for believing that the search could turn up evidence that the student has violated or is violating either Kenyan law or the rules of the school.

Student behavior, whether on or off campus, and including Internet postings, reflects on the name of Christ and the reputation of Rosslyn Academy. Therefore, students involved in major misconduct on or off campus and including on the Internet, that reflects negatively the name of Christ, Rosslyn Academy, or substantially disrupts the work and discipline of the school, may be subject to disciplinary action, including expulsion.

Rosslyn Academy reserves the right to monitor and log the use of its technology and computer network, monitor network utilization by users, and examine user files and materials as needed. Therefore, users cannot expect absolute privacy from the school's technology personnel as it relates to the use of Rosslyn's computer network. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files, by persons outside or from persons inside Rosslyn Academy. Rosslyn Academy reserves the right to deny individual users access to specific technology as a consequence of misuse.

#### Withdrawals

Early withdrawal occurs when a student leaves school before the final school day, at the end of May. It is the belief of the Rosslyn Academy Board of Governors and the administration that any early withdrawal from school is harmful to the overall welfare of the student. Extra work requirements placed on the faculty are also of concern.

Excused early withdrawal may be allowed for reasons of illness or death in the immediate family. Should early withdrawal be desired for any other reason, parents complete the Early Withdrawal Application Form available in the main office. All texts, workbooks, library books and materials, music, instruments, and PE equipment must be returned, and financial accounts must be settled. In order to obtain clearance for each of these items, the appropriate individual must initial the withdrawal form, which is to be turned into the Business Office on the student's last day of school. The records of withdrawing students will be withheld until this form is received with all the required

initials filled in. School charges continue until the withdrawal form is completed and filed in the Business Office.

If the student withdraws within the last ten days of school, he/she may, after making special arrangements for completion of the semester's work, receive full credit for the semester.

A student who departs earlier than ten days before the semester's end will be given grades only for work done up to the time of the withdrawal.

There are three categories of early withdrawal:

1. Level One - includes students excused for reasons of illness or death in the immediate family. Since this is an emergency situation, exams or makeup work will not be given, and the report card grades will be an average of the work completed to the date of departure.
2. Level Two - when it has been decided in a particular case that exceptional circumstances merit an excused early withdrawal, the principal, in consultation with the teachers, will decide how the student's final evaluation will be determined.
3. Level Three - unexcused early withdrawal - a grade of "0" will be given for all work missed. The date of withdrawal is indicated on the final report card.

\*Financially, withdrawal charges include full tuition for the quarter in which the withdrawal occurs.

## Middle School Activities

### Co-Curricular

Co-curricular school programs are intended to encourage students to make full use of the talents and gifts God has given them.

Student participants serve as representatives of Rosslyn Academy as they perform before our community and compete with other schools; therefore, they are expected to maintain high academic and behavioral standards.

Groups, clubs, and organizations that meet on campus, are promoted on campus, and/or use the school's name must receive permission by the administration before activities commence. All groups, clubs, and organizations are expected to meet basic Rosslyn expectations:

- Purposes and activities must be in line with the school's mission.
- The raising of money or other gifts must be pre-approved by the appropriate principal; all money raised or used must be handled following the normal school accounting procedures.
- Adult sponsors must supervise official activities.
- Membership or selection criteria for the group, club, or organization must be pre-approved by the principal.

Students who accept a position or place in an extracurricular activity are making a commitment to the school and their teammates, cast members, or group members. Students who join an organization or team are expected to attend all practices, performances, meetings, and games associated with the activity. Special appointments should be scheduled so there are minimal conflicts; these should be identified with the school well ahead of time. Students who fail to meet their obligations as a member of the team, cast, or group may be dismissed from that organization. If the failure to fulfill an obligation is blatant and deliberate, that student may be deemed ineligible to participate in future extracurricular activities.

## Clubs

Various club opportunities may be offered to students during the activity period. These clubs are very dependent on volunteers and in the past have included softball, stamp collecting, word games, cooking, sewing, chess, Korean chess, table tennis, flower arranging, Bible study, and worship team for chapel. Clubs not only allow the students to learn a new hobby or skill, but also encourage them to develop stronger relationships with their peers and a variety of adults.

## Chapel

Rosslyn encourages the development of the whole person which includes the spiritual. A weekly chapel is designed to support this goal. All students are required to attend chapel; parents are welcome anytime. Students are encouraged to carry their Bibles to chapel.

Middle School chapel occurs weekly and is led by our chaplain. Services include worship, prayer, singing, drama, sermons, object lessons, storytelling and/or guest speakers – all focused around Scripture. Students hear about God’s love, which is most clearly seen in Jesus Christ, and they learn about ways they can respond to and reflect His love.

The chapel program is intended to challenge students to think about their relationship with Jesus Christ and the choices they are faced with. Students are to come before God with reverence, and they are encouraged to use their special abilities to contribute to the worship experience and chapel service. Parents and friends are invited to attend.

Students are to be respectful during chapel assembly times and/or whenever in the auditorium. They are expected to find their seats quickly and quietly – often in sections assigned by class. Students are to keep their feet off the backs of the seats, benches, and armrests and are not to climb over seat rows. Respect and courtesy is expected to be shown to whomever is on stage. Hats are not to be worn during chapel assembly times. Food (including candy), drinks, reading material, or radio/electronic devices are not to be brought into chapel nor into the auditorium facility. Assignments are not to be done during chapel.

## Christmas Project

The Christmas Project is an annual event where the Rosslyn community voluntarily provides financial and other help 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.

## Cultural Field Studies (CFS)

The Cultural Field Studies program focuses on various aspects of Kenyan or African culture and is a component of the curriculum for Grades 5 - 12. CFS has a long and positive history as an experience that richly impacts students. All students are required to participate in this program. Grades 6 – 8 go to pre-arranged sites that are usually not too far from Nairobi, for a period of 2-3 school days.

Their special focus is to:

1. Develop cross-cultural awareness and skills,
2. Heighten understanding and appreciation of the Kenyan people,
3. Encourage group bonding, and
4. Increase spiritual awareness and growth.

## Drama

The Middle School (6-8th graders) will have the choice of enrolling in an optional drama class that will meet once a week. Preparation for the play may also often take place at noon times and/or afternoons. Sometimes students are recruited to participate in the High School's play/musical performance each semester.

## Eighth Grade Promotion / Fifth Grade Step Up Day

A program is held at the end of the school year to recognize the eighth graders' completion of Middle School. Traditionally, the seventh grade class and parents host a tea for the eighth graders, their parents, and their teachers after the Promotion Ceremony.

During May, the fifth graders spend part of a day in the sixth grade, to better prepare them for their move to Middle School. There may also be other transition activities.

## Field Trips

Field trips are encouraged as an important enhancement of the educational program. They enable students to see, apply, explore, and/or experience what is being studied in the classroom. Teachers plan for these carefully and parents are informed about them beforehand. Written parental permission (i.e., a signed permission slip) is mandatory for students participating in field trips. Since field trips are generally 'during school and an educational experience,' all students are expected to go on them unless the parent has contacted the principal beforehand in order to have their child excused. We encourage, and often invite, parents to join us.

Care is taken to use as safe a means of transportation as possible. In general, an adult supervisor will be provided for every eight to ten students.

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 be exemplary at all times. Negative behavior jeopardizes the safety and success for many people; any student misconduct on field trips will be addressed as a major infraction.

## MUN (Model United Nations)--Cancelled for 2020-2021 School Year

Being in Nairobi and near the United Nations center for East Africa provides special opportunities. A select group of 8th graders study the United Nations and its programs during the first semester of Social Studies. They also study its procedures and prepare to participate. Early in the 2nd semester they go to the center and spend most of a week participating in a Junior Model United Nations program with about 500-600 other middle school/junior high students from schools throughout Nairobi and East Africa. This is an exceptional opportunity to learn logic, do research, make presentations and exhibit leadership.

## Private Lessons

Private Music Lessons in addition to the school's music program, Rosslyn Academy works with families to support private music lessons. Rosslyn Academy provides students with space and time to engage in private lessons. However, not more than one may be taken by any student during the school day.

Most lessons occur before school, during lunch or after school. Arrangements for fee payments are normally made directly to the instructor, who is usually not an employee of Rosslyn Academy.

Students may rent instruments from the school; these fees go into a reserved instrument fund. The school in no way accepts responsibility for missed lessons. Enrollment for these lessons is coordinated by the school's Private Music Coordinator. Students participate in a recital at the end of the academic year. Procedures for this involvement are available upon request.

## Special Programs and 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.

Middle School approval will be considered under the following stipulations:

1. While our general stance is that non-Rosslyn students are highly discouraged from being a part of MS special events as they are intended to build community amongst the Rosslyn students, we are aware that some special circumstances may arise.
2. An exception needs to be pre-approved by the Student Council teacher, the Student Council and the MS administrator.
3. These exceptions will only be made for homeschooled or other special circumstances children pending approval (not for students from other Kenyan schools).
4. A Rosslyn community member adult needs to vouch for the visiting child's character.

## Sports

Rosslyn offers a wide variety of clubs, teams, and groups outside of the regular classroom, and students are encouraged to participate. Participation in any of these areas is a privilege, and should enhance and enrich a student's school experiences.

Intramurals are intended to be organized team sporting activities for any student interested in participating; as such, there is no academic barrier to participation. Additionally, properly registered home-schoolers may participate as there is space. Guidelines for selection and participation will vary among the programs and activities. Intramural sports are designed to include everyone with an interest in playing that sport.

### Sports Seasons

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

Intramural Sports - All students are expected to be granted equal playing time and experience friendly competition. A goal of the intramural program is to develop Middle School cohesion among students and provide team opportunities for students of all skill levels. It is hoped that players will develop some skills necessary for success in the athletic program at the high school level, as part of the program some skill instruction is given. The team supervisor/coach is responsible for equal amounts of playing time for all participants. Parents are encouraged to observe their child in intramural action and volunteer to assist in supervising/refereeing if possible. MS intramural games are held two days a week after school. Volunteers coach and referee.

Interscholastic Sports - The purpose of this program is to enhance skills and fundamentals among students, especially those interested in pursuing high school athletics. Middle School sports teams for interscholastic play are selected after the intramural season and from among those who

participated in intramurals. Being a member of an MS team does not guarantee playing time. Those selected, and who choose to join the team, (a) will need to complete and return the medical permission slip, and (b) are expected to stay with their commitment for the season unless withdrawn by the parent (with principal's knowledge), by the school, or by academic ineligibility. This team is expected to practice advanced fundamentals and skills in preparation for interscholastic games (normally 6-10 in a season). Rosslyn is committed to trying to arrange for competition that is close in vicinity for MS students so that they do not get home too late. Only a few early dismissals are used – when there are schools further away such as Rift Valley Academy, Hillcrest, etc

Participation in Rosslyn's interscholastic sports program is a privilege for students. To qualify, students must be in good academic standing. All students participating in sports will have a grade report run by the Athletic Director on the 9th week of the quarter. If a student has 3 D's or 1 F in any of his or her classes, they will not be allowed to practice or participate in games for the next two weeks. The student will not accompany the team to away games. If, after two weeks, grades have not improved, the student may be removed from the team.

The MS Principal, with input by the Grade level teachers, coach and Athletic Director (AD), may make the exception to allow a student to continue with regular participation in the extracurricular activity during or following the probationary period even if the above stated requirements are not met. Factors to be considered in making this decision will be the student's academic ability as well as the effort that the student has put into achieving success in the course(s) in question. This exception may only be made on the judgment that remaining on the sports team is in the best interests of the student.

MS athletes are not usually permitted to play on any High School interscholastic teams other than Track and Field or Under 15 Rugby unless an application for an exception is filed and approved. The exception application may only be made for high school sports which are not included in the MS program that school year. In order to be approved, the exemption application must have principal, parent and AD permission.

These policies and procedures are intended to enhance playing time for marginal athletes, encourage and strengthen MS competition at the MS level, reduce the chances of physical injury due to size differentials, and to balance the time demands/pressures on our younger students.

### Student Council (STUCO)

The Middle School Student Council is under the supervision of a faculty sponsor. The Council gives feedback to the administration as to student feelings, interests, and ideas. It organizes various events and activities for Middle School students. These may include game afternoons, movie nights, service involvement, and/or banquets.

Membership on the Middle School Student Council is a privilege reflecting the leadership ability of those selected. To be eligible for this responsibility, students must demonstrate leadership, integrity, and maintain good academic standing in all subjects. This applies to both the officers and the grade level representatives. A member who falls below these standards is subject to removal from his/her position. A student with one or more F's or more than 2 D's at any reporting period is not in good academic standing and will be placed on extra-curricular probation for two weeks, allowing time for the student to work at improvement in the course(s) in question. If the course teacher does not indicate adequate improvement by the end of the probation period, the student will be removed from the position. During the probationary period, the student will be allowed to attend required meetings but not take any active responsibility in Student Council functions.

Detailed descriptions of positions, election procedures, and specific responsibilities for Middle School Student Council members are available. Parents must be aware of and prepared for their child to accept various responsibilities which are outlined in the permission slip they sign that allows their child to run for a Student Council position.

### Spiritual Emphasis Week (SEW)

Spiritual Emphasis Week is held once during the school year. Students are encouraged to respond to God's personal claim on their lives and/or to renew their personal spiritual life during these special times. This is in addition to the weekly chapel time and may include speakers or presentations by individuals or groups from Nairobi or abroad. SEW may include daily chapels during an entire week, or special seminars and workshops for a full day; all programs are Biblically centered and devoted to spiritual, moral, and character-building themes. All students are required to attend these programs.

## Rosslyn Academy's Services

### Campus Use

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.
8. 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.

### Drinking Water

Specially-filtered Nairobi City Council water sources are scattered around the campus. There are three filtered water taps in the Middle School area. Students are encouraged to bring water bottles to class.

### Counseling

Counseling helps young people to find solutions to emotional, social, and behavioral problems they are struggling with. Counselors can provide knowledge, instruction and direction in many areas of students’ lives in addition to that which relates to the academic classroom. This relates especially to helping them develop positively in the emotional, relationship, and ethical/moral areas of their lives. This is done with individuals and in group situations. Thus the counseling program is developmental, preventative, and responsive.

Our primary student-adult relationships and mentoring/modeling come from the daily teacher-student interaction in and outside of classes. Besides this, Rosslyn has counselors and chaplains on its staff; all of these are available to meet with students. The Middle School counselor and chaplain work together to respond to and prevent emotional/behavioral, coping, and transition issues. In order to best serve our students, the Middle School counselor and chaplain will consult with the Administration, Learning Support Team and Transition Coordinator. Parents or Students may be able to request a meeting with the chaplain or counselor at any time.

### Insurance

Rosslyn Academy does not provide student health insurance covering the school day. Insurance coverage is expected to be provided by the parent. Proof of such coverage is part of the admissions/re enrollment process.

### Learning Support Program and Services

In order to help students be successful, Rosslyn provides some special services for students with mild learning disabilities (LD’s), attention deficit/hyperactivity disorders (ADHD), English Language Learner (ELL) needs, and/or reading difficulties (Reading Lab). Resources in these areas are limited and enrollment in any of these programs is dependent on proper identification through evaluation as well as the availability of specialized personnel, space and need.

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 can only accept a very limited number of students who need special services. A more complete description of special services along with the requirements and expectations for receiving these services is available in the Guidance Office or in conversation with an administrator.

## Lockers

Locks and lockers are provided for Middle School students at the beginning of the year. These are the property of Rosslyn Academy and should be treated as such. Students are told not to share the combination to their lock with anyone. Parents can help the school by reminding their child that once a combination is shared, it may be shared again and again, thus rendering a lock useless. Lockers, once issued to a student, are considered to be 'personal property areas' but an administrator reserves the right to enter a locker if he/she deems it necessary.

Students are permitted to hang "decent" posters and photos inside the locker, but nothing may be fastened to the outside of the locker. If this happens, it will be removed. Damage to the lock or locker will result in an assessed fine.

Lockers are available for use by students in PE classes. If expensive items (including electronic items and/or amounts of money) are carried when going to PE class, it is wise for the student to give these items to the PE teacher to care for rather than leaving them in the gym locker. Students are expected to follow the normal guidelines regarding the care of school property.

## Lost and Found

Discarded personal items, including textbooks, found on the school grounds or in the buses will be taken to the MS Lost and Found. 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.

## Lunch

Students eat in the designated MS zone area designated by the Middle School Principal. Middle School students may carry a 'bag lunch' or choose to buy the hot lunch from the secondary lunch sales area. Students sign up for the hot lunch option in the HS Office on a monthly basis. Payment is due at the beginning of each month. Drinks are not provided with these lunches but Middle School students may purchase them from the lunch sales area.

## Media Centers and Media Labs

### Secondary Facilities

Both the Media Center (library) and the Media Lab (computer lab) 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. Guidelines for personal use are posted in all locations; the Media Center is open from 8 a.m. to 4 p.m. each school day.

Personal use of the library and computer labs is a privilege, not a right. Students whose behavior is disruptive or distracting in any way will be asked to leave. For students in Grades 6 to 12, use of Rosslyn's computer network, including the Internet, requires the student to have viewed and signed the Technology Use and Standards Guidelines

No books or magazines are to be taken from the Media Center without being checked out according to the procedures posted at the circulation desk. Students are allowed to check out a maximum of 10 items.

Students are expected to respect library materials and the needs of others by returning items on time. Fines are Ksh.10 per day per item for books and magazines and Ksh.25 per day for reference books. Any student with two overdue items or a fine amounting to Ksh.200 will not be allowed to check out library materials. All items can be renewed twice.

Lost books should be reported immediately. If the book is not located by the end of the grading period, the student who signed it out will be expected to pay the replacement cost of the book (including shipping). Report cards may not be sent home until all books have been returned and all fines have been paid.

Students may come to the Media Center from classes to do research or read magazines, but not to email or do assignments that can be done in the classroom. To do this they use a teacher provided 'Pass'. The Media Center is not a place to socialize, play games or do anything that disrupts the study atmosphere. Students should work quietly and always walk, not run, in the Media Center. Book bags, backpacks, food and drink are not permitted in the Media Center.

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 values, family values, and maturity levels. 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 appropriate principal.

## School Pictures

Digital pictures are taken at Rosslyn during the first semester for yearbook purposes. Photo packages may be offered for those who wish to purchase individual, class, or school pictures.

## Technology Use and Standards

**THE PURPOSE FOR OUR TECHNOLOGY:** Rosslyn is striving to provide state-of-the-art technology to its staff and students with the aim of preparing its young people for the challenges of the 21st century. This technology includes ready access to computers and software, use of the Internet, e-mail, use 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 and not a right. This privilege carries with it specific responsibilities that must be maintained for the sake of individuals using this technology, for the integrity of the equipment and systems themselves, and for the good of the school.

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 and/or not using the school's systems of technologies in a respectful manner will result in loss of use of the system and additional consequences as appropriate to the seriousness of the event.

## **A: PERSONAL RESPONSIBILITY: E-MAIL AND INTERNET**

All persons given the privilege of using the system are individually responsible for the material they research, use, send, and receive. All MS and HS students are given an individual account. All parts of the school's network are subject to review and monitoring at any time. 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 totally inappropriate in our setting as an educational institution, especially since our school looks to honor God as Creator and King. System users are to always strive to use the technology appropriately, wisely, educationally, and honorably.

Note and follow the bulleted guidelines below. Some of the topics that typically arise that are not educational in nature and do not belong in our school setting are listed below. This is not an exhaustive list. Students that include the listed items in their technology use or fail to follow the guidelines in this document will lose their technology privileges and/or be subject to disciplinary consequences. It is understood that some school research projects may require limited visitation to excluded or non-educational sites; however, in such a case, the teacher making the assignment will notify the technology supervisory staff in advance.

- The following is a partial list of unacceptable or non-educational topics/sites/activities:
  - Pornography or obscene material
  - Music & Movie sites
  - Teacher\Other User files or folders
  - Software / Music downloading
  - Chat / Drugs / Cheating
  - Security/Hacking
  - Gambling
  - 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 email is not permitted. Violations of system security must be reported as well as abuses of the system. This is necessary to maintain the integrity of the system and insure maximum efficiency for all people using the system.
- While "social gathering" sites such as Facebook, and Twitter are not intrinsically "bad," because of the potential for inappropriate content we ask that you only visit these types of sites at home under parental supervision.
- Browse responsibly. With over 200 computers on the network, our bandwidth can easily become saturated. It is important our Internet connection be reserved for educational purposes. Any personal browsing should be done from home. This includes any personal activities that utilize our Internet connection.
- Individuals are responsible for the mail maintained, sent them, or stored in their account as well as the material received while using the Internet. This means that system users make sure that the material they receive and mail they keep is decent, appropriate, educational, and will in no way harm the system or its software. The use of web-based email, such as Hotmail, Yahoo Mail, etc. is not permitted from school computers.
- E-mail may be accessed before/after school, during breaks, and at lunch time. You may not use your mailbox during class time.
- Mass mailings to general audiences, chain mail, email 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 email, web pages, or the Internet.

- Each student given an account is allotted 10 Megabytes of server storage space for the purpose of keeping school related files and documents. The storing of 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. Individual mailboxes shall not exceed 2 Megabytes in size. Individuals who fail to comply with these limits run the risk of losing the privilege of having storage space on Rosslyn servers.
- Network and mailbox password changes are to be made only 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.
- New 2013: As of this year, Middle School teachers will no longer be accepting assignments emailed from non-Rosslyn email accounts.

**B: RESPONSIBILITY TO OTHERS**

- Use courtesy and kindness in your content and language usage when using the Internet or e-mail. Racial, religious, personal, or ethnic attacks will not be tolerated.
- Always give credit to thoughts and/or work that are not your own – don't plagiarize.
- Respect the privacy of other peoples' email and files; if such an item is found open, close it.
- Erase your own files only. Do not change settings, degrade programs, or cause system disruption.
- Do not share your password. Do not borrow or pass on passwords. Use only your account.
- System problems or problems encountered via e-mail/Internet (faulty operation / threats / harassment) must be reported to technology staff immediately. All users have a duty to maintain system integrity.

**C: RESPONSIBILITY TO EQUIPMENT/SYSTEMS**

- **\*\* NO FOOD OR DRINKS IN THE 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 email attachments before opening them. Flash drives brought from home must be checked for viruses by the Rosslyn IT staff before you use them on any Rosslyn computer.
- 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.
- To encourage responsible use of resources, each student is given a 150 printed page quota for the school year. These 150 pages represent document pages, not pieces of paper. [For instance - a 7 page document will print double-sided on 4 pieces of paper but, 7 pages will be deducted from the 150 page quota.] While 150 pages has proven to be more than adequate for most students, heavy printer users who deplete their quotas before the end of the year may purchase additional pages at a cost of 5 /= per document page. You are more than welcome to help out a friend or family member who has run out of paper by printing a document for them.
- Color copies??
- 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.

**D: RESPONSIBILITY TO COPYRIGHT LAWS**

- 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.

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

## Student Health Services

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 after Sept.1st (or after Feb.1st for new students in 2nd Sem.), without necessary immunizations.

Parents must also complete a confidential student health record which lists emergency information which may include: 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 principal should be contacted. Written documentation detailing the purpose for the medication, dosage, and other pertinent information will be needed.

All prescription medicine is to be kept at the Wellness Center. Students may not keep prescription medicine on their person or in lockers unless specifically approved in writing by the school nurse and/or administration. This policy allows asthmatic students to keep personal inhalers in their possession. Non-prescription medication (such as Aspirin, Panadol, Tylenol, etc.) will not be given to students unless parents have given written permission. This permission form is part of the student's health record form, which is completed by parents at the beginning of the school year.

### Illnesses and injuries

In case of an accident or illness at school, the child will be brought to the Wellness Center. 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 will be contacted to come and pick their child up from school. Students are not to refer themselves to the clinic, but must have a teacher complete a Wellness Center student pass, which the student must take with them.

When necessary, basic first aid (ice, splints, bandages, etc.) will be administered. In the event of an emergency, and if the parent cannot be reached, the school will take appropriate action to ensure the child's well-being. It is important that the school have the parents' current home and work telephone numbers, as well as those for an emergency contact in case parents cannot be reached.

Students who require immediate emergency care will be transported to the closest hospital, which is the Aga Khan Hospital near City Park on Limuru Road or Gertrude's Children's Hospital on Muthaiga Road. In such cases parents meet school personnel at the hospital and take care of hospital administrative and financial matters.

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 policy.

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 and/or bicycling distance of the school.

Rosslyn often transports students who are involved in athletics, field trips, and other school related functions. 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 the monitor. Students failing to follow directions 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.

### Bus Guidelines for Students

Conduct on the bus follows the same general rules that apply within the classroom. Safety is of primary importance.

Students shall:

1. Wear the provided safety seat belts when the vehicle is in motion.
2. Show respect for the authority of the driver, monitor, and/or any teacher or parent who may be riding.
3. Board and leave the bus in an orderly manner as directed.
4. Go directly to the bus after classroom dismissals. Students shall NOT:
  1. Display rowdy or rude behavior on the bus or at the bus stop.
  2. Shout out the windows.
  3. Drink from or carry glass containers.
  4. Drop litter or throw things in the bus or outside the windows.
  5. Stand at any time when the bus is in motion. Only the monitors may stand up at such time as necessary due to discipline or an emergency.
  6. Put hands, arms, or head out of the window.
  7. Play music devices without headphones. Music devices or smartphones with music with headphones and small electronic games are permitted on the bus provided the sound is

turned down very low. Note, however, that music devices, smartphones with music and games and other forms of electronic games may not be used by Kindergarten through 8th graders on the Rosslyn campus during the school day (from arrival at school – 3:30). If they are used during the school day, they may be confiscated.

### **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 offense or if the offense is serious, the parents of the student involved will be contacted and the student will be disciplined (e.g. unable to ride the bus for one week, or asked to clean the bus, etc.). Any such suspension includes suspension of late bus privileges as well.

If negative behavior by the student persists, he/she may be suspended from the bus for the remainder of the school semester/year. In such a case the bus fees will not be refunded.

### **Late Bus (Activity Bus)**

A late bus leaves the school at 5:15 or 5:45 (or after a home game) as scheduled Monday through Thursday, unless students are otherwise notified. The late bus takes students to several combined bus stops. Information sheets with the specific locations and times are published and available in the main office. If the parent/pick up person is not present, the driver waits no longer than 5 minutes and the student is returned to Rosslyn at the end of the bus run. Bus drivers have RA issued cell phones; these numbers are available to parents. The weekly schedule is also published in the Rosslyn Reporter.

Only students who are participating in a supervised after-school activity (including academic assistance from a teacher) are eligible for late bus service. If there is space, spectators at a school game may ride.

### **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 must be particularly careful to drive slowly and to unload and load students only in the designated areas.

### **Walking, Scooters, Bikes, or Skateboards**

Students who walk, use scooters, or ride bikes to school should enter through the gate closest to faculty housing and continue their way to campus using the walkway that leads to the track and staying to the side of or off the roadway. Bikes are to be kept locked in the bike racks during the school day and not ridden. It is better not to bring scooters to school unless a way of locking them to the bike rack is arranged for. They are not to be ridden during the school day.

Skateboards are not to be used on campus. If a Skateboard is used as transportation to school, it must be housed in the Principal's office during the School Day. If it is used during the school day, it may be confiscated.

### **Transportation for School Activities**

Even students who are not signed up for daily transportation from home on Rosslyn buses often find themselves using school transportation for a variety of reasons, including athletic games, class field trips, or other groups and clubs.



These kinds of programs and activities are an important enhancement of our educational program. School transportation into the community carries with it special responsibilities. Student conduct and dress must be exemplary at all times. Negative behavior jeopardizes the safety and success to many people and any student misconduct while using school transportation will be addressed as a major infraction.

## Miscellaneous

### 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; directional routes for exiting a room or building are posted in each classroom. Visitors on campus during a drill will be expected to participate.

### Passes

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

### Supplies

The school office provides parents with a basic list of required supplies for their grade or course at the beginning of the year. It is the students' and parents' responsibility to have these supplies as soon as possible. It is the student's responsibility to have required daily supplies with them.

### Textbooks/Workbooks

We expect our students to take extremely good care of these books since they are the property of Rosslyn Academy. The costs of purchasing and shipping are built into the tuition costs of attending the school. In order to offset the costs of textbook abuse and loss, we issue fines to students for various infractions.

Writing (including underlining) in textbooks is not permitted unless directed to do so by the teacher. Fines for damaged textbooks will usually be 10% - 50% of the cost of the book.

Damage to a book that severely restricts its use or diminishes its life by more than one year will result in a charge equal to the replacement cost. Most textbooks have a replacement cost to the school of about US \$75 (including purchase, air mailing and sometimes a customs charge). Parents who borrow school textbooks for a period of time provide a deposit of US \$75 per textbook.

#### **FINES:**

Lost book - \$75

Heavy Damage / Mould - \$45

Water Damage - \$20

Damaged corners or writing - \$5

## Yearbooks

Rosslyn produces a school yearbook each year, which is usually ready for distribution by the end of the school year. Each Rosslyn student receives a yearbook. There is no additional charge for the yearbook.

The yearbook is a school production. Although much of the work and many of the ideas are generated by high school students, it is not solely a student production. Rosslyn Academy retains full editorial control over the content of the yearbook.

## Visitors

From time to time, students have friends or relatives that they wish to bring to campus or have visit classes. Visitors may be permitted to visit for up to 1 school day, during lunchtime, or after school. Normally, the principal will limit classroom visits to ½ of a school day however, exceptions may be made in various circumstances. Visitors normally receive a VISITOR badge upon arrival and are required to sign in at the main office. When visiting at lunchtime visitors are to abide by the same guidelines as Rosslyn students. 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).

## School / Home Communications

Note: The Rosslyn administration requests that parents notify us promptly of major events that happen at home (such as sickness, accident, family death, etc.). Such notification helps the school to understand and appropriately respond to the student's feelings. We want to support the student and help them cope better; this might include giving words of encouragement, making an exception, and/or adjusting an expectation or requirement.

## Assignments: Responsibility and Procedure

Assignment sheets and assignment notebooks are used to help students build responsibility in completing assignments, to communicate to parents the work assigned, and to help teachers monitor the amount of work given. Teachers take the responsibility of clearly identifying assignments, how they are to be completed, and when they are due. Students are responsible to know the assignment given, when it is due, and then to turn it into the teacher on time.

## 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 differences 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 participants in the grievance procedure by reason of such participation. The following procedure shall be applied in handling parent or student concerns:

1. A parent-teacher conference. If appropriate, the student could be included.
2. Without a resolution of the differences, a parent-teacher-administrator conference will be held. The student could be included if the teacher and parent consent.
3. There may be times a parent prefers to go directly to the administrator. If a parent goes directly to the administrator, the student concerned will not be allowed in the conference.

4. If there is no resolution between the parent and the administrator, or if the parent comes to the administrator a second time regarding the same issue or teacher, the administrator shall bring the parent and teacher together in his or her presence for a conference.
5. If there continues to be no resolution, the matter proceeds to the Superintendent for an appealed decision.
6. The Board of Governors will only consider matters or issues to determine if due process has been followed and that it is consistent with school policy.
7. The administration and staff of Rosslyn Academy will make every reasonable effort to create a supportive, non-coercive school environment. 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 Counselor or Guidance Office.

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

### Compassion Leave

Every now and then a student may need to go on a compassion leave which requires them to be absent from school for an extended amount of time. This may be for reasons such as a death in the family, mental health reasons, or family reasons. This may be mandated by the Principal or parents may make their request to the Principal in writing. Our policy in these cases is that the student will be excused and teachers will provide the minimum amount of homework/assignments needed to maintain the integrity of their course.

### Google Classroom

Google Classroom is a platform that aims to simplify creating, distributing and grading assignments in a paperless way. Teachers can create assignments, send announcements, and instantly start class discussions. Students can share resources with each other and interact in the class stream or by email. Teachers can also quickly see who has or hasn't completed the work, and give direct, real-time feedback and grades.

Students can keep track of classwork and materials, share resources and interact in class stream or by email, submit assignments and get feedback and grades.

The School creates a Google Account for each student which provides access to Google Classroom, Google Docs, Calendar, Gmail, Drive, and Forms.

### PowerSchool

PowerSchool is a secure web-based student management system designed to strengthen communication between the school and home by providing parents and legal guardians access to their child's attendance records and academic progress online.

Parents, students, and teachers each have their own PowerSchool login. Parents and students have different types of accounts, and thus separate logins. Parents can view multiple students at once while students can only see their **OWN** grades, attendance, assignments, and more. PowerSchool logins are granted by the school.

## Open House

Each school holds an Open House at the beginning of school. The goals of the Open House are:

1. For parents and teachers to become acquainted.
2. For teachers to present goals and objectives, discipline policies, grading procedures, and their expectations for their classes.
3. To give parents the opportunity to ask questions.
4. To allow parents to become more familiar with school practices and facilities.

## Monthly Calendar of Events

Near the end of each month, an email with an attached calendar for the next month will be sent put to parents. This calendar would be the most up-to-date and will list the A/B scheduling for that particular month. It may also contain any school activities and events which may have been added during the previous month.

## Parent-Teacher Conferences

Teacher conferences are held once during the first semester and by parent request. These conferences are a means of two-way communication between teacher and parents about a child's progress academically, socially, spiritually, and emotionally. Ongoing communication, both written and verbal, between parents and teachers is vital.

## Parental Visits

Parents are encouraged to visit the school to confer with the teachers and/or the principal. They are expected to make an appointment before coming to school, in order to arrange for the most suitable time. By prior arrangement with the principal and teacher, they may spend time in their student's classroom. Parents and guests are encouraged to attend chapel and assembly programs at any time. Parents are welcomed to help with the club program, to coach intramurals, and to assist in other ways. We encourage parent involvement in the school.

## The "Rosslyn Reporter"

The "Rosslyn Reporter," a bi-weekly announcement newsletter, is emailed to parents and posted on the website on Mondays and Thursdays. The Monday issue is for Sports and Sales; The Thursday issue is school announcements and other information. 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.

## Middle School Staff and Contact Info

Teacher	Subject	Email
Kate Apondi	Learning Support	<a href="mailto:katea@rosslynacademy.com">katea@rosslynacademy.com</a>
Sarah Arensen	English Language Arts	<a href="mailto:saraha@rosslynacademy.com">saraha@rosslynacademy.com</a>
Paul Bedsole	Science	<a href="mailto:paulb@rosslynacademy.com">paulb@rosslynacademy.com</a>
Esther Bitonga	Swahili	<a href="mailto:estherb@rosslynacademy.com">estherb@rosslynacademy.com</a>
Michael Childs	Math	<a href="mailto:michaelc@rosslynacademy.com">michaelc@rosslynacademy.com</a>
Hyejin Choi	Korean	<a href="mailto:hyejinc@rosslynacademy.com">hyejinc@rosslynacademy.com</a>
Emily Christensen	English Language Learners	<a href="mailto:emilyc@rosslynacademy.com">emilyc@rosslynacademy.com</a>
Natasha Costa-Bir	Admin. Assist./Test Coord.	<a href="mailto:natashac@rosslynacademy.com">natashac@rosslynacademy.com</a>
Sandra Daniel	Band	<a href="mailto:sandrad@rosslynacademy.com">sandrad@rosslynacademy.com</a>
Phil Dow	Superintendent	<a href="mailto:phild@rosslynacademy.com">phild@rosslynacademy.com</a>
Ashley Drayton	Chaplain	<a href="mailto:ashelyd@rosslynacademy.com">ashelyd@rosslynacademy.com</a>
Brad Fuller	Counselor	<a href="mailto:bradf@rosslynacademy.com">bradf@rosslynacademy.com</a>
Stacey Fuller	Science, Health	<a href="mailto:staceyf@rosslynacademy.com">staceyf@rosslynacademy.com</a>
Joanne Heugel	Psychologist	<a href="mailto:joanneh@rosslynacademy.com">joanneh@rosslynacademy.com</a>
Tyler Heugel	Technology Specialist	<a href="mailto:tylerh@rosslynacademy.com">tylerh@rosslynacademy.com</a>
Rachael Ibs	Christian Religious Ed	<a href="mailto:rachaeli@rosslynacademy.com">rachaeli@rosslynacademy.com</a>
Joy Jasperse	English Language Learners	<a href="mailto:joyj@rosslynacademy.com">joyj@rosslynacademy.com</a>
Kerry Jividen	Physical Education	<a href="mailto:kerryj@rosslynacademy.com">kerryj@rosslynacademy.com</a>
Phil Krymusa	Social Studies	<a href="mailto:philk@rosslynacademy.com">philk@rosslynacademy.com</a>
David Matlak	Director of Spiritual Life	<a href="mailto:davidm@rosslynacademy.com">davidm@rosslynacademy.com</a>
Sarah Lout	Social Studies	<a href="mailto:sarahl@rosslynacademy.com">sarahl@rosslynacademy.com</a>
Emily Means	English Language Arts	<a href="mailto:emilym@rosslynacademy.com">emilym@rosslynacademy.com</a>
Irene Mumo	Learning Support	<a href="mailto:irenem@rosslynacademy.com">irenem@rosslynacademy.com</a>
Bernard Nzuki	French	<a href="mailto:bernardn@rossltnacademy.com">bernardn@rossltnacademy.com</a>
Mark Rondeau	Math	<a href="mailto:markr@rosslynacademy.com">markr@rosslynacademy.com</a>
Djamilah Ross	Art	<a href="mailto:djamilahr@rosslynacademy.com">djamilahr@rosslynacademy.com</a>
Bill Rowe	Choir	<a href="mailto:billr@rosslynacademy.com">billr@rosslynacademy.com</a>
Heather Schneider	Principal	<a href="mailto:heathers@rosslynacademy.com">heathers@rosslynacademy.com</a>
Amy Schwandt	Learning Support	<a href="mailto:amys@rosslynacademy.com">amys@rosslynacademy.com</a>
Brent Siegrist	Math	<a href="mailto:brents@rosslynacademy.com">brents@rosslynacademy.com</a>
Katrina Siegrist	Librarian	<a href="mailto:katrinas@rosslynacademy.com">katrinas@rosslynacademy.com</a>
Maria Turcios	Spanish, MS Tech	<a href="mailto:mariat@rosslynacademy.com">mariat@rosslynacademy.com</a>