

Rosslyn Academy

P.O. Box 14146-00800
Nairobi, Kenya
Email : info@Rosslynacademy.com
Phone: 7121303/7122168/7120702

The purpose of Rosslyn Academy is to provide a (K-12) North American and Christian-oriented educational program for children of the Owner Agencies and of other mission agencies. Rosslyn welcomes children from privately sponsored families who are in sympathy with the philosophy of the school.

August, 2008

Welcome to another year at Rosslyn Academy! Hundreds of students have passed through this high school before you. Hundreds and probably even thousands will pass through this place after you.

But this year you are here and we need you to carry the baton well. You have been handed good traditions and good ideas and good momentum from the past. Past student councils and MUN and athletic teams and drama casts and worship teams and generally academically focused students have given us a strong start in this year's race.

Those coming after you will also be counting on all of these areas to be moving in a positive direction. It's up to you. It's up to me. It's up to each of us to do our part. Teams and programs and drama casts are sort of like a baton. This is our year. This is our race.

I pray that in May of 2009 we will be able look back on this school year and to echo the sentiments of the Apostle Paul when he humbly yet confidently proclaimed that he had run his race well. He had kept the faith that was entrusted to him.

Sincerely,

Don Mercer
High School Principal

Table of Contents

History and Organization

- School History
- School Governance
- Accreditation

Educational Philosophy

- General Philosophy
- Specific Philosophy

Admissions Policy

- Admission to Rosslyn
- Continued Enrollment

Academic Policies and Procedures

- Academic Program
- Homework Policy
- Late Work
- Grade Reporting
- Exams and Exemptions
- Credits
- Grading Scale
- Academic Probation
- Honors Distinctions
- National Honor Society
- Cheating and Plagiarism

Graduation and Scheduling Policies

- Specific Graduation Requirements
- Diploma
- Department Merit Certificates
- Valedictorians and Salutatorian

Special Curricular Programs

- Chapel
- Spiritual Emphasis Week
- Cultural Field Studies (CFS)
- Field Trips
- Fair Days
- Service Program
- School Resource
- Private Music Lessons

Co-curricular Program and Activities

- Selection for Activities
- Eligibility for Activities
- Commitment to a Team, Club, of Cast

Attendance, Tardy, and Behavior Policies

- Attendance Requirements
- Unexcused Absences
- Absences During Finals
- Tardy Policy
- Behavior Expectations and Consequences

Dress Code

Student Health and Safety

- Immunizations and Health Records
- Medications
- Illnesses and Injuries

Transportation

- School Bus Service
- Late (Activity) Bus
- Personal Transportation
- Students Who Drive
- Walking or Bikes
- Transportation for School Activities

Miscellaneous

- Closed Campus
- Visitors
- Use of Facilities
- Library and Computer Labs
- Cell Phones, Walkmans, Other Necessities of Life
- Technology use and Standards for Students

Faculty

The following information entitled *Statement of Support, 2008-09* was first used two years ago. All families are requested to review and return a signed version of this information. A copy has been placed into all Handbooks so that parents can refer to their commitment during the school year.

Statement of Support, 2008-09

Dear Parents,

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

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

Our Parent-Student Handbook describes the school's philosophy and provides most of the information relevant to issues concerning parents and students. Thus, it is important that parents and students have access to the annually updated Handbook. In addition to the Handbook given to every student and family at the beginning of the each school year, a copy can also be found on the school's web page.

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

Rosslyn Academy is a Christian school accredited with two North American accrediting agencies: Middle States Association (MSA) and the Association of Christian Schools International (ACSI). Its educational philosophy is described in the Parent-Student Handbook of each school. The policies and practices which further guide school decisions are also found in these Handbooks and are intended to support Board policy. Parents are expected to read/review the Handbook carefully.

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

Parent/Guardian signature

Date

Parent/Guardian name (printed)

Names and grades of children attending Rosslyn. Students in high school also need to sign.

Printed Name	Grade	Student signature <i>if in high school</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

History and Organization

History

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 educational curriculum with an enrollment of approximately 500 day-school students. Students experience minimal academic difficulty in transferring, at any grade level, from Rosslyn Academy to schools in North America. Rosslyn Academy is distinctly Christian, yet inter-denominational.

Governance

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

Accreditation

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

Educational Philosophy

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

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

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

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

Spiritual

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

Rosslyn intentionally and purposefully seeks to integrate a spiritual emphasis into every program. This specifically includes CFS, athletics, senior trip and transition, 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. However, 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 integration of faith and learning in an atmosphere of positive social interaction between staff, students, and parents/guardians, students can 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.

Admissions Policy

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

All Rosslyn students are expected to be living at home with either their parents or guardians of record. In circumstances where parents or guardians must be gone from their home for prolonged periods of time (longer than two days) arrangements must be made to have the student(s) living with other responsible adults. In such a case, Rosslyn Academy is to be notified before the parent/guardian leaves of the name of the adult responsible and how to communicate quickly with him/her in case of emergency.

Re-admission

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

Usually this will follow a formal period of probation but it may also occur if academic or behavior progress takes a sudden and serious negative turn near the end of a school year even without a period of probation.

Academic Policies and Procedures

Description of academic program

Rosslyn Academy uses a curriculum that is primarily designed to prepare students to enter colleges and universities in the United States. The program is fairly rigorous and student schedules are challenging. While a broad range of elective classes are offered, the program focuses on a strong academic core of English, math, science, social studies, and religious education.

All students in grade 10 take the PLAN test and all students in grade 11 take the PSAT. Students in the 10th grade have the option of taking the PSAT in addition to the PLAN. The optional PSAT test costs are charged to the student. Both of these tests, the PLAN and the PSAT, are used for preparing students to take the college entrance tests most widely used in the US: the SAT and the ACT. The SAT and the ACT are usually taken during the 11th and 12th grade years.

Homework, general policy

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

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

Homework, time expectations

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

Late work

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

Projects/Major Assignments

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

Up to 1 day late	10%-20% off
------------------	-------------

2 days late	20%-40% off
3 or more days late	40%-100% off

Projects and other major assignments are essential to the learning process and must be turned in whether the student receives full credit or not. If a student has two (2) missing projects/major assignments in a semester in one course, he/she will receive an *Incomplete* for the course until those assignments are satisfactorily completed.

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

Missed Work Due to Absences

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

Grade reporting

Report cards are issued six times throughout the school year. During each semester three report cards will be issued. Continuous assessment is used. Each of the first two report cards will indicate a student’s present grade from the beginning of the semester until the date the report card was issued.

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

Exams and exemptions

At the conclusion of each semester, all high school core classes will give a final exam. Final exams will require students to review and apply multiple units of learning. Normally, 12th grade classes will require more extensive review than most 9th grade classes. Exams will be given as part of a final exam week.

Final exam grades are listed separately on the report card and count 20% - 30% of the semester grade. Early exams are only given as they meet the following guidelines:

Emergency / Illness

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

Planned family responsibility / travel

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

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

- Student must maintain an A- average during the first semester, the first semester final exam, and during the second semester at the time that the second report card was issued in order to be eligible for exemption
- Students may exempt a maximum of two classes

- The student’s classroom teachers must approve the exemption. A student is not automatically exempt.

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

Credit earned

Credits are earned for each semester that a class is successfully passed. It is possible for a student to fail one semester and pass the next semester. Credit is earned by achieving not less than a 60% average for the semester.

<u>Letter Grade</u>	<u>Percent</u>	<u>GPA</u>	<u>Honors GPA</u>
A	93 – 100	4.00	5.00
A-	90 – 92	3.70	4.70
B+	87 – 89	3.35	4.35
B	83 – 86	3.00	4.00
B-	80 – 82	2.70	3.70
C+	77 – 79	2.35	3.30
C	73 – 76	2.00	3.00
C-	70 – 72	1.70	2.70
D+	67 – 69	1.35	1.35
D	63 – 66	1.00	1.00
D-	60 – 62	0.70	0.70
F	0 – 59	0.00	0.00

Academic Probation

It is expected that students enrolled in Rosslyn’s academic program make good and consistent progress toward the completion of graduation requirements. Students who are not able to maintain a minimum GPA of at least 1.75 in the core academic subjects will be placed on Probationary Status. During this time, efforts will be made to address academic difficulties. Testing, tutoring, and specific study times may be required.

If these efforts are not able to help the student make the needed improvements, then re-enrollment at Rosslyn for the following school year may not be permitted.

Honors

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

Honors	3.25 – 3.49 GPA <i>(and no grade lower than a C)</i>
High Honors	3.50 – 3.80 GPA <i>(and no grade lower than a C)</i>
Highest Honors	3.81 – 4.00 GPA <i>(and no grade lower than a B)</i>

Intellectual Virtues

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

- Tenacity*...not giving up, persevering through difficult or boring assignments.
- Curiosity*...wanting to know the truth; always asking “why”?

Honesty...willing to consider information in an unbiased way

Courage...willing to reconsider their own views; taking risks on class assignments in pursuit of excellence

Carefulness...not rushing to hasty conclusions; patient and diligent; wanting to get it right

Humility...accepting critiques of their own work and ideas

Autonomy...taking full responsibility for their learning

Merit Certificates

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

National Honor Society

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

The selection process for student membership considers the following areas and descriptions:

Leadership. The student who demonstrates leadership:

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

Service. The student who demonstrates service:

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

Character. The student who demonstrates character:

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

Scholarship. The student who is eligible for selection:

- has at least a 3.2 GPA

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

4 pts.	Highly and consistently evident; an outstanding example for others
3 pts.	Noticeably evident though not to the degree or consistency of the student receiving 4 pts.
2 pts.	Occasionally evident; not an easily distinguishing feature
0 pts.	Lacking; not a positive quality in the student

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

4 pts.	Cumulative GPA above a 3.84
3 pts.	Cumulative GPA of 3.6 – 3.83
2 pts.	Cumulative GPA of 3.2 – 3.82

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

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

Cheating and plagiarism

Cheating and plagiarism cover a wide range of offenses. An impulsive peek at another student's paper during a small quiz is cheating. Making a "cheat sheet" to use during a major test is also considered cheating. Both are wrong and are considered major infractions; however, they will be addressed in varying degrees.

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

A suspension from class for a period of time will be a likely result of cheating on exams or blatant plagiarism. Suspensions of 1-2 days may be assigned by a teacher. Suspensions beyond 2 days will be assigned by the Principal. In addition, incidents of cheating or plagiarism may be placed on a student's permanent record. Finally, premeditated and/or serious cheating on a major project or final exam may also result in receiving no credit for the course regardless of what the final grade is. Credit received for a class indicates sufficient academic scholarship as well as meeting minimum attendance and behavior requirements. Students and parents should be very familiar with the school's writing guide and make particular note of the section on plagiarism.

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

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

Graduation and Scheduling Policies

Specific Graduation Requirements

Each semester represents one half of a credit. A year-long course results in one full credit, provided the student passes both semesters. Students who take a proficiency exam (foreign language or technology applications, for example) may earn credit(s) but do not receive a grade for the course.

<u>Area</u>	<u>Credits Needed</u>	<u>Specific Courses Required</u>
Curricular		
English	4	Eng 9, Eng 10
Math	3	Algebra 1
Science	3	Conceptual Physics, Biology
Social Studies	3	World History, Sr Soc Stds <i>also 2 sem. of US Hist. for US citizens</i>)
Christian		
Religious Ed.	2	1 sem. for each year of RA attendance
Fine Art	1.5	1 sem of music, 1 sem. of art exploration
Physical Ed	1.5	1 sem. of Health and Fitness
Technology		
Application	.5	
Electives	<u>7</u>	
TOTAL	24	

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

Typically, students admitted into AP courses must have at least a 3.0 GPA within the AP course discipline area as well as a teacher recommendation.

Final placement is made by the Guidance Counselor. The Guidance Counselor must also consider class size, student ability and motivation. Neither students, parents, nor teachers place students in classes or withdraw students from classes.

Credit for music classes taken independently of an accredited school setting may be given if the student is able to meet certain guidelines. Students must provide documentation that they have achieved an acceptable proficiency rating. They must also demonstrate that the lessons and learning occurred while the student was enrolled at Rosslyn Academy. Further requirements may be requested by the Guidance Counselor.

Requests for withdrawal (as opposed to a class change within the first 3 days of a semester) will be considered by the Guidance Counselor using the following descriptions for the student's transcript:

- (W) withdrawal during the first four weeks of the course
- (WP) withdrawal after four weeks with a passing grade
- (WF) withdrawal after four weeks with a failing grade

Diploma

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

Valedictorian and Salutatorian

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

Special Curricular Programs

Closely related to the core academic program is the area of special curricular activities and programs. This includes items that are part of a class (field trips and fair days, for example) as well as items that support the school's academic goals but are not part of a specific class (chapel and the National Honor Society, for example).

Chapel

Rosslyn Academy encourages the development of the whole person. Weekly chapel programs are designed to support this goal. All students are required to attend programs held during the regular school day. Chapel or religious programs such as youth rallies that are held outside of the school day are optional.

Spiritual Emphasis Week

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

Cultural Field Studies (CFS)

The Cultural Field Studies program is intended to:

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

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

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

Field Trips

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

Fair Days

On alternating years, Rosslyn promotes two different fair days. One is a *Celebration of Cultural Richness* (international flavor of colors, foods, flags, music, art, etc.). The other is a *Celebration of Academic Excellence* (science fair, class projects, speeches, displays of achievement, etc.) All students are assigned various roles, projects, and other ways to contribute toward this event.

Participation in the actual activity is a requirement. *Celebration Day* often is scheduled immediately before Thanksgiving break as an exciting way to begin the holiday. While families may wish to get an early start on Thanksgiving, they are reminded of the importance of everyone's participation and the effect on a student's grade of missing this vital component to the *Celebration Day* projects.

Service Program

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

School Resource Program and Services

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

Private Music Lessons

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

Co-curricular Program and Activities

Rosslyn Academy enjoys a wide variety of clubs, teams, and groups in which students can participate outside of the regular classroom. Participation in any of these areas is a privilege. Participation should enhance and enrich a student's educational experience.

Guidelines for selection and participation will vary among the programs and activities. Tryouts and cuts will often be necessary. Being a member of a team does not guarantee playing time.

The following activities are considered co-curricular and participation requires that students meet eligibility standards: all teams and team managers that represent Rosslyn Academy; drama cast and crew; Student Council; Class officers; worship team.

Lunch time intramural sports are also co-curricular but may have separate eligibility guidelines which would then be posted as each new sport begins.

Selection process for competitive co-curricular activities

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

Eligibility for co-curricular activities

Grades, behavior, and attendance are considered in determining eligibility. Students must maintain passing grades in all subjects. Any student with a grade of F or who has more than two grades of D at the time that grades are checked will be placed on a two-week probationary period. If at the end of the two week period sufficient progress has not been demonstrated, the student will be ineligible for the remainder of that co-curricular activity.

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

Commitment to a team, club, or cast

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

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

Overlapping co-curricular activities is difficult though not impossible. A student contemplating participation in drama and athletics should speak to the appropriate coach and director *before* involvement in tryouts begins.

Attendance, Tardy, Behavior

Attendance

Regular attendance is important and necessary. While missed assignments may be able to be made up, the dynamics of classroom interaction cannot be replaced. Therefore, Rosslyn Academy has established a maximum number of absences allowed in order to receive full credit and full grades for a class: Students may not miss more than 10% of their classes. This means that a maximum number of nine (9) school days may be missed during a semester. *Students will have a one-step reduction in grades (B+ to a B, for example) for each absence beyond nine (9).*

Attendance requirements begin the first day of the school year. They do NOT begin the first day of a student's enrollment. A student who enrolls in school one week late begins the year with five absences. Any exception to the application of this policy should come as the result of a written request addressed to the Principal.

Excused and unexcused absences

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

An absence is considered excused when the absence is the result of student illness or death in the family. A parent note or phone call to the principal or teacher is expected to verify the reason. Excused absences may also be given if a parent notifies the school at least four days in advance of a pre-planned family responsibility or travel needs.

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

Tardy Policy

Students are expected to arrive at school and to class on time. This is a matter of courtesy and responsibility. Classroom teachers will communicate their specific expectations to their students. Some may require students to be seated at their desks when the bell rings while others may require students to be in the room. Whatever the case, students are expected to meet the teacher's expectations.

Students who are tardy will be addressed by the classroom teacher. Consequences may include lunch time or after school detention with the teacher or other penalties. Chronic tardy problems will be referred to the Principal.

Behavior expectations and consequences

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

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

Following are examples of major offenses. The list is not exhaustive.

- repeated minor offenses
- skipping class
- dishonesty
- gross disrespect or disobedience
- cheating and plagiarism
- aggressive or threatening behavior or words
- mocking, harassment, bullying, hazing of other students either in person or through internet, text messaging, etc.
- inappropriate behavior on field trips or while representing the school
- lewd, obscene, offensive speech, conduct, or materials
- sexual misconduct
- violation of the school's acceptable use internet policy
- theft or vandalism
- unauthorized leaving the school campus
- possession of fireworks or using a lighter/matches
- possession of a weapon
- possession of drug paraphernalia
- possession of 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 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. Drug possession is an immediate 10-day suspension and recommendation to the Board for expulsion. Tobacco and/or alcohol possession will result in a 5-10 day suspension for any first offense.

Students who are on in-school or out-of-school suspension will have their work discounted up to and including a 100% reduction.

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

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

Dress Code

Guidelines and expectations

Students at Rosslyn Academy are able to select clothing and accessories that reflect their personal taste and style as long as it remains within the school's guidelines of modesty, cleanliness, safety, and sensitivity to Christian values.

Apparel that does not meet these expectations will be considered inappropriate for school or school-related activities. 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. Shorts and skirts should be within four inches of the top of the knee. Clothing should cover midriffs, undergarments, and all cleavage. Shoulder straps should not be less than two inches wide. Excessively tight fitting or see-through clothing is not appropriate for school.

Cleanliness. Clothing is to be clean and in good repair. Rips and tears in clothing, especially above the knee, may be considered inappropriate for school.

Safety. Footwear is required.

Sensitivity to Christian values. Clothing or accessories may not be worn that advertises or promotes products that are prohibited on campus. Clothing which promotes individuals, groups, or activities that are considered offensive, immoral, or illegal may not be worn.

Student Health and Safety

Immunizations and health records

Students must have all required immunizations properly documented and on file in the office as part of their health records. Students may not attend school without necessary immunizations.

Parents must also complete a confidential student health record which lists emergency information, blood type, allergies, results of physical examinations, and other medical information such as routine medications the student needs.

Medications

When a student is under treatment by a doctor and requires medication while at school, the school nurse should be contacted. Written documentation detailing the purpose for the medication, dosage, and other

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

Illnesses and injuries

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

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

Student Organizations and Groups

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

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

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

Student Council: Students wishing to be part of the Student Council must meet eligibility requirements described in the Student Handbook section on Extracurricular Programs. Detailed descriptions of candidacy, voting procedures, and specific responsibilities are posted shortly before elections. Elections are usually held for officers and grade 10-12 representatives in late April for the following year. Elections for grade 9 representatives are usually held in August.

Class Officers: In addition to officers and representatives on the Student Council, each grade level may also elect officers to carry on the business of the class (planning class parties, community service, senior trip, etc.). Class officers must meet eligibility guidelines as described in the Student Handbook section on co-curricular Programs.

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

Transportation

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

School Bus Service

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

General bus guidelines include the expectations that students must:

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

Late Bus (Activity Bus)

A late bus leaves the school at 5:15 / 5:45 as scheduled Monday through Thursday, unless students are otherwise notified. Sometimes a Friday late bus is scheduled for special games. The late bus takes students to several combined bus stops. Information sheets with the specific locations and times will be published and are available in the main office. Only students who are participating in an after-school activity are eligible for late bus service.

Personal Transportation

School driving and parking guidelines must be followed. Parents should unload and load students only in the designated areas.

Students Who Drive

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

Walking or Bikes

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

Transportation for School Activities

Even students who do not use Rosslyn buses for daily transportation to and from Rosslyn often find themselves using school transportation for a variety of reasons. These may include athletic teams, class field

trips, or other groups and clubs. These kinds of programs and activities are an important enhancement of our educational program.

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

Miscellaneous

Closed Campus

Rosslyn Academy is a closed campus. After students enter in the morning they are not permitted to leave campus unless a parent/guardian comes to the office and signs their child out. Leaving campus without permission is considered a major violation.

If a parent wishes their child to leave campus during the day other than through the procedure described above, a phone call to the Principal or Superintendent is required. A phone call to a receptionist or secretary is NOT acceptable. Parents may not call in a request for their child to leave for lunch.

Visitors

From time to time, students have friends or relatives that they wish to bring to campus. A maximum one-day visit will be considered for approval if the student fills out a Visitor Request Form at least one day prior. Visitors to classes during final exams for either semester will not be considered.

Use of Facilities

Students, families, and alumni of Rosslyn are permitted to use many of the school's facilities during non-school times, including weekends, holidays, and after-school hours. Inviting non-Rosslyn families may only be done after gaining administrative approval.

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. Users of the school facilities during non-school times will therefore carefully consider the impact on faculty and staff for whom the campus is their home.

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. Bikes, roller blades/skates, and skateboards may not be used on any of the basketball courts.

Weekday, 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 co-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 co-curricular activities, Rosslyn has developed the following guidelines to regulate facility and equipment usage by students who are not involved in a school activity:

1. Groups of students using facilities and equipment must be less than 7 unless an adult is present.
2. Priority to all facilities and equipment is first given to any scheduled activity including ES intramurals.
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.) should be arranged far in advance. Students must not ask and expect coaches to supply them with equipment on short notice.

5. Any use that detracts from scheduled activities is not permitted.

Library and Computer Labs

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

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

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

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

Cell Phones, Music Devices, Electronic Games, and Other Necessities of Life

Cell Phones: Students may carry and use cell phones as long as they do not become a distraction to the educational process. Those carrying a cell phone are requested to have it turned off during class time. A 500Ksh fine is payable to the business office for each occasion that during class time that a student uses the phone or that it rings.

Ipod, MP3, etc.: Students are permitted to use listening devices with earphones only during transport to and from school. Listening devices may not be used during the day, including lunch. Use during the day will be addressed similar to cell phone use during class time. For listening devices a 200ksh fine or confiscation for one week will occur.

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

Skateboards

During the school week, skateboards may be used in the parking lot area only at lunch. During the weekend, skating *may* be permitted in and around the HS zone area as long as it is not disturbing to any teachers who are working in their classrooms.

Locks and Lockers

Students are provided with a locker and lock at the beginning of the school year. Both are property of Rosslyn Academy and may be opened at any time for any reason by the administration or designated personnel. Students are permitted to decorate the inside of the locker if they wish. They may not use pictures, words, or symbols which are offensive to the values of Christianity. Lost or damaged locks and lockers are the responsibility of the student. Students are expected to leave their locker cleaned of all possessions at the end of the school year. Students who damage lockers or leave them unclean will be assessed an appropriate fee.

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

Textbooks

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

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

School Publications

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

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

Technology Use and Standards for Students

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

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

Specific Internet Guidelines

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

Topics 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 contract use will lose their technology privileges and be subject to consequences as outlined in the Student Handbook. The following is a partial list of unacceptable or non-educational topics/sites/activities:

Pornography or obscene material	Chat
Music and movie sites	Gambling
Teacher\Other User files or folders	Cheating
100K e-mail attachments	Security/Hacking
Sites dedicated to violence, hatred, racism, terrorism, or weapons	

Personal responsibility for actions and messages is mandatory; anonymity is not permitted, nor is representing another at log-on or in correspondence. All mail must reflect the senders account

identification. Using someone else's account, password, or someone else's e-mail is not permitted. Violations of system security must be reported as well as abuses of the system.

While social gathering sites such as *Hi5.com* and *MySpace.com* are not intrinsically "bad", because of the potential for inappropriate content we ask that you only visit these types of sites at home under parent supervision.

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

Specific Email Guidelines

Individuals are responsible for the mail maintained, sent, or stored in their account as well as the material received while using the Internet. This means that system users will make sure the material and mail they receive/have is decent, appropriate, educational, and will in no way harm the system or its software. **The use of web based e-mail, 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, including study hall.**

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

Each student is allotted 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 will lose the privilege of having storage space on Rosslyn servers.

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

Care of Equipment

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 e-mail attachments before opening them. Floppy disks or flash drives brought from home must be checked for viruses by the Rosslyn IT staff before using them on Rosslyn computers.

Computer settings, (desktop icons, wallpaper, tool bars, etc.), will be changed by technology staff only. Game playing is not allowed in the labs except with staff permission. This includes before and after school.

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

Parent Participation

Parents are encouraged and invited to participate in a number of ways, both directly and indirectly, in the high school. Parents may ask the Principal for further information regarding:

1. Substitute teaching

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

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

- To provide a structure that enables parents and school personnel to work together on projects for the benefit of the school
- To provide a forum for discussion of matters of mutual interest to parents and school personnel
- To provide a resource for enriching the school program

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

Complaints and Grievances

A grievance is a claim based upon a condition, incident, or recurring event between two differing parties. A general principle to guide discussions between people who have a difference is that the person “offended” should speak personally to the one who has offended him or her (Matthew 18:15-17). All grievance issues are to be handled confidentially by all involved parties. The school administration will not allow or tolerate reprisals of any kind toward 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 is held. If appropriate, the student may be included.
2. Without a resolution of the differenced, a parent-teacher-administrator conference will be held. The student may 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 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 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 Superintendent’s Office.

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

**Rosslyn Academy High School Faculty
2008-09**

<u>Name</u>	<u>Area</u>	<u>Degree/University</u>	<u>Years of Experience</u>
Beyer, Rob	Computer	BA, St. Catherine's University	22
Bressler, Sharon	AthDir/SocStds	BA, Seattle Pacific University	29
DesRoches, Rebecca	Math	BA, Acadia University	19
Davis, Alan	IT	BS, Arkansas Tech. University	11
Davis, Lisa	Art	BS, Grace College	15
Enns, Wes	English	BA, University of Winnipeg	11
French, Peggy	Guidance	M.Ed., Western Washington University	12
Greenwich, Jeremy	Spanish	BA, Ouachita Baptist University	8
Horton, Sherene	Math	B.Ed, University of British Columbia	7
Horton, Chris	Science	B.Ed, University of British Columbia	5
Jividen, Kerry	PE	BS, John Brown University	15
Kirkpatrick, Jeff	Science	BS, Roberts Wesleyan	12
Kranik, Donna	Library	MA, University of Arizona	17
Lehman, Chris	English	BA, Eastern Mennonite University	1
Loewer, Wes	Math	MS., Texas A&M University	19
Matlak, Dave	Science	BS, Wheaton College	7
Mercer, Don	Administration	MA, Eastern Michigan University	28
Mercer, Rebecca	Art	MA, University of Southern Florida	11
McGavran, Vicki	Guidance	MS, Georgia State University	7
Muniz, Jose	Music	BM, Howard Payne University	18
Nipper, Dan	English	BS, Ouachita Baptist University	8
Orr, Lisa	Religion	M.Ed, Campbell University	26
Ritchie, Chris	French	BA, University of Northern Colorado	6
Schwandt, Matt	SocStds	BA, Roberts Wesleyan	9
Sprinkel, Jason	Religion	BA, Central Bible College	10
Zettlemoyer, Lynn	Music	MM, Ithaca College	16

Contacting HS Faculty

Parents are encouraged to contact teachers when the need arises. Perhaps the most efficient way to do this is through email. All teachers' email addresses are listed on the following page. Through an initial email contact, teachers can get back in touch with parents to let them know when they have planning periods or other available times in their schedule for personal conferences.

<u>Name</u>	<u>Email Address</u>
Beyer, Rob	RobB@rosslynacademy.com
Bressler, Sharon	SharonB@rosslynacademy.com
DesRoches, Rebecca	RebeccaDes@rosslynacademy.com
Davis, Alan	AlanD@rosslynacademy.com
Davis, Lisa	LisaD@rosslynacademy.com
Enns, Wes	WesE@rosslynacademy.com
French, Peggy	PeggyF@rosslynacademy.com
Githingi, Mary	MaryG@rosslynacademy.com
Greenwich, Jeremy	JeremyG@rosslynacademy.com
Horton, Chris	ChrisH@rosslynacademy.com
Horton, Sherene	ShereneH@rosslynacademy.com
Jividen, Kerry	KerryJ@rosslynacademy.com
Kirkpatrick, Jeff	JeffK@rosslynacademy.com
Kranik, Donna	DonnaK@rosslynacademy.com
Loewer, Wes	WesL@rosslynacademy.com
Matlak, Dave	DaveM@rosslynacademy.com
Mercer, Don	DonM@rosslynacademy.com
Mercer, Rebecca	RebeccaM@rosslynacademy.com
McGavran, Vicki	VickiM@rosslynacademy.com
McGee, Kevin	KevinM@rosslynacademy.com
Muniz, Jose	JoseM@rosslynacademy.com
Nipper, Dan	DanN@rosslynacademy.com
Orr, Lisa	LisaO@rosslynacademy.com
Ritchie, Chris	ChrisR@rosslynacademy.com
Schwandt, Matt	MattS@rosslynacademy.com
Sprinkel, Jason	JasonS@rosslynacademy.com
Zettlemoyer, Lynn	LynnZ@rosslynacademy.com