



Dear Parents,

**Welcome to 2017-2018!** We have much to be excited about as we enter our 11<sup>th</sup> year! Our theme for the year is Back to the Future! Jeremiah 29:11 says, "For I know the plans I have for you, declares the Lord, plans for welfare and not for evil, to give you a future and a hope." God has been with us and blessed us greatly for the past 10 years, and we are excited to continue our partnership with you!

**Mark your calendars for these important dates:**

- Open House is **Friday, July 28**, between 3:00 pm and 5:00 pm. A New Family Booth will be available to help with any unanswered questions.
- Elementary Curriculum Night is Monday, August 7, at 6:30 pm – 8:00 pm.
- Academy/HS Curriculum Night is Tuesday, August 8, at 6:30 pm - 8:00 pm.
- The Back-to-School-Bash will be held Friday, August 18, in the school's courtyard. This event will be a great way to welcome our new families to the SRCS community.

**1<sup>st</sup> Day of School**

- **The first day of school is Tuesday, August 1.**
- **We will not require students to wear their chapel attire that day.** We will begin chapel the second week of school on Tuesday, August 8.

**Arrival Procedures**

The safety of our students is always a priority at Strong Rock, so arrival and dismissal procedures are very important.

- All students (elementary, academy, or high school) may enter at the side entrance to the school from 7:00 a.m. – 7:35 a.m., no students should be dropped at the front before 7:35 a.m.
- In order to ensure the safety of children being dropped off on the elementary side in the morning:
  - Please do not drop your child off in front prior to 7:35 a.m.
  - Please do not drop off at the flag pole.
  - Do not allow your child to walk alone across the cross walk.
  - Please allow the Safety Patrol or an adult to assist your child in the car line in front of the school.
- **Academy and high school students should not be dropped off at the front door in the mornings. Students should also not enter the building through the north elementary doors or through the gym.**
- **All students who enter the building early will report to the cafeteria.**
  - Elementary students will be sent to classrooms at 7:35 am.
  - Academy/HS students will be dismissed to their homerooms at 7:45 am unless attending morning tutoring, zero period, or Advance Placement lab.
  - All student drivers, before driving to school must secure a parking permit from Mrs. Chupp at Open House or Curriculum Night. The cost for a parking pass will be \$50.00 per year.

**Attendance**

Our instructional day begins promptly at **8:00 am**. Students who are **not in their classrooms by 8:00 am are considered tardy.**

- If a student is tardy to school, he/she must check in at the front office (grades Pre-K through 5) or with the attendance secretary located on the back hall (grades 6-12).
- **A student needs to bring a written note from his or her parent/guardian on the day/time of tardy. No tardy notes will be accepted at a later date. Recording of all absences and tardies are handled in the Attendance Office and notes are filed to ensure accuracy.**

- For grades Pre-K – 5th grade: When a student returns to school after an absence, the parent or guardian is required to send a written note for the student to give to their teacher.
- For grades 6 – 12: When a student returns to school after an absence, the parent or guardian is required to send a written note for the student to present to their homeroom/1<sup>st</sup> period teacher. **Written notes will not be accepted after the second day that the student returns, and the absences will be counted as unexcused.**
- Please refer to appropriate pages in the family handbook to review the current attendance/truancy policy.
- A “Preapproved Absence Form” is now on the website and must be submitted to the appropriate principal for multiple anticipated absences.

While we realize there may be emergencies, checking children out during the last part of the day is disruptive to the learning environment. If it is necessary to check your child out in the afternoon, please plan to do so **thirty minutes before dismissal.**

### **Perfect Attendance**

In determining perfect attendance, a student must be counted present every day from the first day of school through the Friday before exam week. An excused absence is still counted as an absence. A student must arrive by 11:30 a.m. or be present in school until 11:30 a.m. to be counted present for the day. Please refer to the Family Handbook for additional guidelines on perfect attendance.

### **Personal Medications**

Students are not permitted to have medicine in their possession on campus. The exceptions to this are academy and high school students who may carry inhalers, diabetic supplies, eye drops and EpiPens. Additional exceptions may be made at the discretion of the nurse on duty. Those students who need to take prescription medication in the course of the school day must keep this medication in the clinic. It must be brought in by the parent, and then counted and signed in by the nurse and parent. A short-term/long-term medication form must be completed by the parent for each medication. If medication needs to be taken during the course of the school day, the student must come to the school clinic for its administration. Records will be kept of all medication issued.

### **Cell Phones**

Cell phones are permitted on campus. However, they may not be seen or heard during the hours of 8:00 a.m. to 3:10 p.m. No headphones or ear buds are allowed at any time during the school day. The use of SMART Phones is allowed in grades 6-12 at the teacher’s discretion, for academic needs only. Students are not allowed to use the phones at administrative desks without staff permission.

### **Wednesdays & ASEP**

In order for us to conduct professional learning classes with our staff on Wednesdays, pre-kindergarten through fourth grade will dismiss at **1:45**, and grades five through twelve will dismiss at **1:55**.

- The After-School Enrichment Program (ASEP) is available for students in pre-kindergarten through twelfth grade each day until 6:00 pm.
- A fee of \$16.00 daily or \$65.00 weekly is required for each child in attendance.
- Monday through Friday with the exception of Wednesday, students in elementary school who are not picked up by **3:05 p.m.** will be placed in after-school and charged for the day (16.00 dollars).
- Upper school students who are not picked up by **4:00 p.m.** will be placed in after-school and charged for the day (16.00 dollars).
- If there is a need to utilize the ASEP for the early dismissal on **Wednesdays**, a student may be left in the program for one hour at no charge. **If any students stay beyond 3:15 p.m.**, the full daily rate of \$16.00 will be charged.
- Parents should pick students up by 6:00 p.m. each day. Late fees are effective at 6:01 p.m. at a rate of \$1.00 per minute. On half days, there will be a 30-minute “grace” period beyond the dismissal time. If students are picked after 30-minute “grace” period, the same \$1.00 per minute late fee will be charged.

- The program is not operated during school vacation and holiday periods or on teacher in-service days. Students in PreK through 5<sup>th</sup> grade are eligible to stay at the Strong Rock Christian School Early Learning Center if space is available and a reservation has been made on those days. Transportation will not be provided.

### **Transportation Changes**

If your child's transportation from school is changed, you must make that change in writing. For safety reasons, we cannot accept a phone call as a change of transportation.

- An email about a transportation change from a parent's registered email account with Strong Rock is acceptable.
- If you fax the school, a transportation change will not be made until a phone call is made to confirm receipt of the fax. Faxes for changes in transportation should include a copy of the parent's driver's license.
- A fax/email cannot be accepted after 1:45 p.m. due to the time needed to inform the necessary people.

### **Dismissal Procedures**

Pre-kindergarten through fourth grade will dismiss at **2:45** on Monday, Tuesday, Thursday, and Friday, while grades five through twelve will dismiss at **3:10**.

- 5<sup>th</sup>/6<sup>th</sup> will dismiss at the elementary side starting at 3:10; 7<sup>th</sup>-12<sup>th</sup> will dismiss from the Academy/HS entrance.
- Parents should form two lanes in carline for both the elementary and the academy/high school sides.
  - Please keep the child's name tag in the window throughout the dismissal process until the child has been placed into the vehicle.
  - A staff person will escort each student to the vehicle.
  - A staff person will direct when cars are dismissed by using a "Stop/Slow" sign.

### **Elementary Students Riding with Academy/ High School Siblings**

In order to dismiss in a timely manner, we also allow **elementary children with Academy/High School sibling(s)** to dismiss with the Academy/High dismissal.

#### **Please note the following guidelines:**

- Elementary students who are picked up by older sibling(s) will be escorted to the cafeteria by a teacher.
- The older sibling will be required to sign the younger child(ren) out with the teacher.
- Once the older sibling signs the younger child(ren) out, the older sibling is then responsible for the younger child and must remain with the younger child.
- Any elementary child not picked up by an older sibling by 3:20 will be placed in the After School Enrichment Program (ASEP), and a fee of \$16 will be charged.
- **There will be a required meeting for older siblings on Thursday morning, August 3, at 7:45 am by the stage in the cafeteria to discuss these procedures. All siblings, who will be picking up younger siblings, must be present at this meeting.**

**Please complete the attachment on this letter and bring it to Open House on July 28 or send it to your child's teacher on the first day of school. Also, please reinforce with your children how critical this process is for everyone's safety.**

### **Cafeteria/School Store**

Strong Rock is committed to providing students and staff with hearty and nutritious meals each day. Breakfast items are available for purchase from 7:15-7:50 am each day. **We are asking guests to refrain from eating in the SRCS cafeteria for the first two weeks of school.** This allows time for our students to adequately adjust to cafeteria procedures. Please see an elementary administrator if you have any questions.

- All food must be thrown away prior to the 8:00 am morning bell. Students may purchase snacks in the café **during lunch** but cannot leave the cafeteria with the items.

## School Supplies

Please consult the school's website for school supply lists. For grades Pre-K through 4<sup>th</sup> grades, go to the "Academics" tab, then to "Elementary". Each grade level has a link to their supply list. The general supply lists are on the website for the upper school (6-12). Academy supply lists are on the website under the "Academy" tab and organized by grade level. The high school supply list is located under the "High School" tab.

## Family Handbook

**Please make sure you take time to review the Family Handbook.** It is important for each family to understand the policies and procedures of Strong Rock Christian School. Changes in the family handbook are made each year in order to continue to improve the operations of the school. **The 2017-2018 SRCS Family Handbook will be added under the Parent Information tab at <http://www.strongrockchristianschool.com/parent-info/> prior to the beginning of school.**

- All parents must sign off that they have read the handbook and are in agreement with the school's policies.
- The handbook will be updated and posted on the school's website by the day of Open House, July 28, 2017.

## Uniforms and Personal Appearance

**Please make sure you take time to review the Family Handbook for all uniform guidelines and expectations.**

A 2-week uniform "grace period" for Land's End uniform orders/Sunshine uniforms is offered after the first day of school. Please contact the administrative office if the "grace period" needs an extension due to a backorder or sizing circumstances. We will continue to work with families throughout the year as needs occur. We ask that all students who are utilizing the "grace period" come dressed in uniform similar fashion (Khakis, polos, etc.). **Students will need to pay close attention to the hair policy because it has changed!**

## Field Trips

To ensure the safety of our children, all parents participating in field trips must have a current background check on file at Strong Rock Christian School for the current school year. All background checks and fingerprints expire on July 31, 2018.

- Day Field Trips: Please complete the Authorization of Release of Criminal Background Information form and return to your child's teacher at Open House.
- **Overnight Field Trips: Fingerprinting is required for all overnight field trips. The GBI has made a change in their method of accepting fingerprints. All fingerprinting must now be completed at an approved Cogent site and the cost is \$51.00. Please contact Kelly Reid, Director of Human Resources, at 678-833-1362 to be scheduled for fingerprinting.**

## Patriot Days

All Academy & High School students are allowed to wear a Strong Rock shirt with uniform bottoms and standard uniform shoe (no tennis shoes) every Friday. The shirts must display the school logo and must follow the uniform guidelines (no tank tops, sleeveless shirts, etc.).

## Jean's Days

The following items may be worn on scheduled Jean's Days:

- Blue Jeans (no holes, rips, or tears)
- Tennis shoes or any closed toe shoe
- A Strong Rock t-shirt, Strong Rock sweatshirt or Strong Rock hoodie
- Capri Blue Jeans are allowed
- No shorts unless they are uniform

## PE Uniforms

The following items may be worn for PE (grades 5-12):

- Designated Lands End Uniform
- Strong Rock designed and authorized PE uniform
- Player Pack items

### Academy/High School Schedules

- If you are a new student and have not already received your schedule, please go to the Guidance Table at Open House or to the Guidance Office on the first day of school. Student schedules are accessible through Parentweb.
- If you are interested in a schedule change, our Drop/Add period runs from Tuesday, August 2 through Wednesday, August 17 at 12:00pm. No Schedule changes will be made from July 18 through August 1.

### New Course Offerings and Co-curriculars

- Computer Science
- Latin
- AP Biology
- 8<sup>th</sup> Grade PACE History
- Environmental Science

### 5th and 6th Grade Enrichment

In 5th and 6th grade, students will be able to take two enrichment options which will be during 5th and 6th period each day. Each 5th and 6th grade student will select at least one full year enrichment course. Students could select two full year courses (schedule permitting) or one full year course and a rotational exploratory course which will allow students to rotate to a different course each 9 weeks. See the chart below for explanation of the enrichment options.

	5 <sup>th</sup> Period	6 <sup>th</sup> Period
Year Long Options	Piano – 2 <sup>nd</sup> Year	Beginning Piano
	Beginning Band	Band – 2 <sup>nd</sup> Year
	Chorus	Physical Education
	Physical Education	
Rotational Explorations	1. Physical Education/Music	1. Physical Education/Music
	2. Latin	2. Latin
	3. Computer/Study Skills	3. Computer/Study Skills
	4. Art	4. Art

### Visitors Welcome!

We appreciate your support and look forward to a productive year. We hope you will visit Strong Rock Christian School during the year and keep these expectations in mind:

- Please make prior arrangements with the classroom teacher.
- Out of respect for our teachers and the students, **morning impromptu conferences are not allowed.**
- All guests are asked to sign-in at the front office or academy/high school attendance desk and get a visitor's badge.

**We are thrilled to be partnering with you this year and are very excited to serve you and your children. We are here for any questions that you may have; we cannot wait to see you at Open House!**

See you real soon,

Judy Johnston (Elementary Principal)  
Dawn Olender (Elementary Assistant Principal)

Steven Davis (Academy/High School Principal)  
Toby Evans (Academy/High School Assistant Principal)

***This form is completed only if an elementary student has an Academy or High School sibling who daily picks up the elementary child in the cafeteria for dismissal.***

**Student Name** \_\_\_\_\_

**Circle Grade/Teacher**

<b>Pre - K</b>	<b>Kindergarten</b>	<b>First Grade</b>	<b>Second Grade</b>	<b>Third Grade</b>	<b>Fourth Grade</b>
Kerce	Cain	Barnett	Banks	D. New	Adams
Hopkins	Phillips	Henderson	Boutelle	Reagan	Burdett
Tucker	Woodmansee	A. Smith	Walker	Smith	Yancey

**1st sibling's name** \_\_\_\_\_ **2nd sibling's name** \_\_\_\_\_

The following students also have my permission to sign my child out in order for my child to carpool with them.

\_\_\_\_\_  
\_\_\_\_\_

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_