

**RIVERDALE BAPTIST  
HIGH SCHOOL  
PARENT/STUDENT  
HANDBOOK**

**SY2023-24**

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# MESSAGE FROM THE PRINCIPAL

Greetings in the Name of our Lord and Savior, Jesus Christ.

We are truly excited to welcome you to the opening of another exciting school year at Riverdale Baptist School (RBS), where we are committed to helping our students achieve their highest potential. At RBS, we are dedicated to developing students as critical thinkers and thoughtful members of their communities as we endeavor to provide each student with an exceptional high school experience.

We are committed to a worldview based on the principles of the Word of God. In this Christ-centered, biblically integrated environment, our mission is to fully engage each student holistically. Hence, we are proud to say that RBS reflects the broad spectrum of educational opportunities which support individual student needs spiritually, academically, athletically, and socially.

The RBS handbook contains a wealth of information and has been provided to help you understand the policies and procedures by which we operate at RBS. Parents and students are expected to follow the policies and procedures stated in the handbook; therefore, we ask that parents and students read through the handbook and familiarize themselves with its contents. Referring to the handbook when you have a question will often provide you with the answer you seek. However, if you need clarification or further assistance, please contact the school office at (301) 249-7000.

We want to thank each of you for partnering with the faculty, staff, and administration as we work together to not only have a successful school year, but a year where both students and parents will be happy to say that "RBS made them proud to wear the Blue and Gold!"

Please join us in praying for God's blessings and work to be accomplished at RBS as we strive to model a strong, healthy biblical family, provide a high-quality education, and impact lives for Christ for eternity.

*Victor Marshall*

*"For I know the thoughts that I think toward you, says the Lord, thoughts of peace and not of evil, to give you a future and a hope."*

*Jeremiah 29:11*

# STATEMENT OF EDUCATIONAL PHILOSOPHY

Riverdale Baptist School is a ministry of Riverdale Baptist Church. As a Christian educational institution, it will reflect the philosophy, values, and believers' lifestyle of Riverdale Baptist Church. The Administration, faculty, and staff are born again, Bible-believing Christians and active church members.

It is the philosophy of Riverdale Baptist School (RBS) that the Bible is the authoritative Word of God. All of the school's programs, both curricular and extra-curricular, are based on the principles set forth in God's Word. God is the center of our education, and the Bible is the foundation of our philosophy of Christian education.

The purpose of our education is threefold: to teach students how they can know God; once they know God, to teach them to follow God's principles as found in His Word; and finally, to train them to serve and glorify God through their lives. The above purpose can be fulfilled only after a person becomes born again. Students who profess to be believers in Christ will gain most from our Christian philosophy and environment. The primary purpose of RBS, however, is to assist parents in guiding their children into the knowledge and achievement of God's will for their lives.

It is the school's desire to have a balanced educational program where excellence will permeate the spiritual, academic, physical, and social aspects of our learning atmosphere. When the philosophy, values, and lifestyle of a Christian home complement the school, the student will benefit most from this relationship. RBS does not attempt to replace but seeks to support the Christian home. RBS recognizes the Christian home as one having at least one parent who is born again. Children from such a family will have priority for enrollment at RBS.

The curriculum chosen by RBS is determined by its philosophy. It is selected to impart the knowledge of God's truth, to teach God's values of right and wrong, and is intended to lead students to the development of Christian character. It also guides students to a realization of God's will for their lives and equips them to perform His will.

Parents who desire this type of a Christian educational environment and atmosphere for their child(ren), and who are willing to have an open and supportive communication between the home and school, are welcome to apply to enroll their child(ren) at Riverdale Baptist School.

# STATEMENT OF FAITH

The basis of Riverdale Baptist School shall be the Word of God as interpreted by the following statement of faith:

- We believe the Bible to be the inspired and only infallible authoritative Word of God.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit, by who's indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

# OUR PURPOSE

- To serve God by creating the desire and love for Christ in each student, so that the student will want to exemplify Christ in all areas of his/her life and to give the student a quality education designed to show that man's knowledge reflects God's plan.
- To provide loving Christian care and high-quality Christian education for students of supportive parents.
- To provide a full educational curriculum developing the spiritual, mental, social, and physical facts of the student's personality and character.
- To excite the student with the learning experience and to take full advantage of a student's natural desires to learn.

# MISSION STATEMENT

Riverdale Baptist School exists to provide students with the opportunity to develop a personal relationship with Jesus Christ and to receive a Christ-centered, biblically based education.

## OBJECTIVES

Riverdale Baptist School was specifically organized to offer students "Academic Excellence with a Christian Emphasis." Our specific objectives are:

- To so effectively teach, that each student will take as his/her personal commitment and belief that Jesus Christ is the Son of God and that His death and resurrection provide forgiveness of sin and new life through faith in Him.
- To create in each student a firm conviction that the Bible is the Word of God to men and that it is a practical guide to life and living.
- To develop within each student a keen understanding of the fundamentals of God's creation, including all of the academic studies; to cause within his/her thinking an understanding that Jesus Christ is central, in all of these areas; and to instruct him/her thoroughly in the arts and sciences that he/she might develop to the glory of God, spiritually, socially, mentally and physically, not in his/her natural energy, but through new life in Christ.
- To so effectively teach the principles of faith that each student will purpose to yield himself/herself completely to God in submission and obedience to His will as revealed in the Bible.
- To cause each student to progress in Christian living through fellowship with the Lord Jesus Christ in studying the Holy Scriptures, prayer and Christian service activities.
- To cause each student to work effectively with perseverance both independently and cooperatively.
- To develop within each student an understanding of how to think and how to apply himself/herself.
- To develop within each student an effective attitude of self-discipline and responsibility.
- To cause each student to appreciate and desire wholesome recreation.
- To develop in students the proper attitude, ideals, habits, knowledge and skills that are the necessary preparation for life.
- To give the students the kind of experiences

that will help them face life with courage and understanding and to help them experience a living faith in God that will make them credits to Christ, the community, the nation and themselves.

- To develop the practice of applying scriptural principles in the disciplining of students.

## ADMISSIONS POLICY

### GENERAL REQUIREMENTS

Riverdale Baptist High School is a co-educational, Christian school serving students in grades 9 – 12. Admission is open to students who wish to pursue their school studies in a safe and caring learning environment and who meet admissions requirements.

Admissions information is evaluated to determine if the student is prepared to meet the school's academic and disciplinary standards. **Students who apply to Riverdale Baptist must have a minimum of a \*2.0 Grade Point Average to be accepted to the High School.**

Riverdale Baptist High School admits qualified students to its institution. The school does not discriminate based on race, color, national or ethnic origin, or disability in the administration of its educational policies, admissions policies, athletic programs, or other programs.

A student who has been expelled from another school, who has not met the academic requirements of their former school, or who, in the view of the Riverdale Baptist School administration, has a history of serious academic or behavior problems, will not be admitted.

***\*Consideration may be given at the discretion of the principal.***

# ATTENDANCE POLICY

Going to school is considered a full-time responsibility. It was with this thought in mind that the Riverdale Baptist attendance policy was developed. In addition, the learning experiences that take place in the classroom environment are considered to be a meaningful and essential part of the educational system. Absences tend to disrupt the continuity of the instructional process; therefore, classroom attendance is considered to be an integral part of the student's course of study.

## OUTSTANDING FINANCIAL ACCOUNTS

Financial accounts that are past due are subject to have students removed from school until the account is current. The absences are considered unexcused. Parents must sign a financial agreement for the school year which outlines fees, tuition, penalties, late charges, and payment through the FACTS Management system. Tuition begins in June of the upcoming school year. Withdrawal/expulsion penalties are in effect for early withdrawals or expulsions of students during the summer or during the school year beginning with the first day of school. Consult the business office for further information. A parent/student waives the right to bring a lawsuit against Riverdale Baptist School for lost tuition in the event that RBS removes the student from class for tuition non-payment or other school related issues.

## REGULAR SCHOOL DAY

Students may enter their homerooms and go to their lockers at 7:45 am. Students are to be in their seats by the time the tardy bell rings at 8:00 am when homeroom begins. The school day ends at 3:00 pm. Carpool students must be picked up no later than 3:15 pm. Students remaining on school property after 3:15 pm must be under adult supervision (i.e. coach, tutor, school-sponsored student activity). All students in the building must be under school-approved supervision at all times.

## MAXIMUM OF 25 DAYS ABSENCES

Students missing 25 days of a class during the school year may result in a loss of credit for that course(s). The student will need to repeat any course in which credit is lost the following summer or school year. A loss of credit for several courses may result in the student having to repeat the entire grade level or in the case of seniors, defer graduation until the following year. This is a serious matter and will be reviewed by the Administration. It requires a man-

datory parent conference with the principal. Any loss of access to the classroom or loss of credit as a result of violating the terms in this handbook does not entitle the student/parent to a tuition refund.

## LATE ARRIVALS TO SCHOOL

Each class missed or partially missed will be counted as an excused or unexcused absence from that class. Students arriving after 10:30 am will be counted as legally absent for the morning unless a note from the parent for a late arrival is in the office 1-3 days in advance or the parent has called before 8:00 am that same day to inform the school office that the child will arrive after 10:30 am. A note is to be sent in with the student in cases of same day phone calls.

For the safety of all, students reporting to school after homeroom begins, are to enter through the school's main lobby doors and report directly to the school receptionist where an excused or unexcused entrance pass will be given. **Students are not to enter through the side doors after the tardy bell rings at 8:00 am.** Students arriving after 8:00 am will be coded as excused or unexcused by the receptionist, dependent upon the reason for the tardy. An admittance form (pass) indicating the excused or unexcused status is required before a student can enter the classroom. Unexcused late arrivals may result in a "0" for missed classroom work. When the admittance form is coded excused, the student is to see the teacher(s) before or during study hall and submit any work that was due for the periods missed. If the form is coded unexcused, the form is to be shown to the teacher(s) whose classes were missed that morning, before lunch period or during study hall. Forms not shown to teachers will result in an unexcused category. Students are not allowed to enter the classroom without an excused or unexcused admittance entrance pass from the school receptionist or administrative assistant once class has started, to avoid all distractions from instructional time. The student is responsible for obtaining any homework or classwork missed in a tardy situation and arranging with the teacher a time to make up tests, quizzes, etc. on that same day. The teacher guides this process, not the student.

## EARLY DISMISSAL

If an early dismissal for personal reasons is necessary, parents must send an excuse note at the beginning of the day to the office. In no case will a student be allowed to leave the school grounds in the company of someone other than a parent, without the parent's written approval. Other messages for students should be phoned in no later than 1:30 pm.

### **All early dismissals must occur prior to 2:45 pm.**

Permission must be granted to the student from the office before an early dismissal is allowed. Students must sign out at the office.

Homework assignments from missed classes should be obtained before an early dismissal. All work due that day should be turned in to the teachers before the student leaves.

In the case of an illness, the nurse must notify the parents that the child is sick and approval to release the student must be obtained from the parent before the student is allowed to leave the school premises.

## **TARDY TO SCHOOL POLICY**

1st Unexcused tardy to school:

Verbal warning in FACTS SIS

2nd Unexcused tardies to school:

Verbal warning in FACTS SIS

3rd Unexcused tardies to school:

Written warning in FACTS SIS

5th Unexcused tardies to school:

Parent Conference

8th Unexcused tardies to school:

1 Day Suspension

10th Unexcused tardies to school:

2 Day Suspension

15th Unexcused tardies to school:

5 Day Suspension

20th Unexcused tardies to school:

10 Day Suspension with mandatory parent conference

Any additional unexcused tardies to school may result in further suspensions and may warrant withdrawal/expulsion.

***Please note: School policy states that students must be in their seat when the tardy bell rings for homeroom at 8:00 AM. In many cases, students are tardy (late) to school because they do not take the initiative to follow this policy. Being on campus, in the building or even in the classroom when the bell rings is not sufficient. Each student must be in his/her seat to be considered on time. Also, an unexcused tardy to school will result in a zero for the work missed or partially missed in each missed class. All tardies are erased at the beginning of each semester.***

**Traffic is no longer considered an excused tardy!**

## **TARDY TO CLASS, HOMEROOM OR STUDY HALL**

Punctuality is part of the character development process. Students are to be in their seats when the second bell rings for each class, homeroom or study hall. If a student is not in his/her seat, the student is considered tardy. Teachers are to have their doors closed when the second bell rings. Teachers will follow the same consequence scale used above for arriving late to school, class, homeroom or study hall between the hours of 8:00 am and 3:00 pm.

## **STUDENT ABSENCES**

In case of a student's absence, parents **must** write a note explaining the specific reason for the absence. The student will deliver the note to the receptionist or school office the day of return to school. Please be sure to include the student's entire name and the date(s) of absence. Absences are classified as excused or unexcused. The list of acceptable excused absences is outlined on the school admittance form. **If a student is absent from school, they may not participate in any activities including games, practices and rehearsals.**

## **EXCUSED ABSENCES**

Absences are not excused until a note has been received from the parent or legal guardian and turned in to the school office. If a student is absent only part of a day, the attendance form must be signed by the teacher(s) whose classes the student(s) missed. Following are a list of excused absences:

**Sickness:** Verified by a note from the parent -- absence due to illness more than four consecutive school days require a doctor's note. An administrator will determine this action in conjunction with the school nurse.

**Doctor's Appointment:** Verified by a note from the parent. In some cases, a note may be required from the doctor.

**Death in the Immediate Family:** Verified by a note from the parent.

**Court Summons:** Verified by a note from the parent.

**College Visits:** Requires a note from the parent. Guidelines for missed work are in effect and a Voluntary Absence Form is required a week in advance (5 days).

**School-Sponsored Activities:** Students will be given an excused absence when they are out of class because of a school activity. They should make up missed schoolwork by following the general guidelines for make-up work.

## VOLUNTARY (PRE-ARRANGED) ABSENCES

Parents/Guardians must request written permission from the principal when desiring a voluntary absence for either full or partial days (morning and afternoon). **The letter must be received in the school office 3-5 days prior to the planned absence.** If approved, the student is responsible for making arrangements to meet with each teacher in advance of the absence regarding homework assignments and/or quizzes and tests. If this action is not taken, the absence will be unexcused, and the student will receive grades of 50% for makeup work turned in for each class missed.

A voluntary absence not previously approved by the principal is unexcused. A grade of zero will be given for work missed during an unexcused absence. Only the principal or administrator can make exceptions to this policy for extenuating circumstances.

## UNEXCUSED ABSENCES

**Any work missed during an unexcused absence should be made up; however, no credit will be given for that work.**

**Absences and/or Tardies are classified as excused or unexcused. Students are responsible for getting their assignments located on FACTS SIS LMS.**

## TRUANCY

Any student truant from school (absent without permission) may be placed on immediate suspension or be expelled from school. Truancy is consid-

ered a major violation and will be dealt with in a firm manner.

If the Administration determines that a student "skipped" school or class, there will be a penalty of zero for each class skipped. Depending upon the circumstances, the student may be suspended or expelled. No tuition refunds for such absences will be given.

## MAKE-UP WORK

It is the student's responsibility to make up all missed homework and classwork assignments and to make arrangements with each teacher to complete the necessary work. Teachers have the option to give make-up tests to students who have been absent or tardy on the day that the test was given. The principal may increase the number of days allowed to make up work in cases of long-term illness.

For long-term projects and assignments that have been pre-announced, **more than five-days will be required on the due dates assigned by the teacher;** these include projects, research papers, exams and book reports. The student may elect to submit his/her work in advance to avoid missed due dates. In the case of illnesses with a physician's excuse, the teacher will give the student an extension to receive full credit. In other extenuating situations, the teacher and parent may confer on options. However, the teacher is not obligated to receive the work as on time unless it is on time.

The following chart gives the suggested time frame within which students are to complete short-term make-up work, with teachers being encouraged to use wisdom regarding unusual circumstances surrounding the absence and making up the required work:

Number of Class Days Absent from School:

1, 2, 3, 4, 5, etc.

Class Days Given to Complete Make-up Work:

1, 2, 3, 4, 5, etc.

**Students who purposely or willfully miss a test, quiz or project to avoid taking it on the due date, will receive a late penalty on their work. This willful or purposeful determination must be proven or substantiated as being true by the parent, teacher, dean, or principal. Announcing or pre-planning to stay home to avoid due dates is considered a willful act of disobedience when stated by the student or proven to exist.**



# ACADEMICS

## GRADES AND REPORTS

After four (4) weeks of a marking period, progress reports will be updated online.

A Report Card is prepared at the end of each 9-week grading period, describing the student's progress in school. The quality of the student's work is indicated by the use of letter grades:

A+: 96 B+: 86 C+: 76 D+: 69 F: 0-66

A: 93 B: 83 C: 73 D: 68

A-: 90 B-: 80 C-: 70 D-: 67

I: Incomplete

The following grading system shall apply for the purpose of converting the numerical grades received by a student into letter grades for the report cards:

Letter	Numerical	Grade	Honors	AP
A	90-100	4.0	5.0	5.5
B	80-89	3.0	4.0	4.5
C	70-79	2.0	3.0	3.5
D	67-69	1.0	2.0	1.0
F	0-66	0.0	0.0	0.0

## SEMESTER EXAMINATIONS

Examinations are given at the end of each semester. Students having a 95% or higher-grade point average in a class at the end of the semester are exempt from the exam in that class. The RBS Administration will enforce teacher and student accountability and integrity regarding earned grades.

## ACADEMIC EVALUATION

To ensure the integrity of a student's education at Riverdale Baptist School, a standard grading system is used. This system keeps all class grading equal and consistent and enables the student to more fully understand the areas in which he/she is proficient or deficient.

Quarter grading periods are organized along the following guidelines:

At least three tests/projects; minimum of three quizzes; minimum of five homework and five classwork grades for the quarter. The 1st and 2nd Quarter grades make up 40% each of the semester grades.

## HOMEWORK

Failure to complete homework will result in an academic penalty by the teacher. Parents should expect their students to bring homework home and should encourage daily study and review for the following day. Students will receive an average of 20-30 minutes of homework from each class each night. A minimum of 1.5 – 2 hours should be set aside for homework each night.

## LATE ASSIGNMENTS

Homework, classwork, other assignments and projects are **due at the beginning of the class period** on the actual due date assigned by the teacher. Work that is submitted after the beginning of the class period without an excused absence or tardy will be graded at 50% of the graded value on that assignment, up to the following day after the assignment is due. After that time, the student will receive a zero for the assignment. This does not apply to approved, excused absences or tardies that are sanctioned by the Administration of that division.

## ACADEMIC ELIGIBILITY

At the end of each quarter and at the mid-quarter progress report period, all Riverdale Baptist School high school students, home schooled students and other authorized private school students affiliated with RBS, must meet the following eligibility criteria to participate in extracurricular activities at Riverdale Baptist School. Ineligibility reports are prepared for all students and distributed to teachers, coaches, administration, staff, etc. Individual ineligibility notices are prepared for every affected student and parent.

## PROGRESS REPORTS

**Students who receive two F's during the progress report period or have a grade point average less than a 2.0 are declared ineligible.** Students are then placed on the ineligibility list for four and a half (4 and ½) weeks. Ineligible students will not participate in extracurricular activities to include games, performing/visual arts or other events, until the end of the quarter when the ineligibility period ends. **Athletes can participate in practice sessions only after 14 days of ineligibility.**

## REPORT CARDS

**Eligible students must have a minimum 2.0 GPA with no "F's" on any 9-week report card.** Students who are ineligible will remain ineligible until the next progress report period to determine if

their grades and GPA meet the progress report guidelines. Ineligible students do not participate in extracurricular activities to include games, performing/visual arts and other events. **Athletes can participate in practice sessions only after 14 days of ineligibility.**

For home-schooled and non-RBS private school students end of quarter report card grades and mid-quarter progress report grades are due to the Principal /Guidance Counselor/Athletic Department at the same time that RBS report card grades and progress reports and report card grades are due. **Coaches are responsible to ensure that parents submit this information to the athletic office.** Home-schooled and non-RBS private schooled students are to meet the same grading criteria as RBS students to remain eligible. **If grades are not submitted, the student will be declared ineligible and will sit out for four and a half (4 and ½) weeks.**

An ineligibility report for home-schooled and non-RBS private school students is prepared mid-quarter and at the end of the quarter by the Guidance Counselor/Athletic Department. Individual ineligibility forms will be prepared for each ineligible player, same as for RBS students.

## INELIGIBILITY START DATE

**Ineligibility begins the following Monday after progress reports or report cards are distributed.** Students and parents will receive an ineligibility email notification via FACTS SIS. The ineligibility list is sent to teachers, staff, athletic director and head coaches.

*Students who have one or more "F's" and a grade point average of less than a 2.0 at the end of 4th quarter will fulfill their ineligibility requirements during the first 4 and ½ weeks of the following school year, making the penalty consistent for all four quarters. Students who have failed a course at the end of 2nd semester will fulfill their ineligibility requirements by taking required summer school courses. Summer school may be taken after the 4th quarter to improve grades and subsequently clear ineligibility.*

## ACADEMIC PROBATION

Students who are placed on academic probation will have their grades reviewed by the Administration for a minimum of two consecutive quarters. A decision is then made whether the student will be allowed to continue studies at RBS. Students are expected to maintain a minimum 2.0 GPA. Core

subjects failed during any semester of the school year are to be re-taken in RBS summer school, at the parent's expense. In extenuating circumstances, attendance at another accredited summer school requires principal approval.

## ENROLLMENT STANDARDS

Students enrolled in grades 9-12 at RBS will have four years of eligibility to participate in extracurricular activities.

The four years encompass time spent at other high schools for transfer or re-enrolled students.

Students are not to enroll and repeat grades if they have successfully passed that grade at another approved school. Special exceptions involving military transfers, illness, or extenuating circumstances require Administration approval.

RBS does not accept fifth year seniors.

Students in grades 9-12 who fail subjects during the school year should attend summer school in order to keep their credits on track for graduation.

Students who fail several subjects will be evaluated individually regarding further attendance at RBS.

Students involved in medical or family emergencies which contribute to academic failure may be allowed to repeat a grade with parental and RBS administrative approval.

## ACADEMIC HONORS

During the school year, the school wishes to recognize students who have excelled in the area of academics; therefore, the following honor rolls have been created:

**Chancellor Honor Roll:** Students who achieve a Grade Point Average of 4.00 with no grade below an A- in any class qualify for the Chancellor's Honor Roll.

**Distinguished Honor Roll:** Students who achieve a Grade Point Average of 3.80 or better AND receive no grade lower than a B in any class qualify for the Distinguished Honor Roll.

**Honor Roll:** Students who achieve a Grade Point Average of 3.5 or higher AND no grade below a B- in any class qualify for the Honor Roll.

*A student cannot have any type of C in a class and make Honor Roll*

## VALEDICTORIAN/ SALUTATORIAN HONORS

The honor of Valedictorian is awarded to the four-year senior student with the highest cumulative grade point average. The honor of Salutatorian is awarded to the four-year senior student with the second highest cumulative grade point average. To be eligible, a student must be a four-year high school student only (grades 9-12) and must have attended RBS High School for at least three consecutive years as a high school student. A student's GPA will be rounded up or down to the nearest hundredth (example: 3.036 will be rounded up to a 3.04).

## NATIONAL HONOR SOCIETY

The National Honor Society is a prestigious organization that consists of students who have distinguished themselves in five leadership categories. The inducted students are expected to demonstrate Christian Character that is acceptable in the eyes of God, their teachers and peers. The requirements are stringent, yet fair.

An Honor Society Counsel chaired by the Honor Society Advisor will evaluate the list for distribution and later for approval in accordance with school policies for Honor Society selection and approval. Students who are selected for consideration will be approved by this Counsel and the Honor Society Advisor.

Students must have the appropriate cumulative GPA: seniors, 3.60; juniors, 3.70; sophomores, 3.85.

Students may not have more than 25 demerits and may not have any suspensions. The Administration reviews each candidate's demerits or behavior records as well.

Students must have been enrolled at RBS for one full semester prior to the induction.

Students are to display Christian character, loyalty, support of RBS, and Christian leadership qualities to their teachers and peers.

Preliminary qualifying students' names will be reviewed by faculty members with a minimum of two years' faculty service in high school for comments in the areas of Christian character, leadership, academics and service/loyalty to the school. The Honor Society Advisor and committee will review candidate remarks using pre-determined criteria for advancing students to the next level of the process.

The students will be given a packet to complete and return by a set due date. Incomplete or late ap-

plications will result in disqualification of the candidate.

The application packet must include: a pastoral reference from the church where the student attends, personal Christian testimony and a listing of various activities that illustrate service and leadership to the community. The committee will review the hours of service and activities. Seniors should have 200 plus hours; juniors, 150 plus hours, and sophomores, 100 plus hours. Activities may include church activities, volunteerism, scouting, music ministry, sports teams, voter registration activities, soup kitchen or charity volunteerism, hospital volunteerism, political or governmental activities, etc.

The Honor Society Counsel consists of five or more high school faculty members representing different disciplines of instruction. The Committee makes the final determination on candidates based upon the above criteria. The Honor Society Advisor oversees the process and can vote if a faculty committee member is absent. The Administration approves the Advisor's and Committee's final recommendations.

## SPECIALIZED TESTING

Preliminary Scholastic Aptitude Tests (PSAT): juniors and sophomores take these tests each fall. Freshmen are invited to take the PSAT as well. The purpose of this test is to provide an indication of national placement for college when compared with other college-bound juniors in the United States. In addition, juniors are competing for National Merit Scholarships. Those who participate in this test will have the test fee charged to their school account.

## TRANSFER STUDENTS

Students transferring into RBS from a school where Bible is not part of the required curriculum will only be required to have Bible credits for the time they are enrolled in RBS and will receive half-credits in the instance where they transferred in mid-year of the particular academic year. Any electives they have received will be counted toward their graduation credits.

## ACADEMIC REQUIREMENTS

Academic Requirements and course descriptions are detailed separately in the Course Selection Guide and may be obtained from the Guidance Office upon request.

**Students must complete all diploma requirements and service-learning hours in order to participate in graduation exercises. All course**

**requirements must be completed by the final day of school for seniors. Seniors who have not completed requirements for graduation may finish in summer school.** Summer school will be the final extension for a student to qualify for a diploma. Students who can complete the requirements in summer school may be permitted to walk through graduation at the commencement exercise; however, their diplomas will be held until all course work is satisfactorily completed.

## SUMMARY OF REQUIRED COURSE CREDITS FOR GRADUATION

Course.....	College Prep
Bible .....	4
English.....	4
History.....	3
Math*.....	4 or 5*
Science.....	3
Foreign Language (same language).....	2
Psychology.....	1
Foundations of Technology.....	1
Speech.....	1
Electives.....	3
<b>Minimum Total Credits.....</b>	<b>26</b>

**\*NOTE: A student is required to take a math every year of his/her high school career. If a student takes Algebra 1 in the 8th grade, he/she would have five years of math. If a student takes Algebra 1 in the 9th grade, he/she would have four years of math.**

## COURSE WITHDRAWALS

Students are strongly encouraged to avoid withdrawing from a course unless, in the teacher's judgment, the student is unable to do the work. Parents and the Guidance Department must approve of the withdrawal before it can be finalized during the drop period. Students may drop courses during the first ten days of school at no charge. **There will be a \$40 fee charged for every course dropped after the ten-day grace period. After 3 weeks, courses will not be dropped because course loads are set unless initiated by the faculty or administration for academic reasons. Guidance and the principal would approve these changes.**

## SERVICE LEARNING

Students are required to complete service-learning hours to graduate. RBS is willingly complying with this requirement to assure that students who must enter the public school during their high school career are not penalized regarding this requirement. Service hours must service those outside regular obligations to family, friends, and school. Students will continue to be required to complete a minimum of 100 hours of service. **Students must complete 100 hours of service before graduation obtained while in grades 8-12.** Community service-learning forms are available from the guidance office or the receptionist.

Students are free to choose their service hours. The service hours are **volunteer (unpaid) documented service hours** that involve children, the elderly, hospitals, firehouses, EMS, children's summer camps, government aides or government (unpaid) internships/service, church missions, homeless or poverty ministries, physical or mental disability centers or ministries, nursing homes, assisted living facilities, soup kitchens, food pantries, homeless shelters, unwed mothers' shelters, reading or math literacy ministries, etc. Documented service-learning hours can be obtained during the school year or the summers. The guidance department can offer other suggestions for service learning. Capstone hours are not part of the service requirement.

All 100 service-learning hours must be completed by April 15th of the student's senior year in order to meet RBS graduation requirements.

# STUDENT CONDUCT

Students who choose to attend RBS are accepted with the understanding that they will abide by the established behavior guidelines and procedures. They are expected to maintain age-appropriate behavior for their own and others' benefit.

Because RBS desires to provide an educational climate that will foster the successful development of students, certain guidelines have been established to maintain classroom standards of behavior, classroom order and Godly conduct.

## GENERAL CONDUCT EXPECTATIONS

Certain rules have been outlined to help define our expectations of the students and have been designed to represent the needs of a successful student and classroom. Parents are expected to support and promote the adherence to all school policies and regulations. Most students respond well to teacher admonitions; however, for those who do not, we reserve the right to administer discipline when needed.

## PROFANITY

As a Christian school, RBS students are not permitted to use profane language (profanity) on the RBS campus. This policy applies before, after, and during school hours, at school games, practices, or other RBS events in accordance with Ephesians 4:29 and Colossians 4:6. Profane language will result in consequences (see Discipline page).

## CLASSROOM RULES

Students are expected to:

- Arrive to class on time, be prepared for class and ready to learn.
- Respect the teachers at ALL times.
- Respect yourself and respect your peers at ALL times.
- Place non-uniform jackets, sweaters, hoodies, and coats in lockers at the beginning of the school day.
- No Athletic sportswear is permitted.
- Have appropriate technology, textbook, paper and pens/pencils in each class daily.
- Students are not to eat or drink beverages in the classrooms unless the teacher has planned an approved class party or luncheon.
- Do not leave open drinks, unwrapped or open

## PARENT/STUDENT HANDBOOK

food in classrooms or lockers.

- Chewing gum and eating candy is not allowed.
- Wait to be acknowledged before answering questions in class.
- Be in uniform attire daily unless it is an approved dress down day.
- Turn in all assignments on time or receive late penalties.
- Headphones and cell phones are prohibited during school hours.

## GYMNASIUM AND EXTRA-CURRICULAR ACTIVITIES GUIDELINES

Student behavior is to be proper and courteous whenever events or assemblies are held in the gymnasium or auditorium.

Good sportsmanship is to be shown at athletic games, pep rallies, etc. Booing or throwing of items by the spectators is prohibited. Violators may be asked to leave.

**Dress attire should be in accordance with RBS standards.**

## BEHAVIOR

***Students are to respect others' rights and property as well as the authority of the staff, faculty and administration. Wholesome boy-girl relationships are expected. Students are to refrain from all display of physical affection (holding hands, hanging on each other, kissing, etc.) at school and all school-related functions.***

## IMMORALITY

Immorality is unacceptable at RBS, as a Christian school. Consequences are in effect for students in non-compliance, which can result in immediate expulsion.

## BULLYING

Bullying is not tolerated at RBS and is punishable by demerit, suspensions, and possible expulsions. Students should practice Matthew 7:12.

## RESTRICTIONS

Eating and vending machine usage is allowed only at lunchtime or at times when special permission has been granted by the Administration. Students may NOT eat or drink in homeroom and during study hall.

## INAPPROPRIATE ITEMS

Confiscated - Radios, audio players, TV's, video games, audio or video tapes, records or CD's, toys, inappropriate books, periodicals or internet articles, games, non-program-related musical equipment (keyboards, guitars, etc.), non-school-related sports equipment, matches, lighters, vape pens, cigarettes, alcohol, weapon of any kind, non-prescription drugs, fireworks, skateboards, in-line skates, or other items that are not school-related. These items will be confiscated by teachers, coaches or other authorities and given to the High School Principal who will contact parents. Only regular school equipment and materials are to be brought to school unless permission for these items has been granted from an administrator.

## CELL PHONES, HEADPHONES AND EARBUDS

Cell phones are not to be used during school hours. **Cell phones must be turned off, are to be kept in their homeroom lockers, and locked at all times. Cell phones and headphones are not to be used in the building or on the grounds during the hours of 7:45 am to 3:15 pm and should not be visible during these hours in the building or on the grounds.** Students are not to make or receive calls/text messages during these hours except in a school emergency situation. Confiscated phones will be returned to students at 3:00 pm. Parents may be required to pick up confiscated phones. 50 demerits will be issued, repeated offenses will require that the student serve a suspension to be determined by the principal. Continued cell phone abuse may result in more consequences and the cell phone being banned from the school and given to parents.

## PROHIBITED ITEMS

Magazines, tapes, videos, DVD's, CD's, or other non-school approved electronic devices, social media displaying nudity, vulgarity, profanity, pornography, or sexually explicit content; alcoholic products; tobacco products such as, cigarettes, cigars, vaping, and chewing tobacco, drug paraphernalia are prohibited.

## WEAPONS

Weapons of any kind, including but not exclusive to, knives, guns including CO2 and BB guns, martial arts or archery weapons, and like items are never allowed in school or at school-related functions. Authorities may be contacted and disciplinary mea-

sures, including expulsion, may be implemented.

## DRUGS/ALCOHOL

RBS is a drug free school practicing zero tolerance for alcohol and illegal drugs. Illegal drugs do not apply to medications lawfully prescribed to students. RBS students are subject to on campus drug testing upon parental notification. Suspension or expulsion can occur for alcohol or drug usage or sales thereof.

## THE THROWING OF OBJECTS

Except in a supervised school activity, throwing any and all objects is strictly prohibited. Any student who is caught throwing any object will be issued demerits.

## BICYCLES, MOTORCYCLES, & CARS

Bicycles, motorcycles and cars are not to be ridden or driven except in traveling to and from school unless special permission has been given by the Administration. **All parking areas are off limits to students except when arriving to or leaving school. Students must fill out parking form and pay the \$40 to receive a parking pass or be subject to having the vehicle towed.**

## COMPUTER & INTERNET USAGE

Riverdale Baptist School's computers and networks are solely for the use of RBS projects, research papers, and other school related activities. The internet is solely for RBS related school work as established by the teacher. Accessing Instagram, Twitter, Facebook and other sites not sanctioned by RBS are prohibited at all times. Games, music, cell phones, and headphones are also not allowed during school hours. The penalty for such is a major infraction which equates to a minimum of 50 demerits. If obscene or pornographic sites are accessed, a suspension may be invoked as determined by the High School Principal. **Please refer to the high school student technology device and use agreement provided to each student.**

## BOMB THREATS

Students are not to make any reference to bombing or shooting the school property or any other property. If a threat is made or attempted, immediate expulsion will be considered. In addition, this offense may warrant the school to notify the proper legal authorities.

## PULLING OF FIRE ALARMS

Fire alarms are off limits to students unless needed in an emergency. If a student pulls an alarm, a minimum 2-day suspension will be invoked unless circumstances are determined otherwise by the Administration. If a fine is charged by the fire/police departments for a false alarm, the student is responsible for payment of said fine.

## CHEATING AND PLAGIARISM

### CHEATING

Cheating is a serious offense that involves stealing, dishonesty and often lying. Cheating on quizzes, classwork, projects, tests, exams or homework assignments is strictly prohibited. Students involved in cheating will receive a "0" on the assignment and at minimum 75 demerits depending upon the item. Cheating will result in a suspension and if continued, an expulsion. We encourage all students to prepare assignments early and use time management skills to balance their workload. The High School Principal can assist students with these skills, as well as teachers.

### OTHER CHEATING OFFENSES

Other cheating offenses include cutting and pasting information to use as one's own work from the Internet or other sources. Text messaging answers, storing answers in calculators, picture phone or cell phone messaging is also considered cheating when used to obtain or relay answers regarding academic testing, quizzing, classwork, homework, projects, etc. as if the work is the student's own.

### PLAGIARISM

Plagiarism is a serious form of cheating, which can be punishable by suspension or even expulsion in many schools, colleges, and universities. Plagiarism may involve writing another person's (author's) sentences as if the sentences were the student's own, or expressing an author's line of thinking, in the development of a thesis, as though the idea or line of thinking was the student's idea. In short, to plagiarize is to give the impression that a student has written or thought of material that, in fact, the student has borrowed from another person (author) without **citing** that author(s) as the original reference. **When developing a paper, students must learn to cite references throughout their papers and give credit to the original author(s) when using their statements or ideas.** The English department is available to help RBS students learn

how to write without plagiarizing. Students should cite the references used in their papers using the reference system set by RBS. Students will be required to have a reference handbook during their tenure at RBS. APA and MLA reference systems will be taught.

***Plagiarism will result in a "0" on the paper, unless the teacher determines other extenuating circumstances that require different measures.***

***The teacher is the determining agent on plagiarism. Plagiarism will result in punitive measures such as demerits or suspensions as well.***

***Guidelines on plagiarism will be covered with students at the beginning of the year and will be taught in the English department***

# DISCIPLINE CODE

Most learning takes place when teachers are able to teach without distractions. Discipline, therefore, is an important part of this process. The majority of the RBS student body responds well to the established discipline procedures. However, students who have difficulty adjusting need to know that consequences will result when they are out of bounds with expected behavior.

The Administration disciplines according to the guidelines established in the discipline code. It reserves the right to review discipline based on the seriousness and circumstances of the infraction and on the needs of the student.

## POSITIVE RECOGNITION

In keeping with our goal of having a student body that responds in a positive way to the school's expectations, the Administration encourages the faculty to regularly acknowledge all students who do their best to follow classroom procedures and school guidelines. Efforts will be made by teachers to give verbal praise, positive notes, and special privileges on an intermittent basis.

The Administration also recognizes that students respond to tangible rewards. **Therefore, high school students who complete each academic quarter with no demerits on their record will be eligible for a special activity in honor of their perseverance.** Students who miss the opportunity to qualify for the special activity in one quarter are still eligible to earn that privilege the next quarter.

## STUDENT CORRECTION

From time to time, students may exhibit behavior that indicates a need for more self-control. For this reason, behavior parameters have been established to address this need.

RBS uses a simple, corrective system for those students who do not comply with the behavior guidelines. Demerits are assigned based on teacher referrals. Consequences are then issued based on an accumulation of demerits. In extreme cases, a student's unacceptable behavior will warrant a more immediate consequence.

## DISCIPLINE SEQUENCE

Listed below is the process and procedure with applied consequences:

## CORRECTION BY A TEACHER

Teachers are the first level of disciplinary management in their classrooms and are expected to maintain an orderly learning environment at all times. Teachers may call parents at any time about non-compliant behavior. Teachers are to contact parents first to establish an understanding of student expectations and accountability.

## REFERRAL

If a student does not correct his/her behavior after being verbally corrected by a teacher, the teacher may complete a FACTS SIS referral, listing the infraction. A copy will be emailed to the parent and a second copy will be sent to the High School Principal.

## CONSEQUENCE GUIDELINES

The High School Principal is responsible to assign demerits and consequences based on the accumulation of demerits or severity of the offense. Students need a pass to see the High School Principal during class. **Students are not to walk out of a teacher's class to see the High School Principal. They must obtain written permission from the teacher.**

## DEMERITS .....CONSEQUENCE

- 25.....verbal warning in FACTS SIS
- 50.....written warning in FACTS SIS
- 75.....1 day out of school suspension (OSS) and extracurricular probation, parent/principial conference
- 100.....2-day out of school suspension (OSS) and extracurricular probation, parent/principal conference
- 150.....3-day out of school suspension (OSS) and a 2-day extracurricular suspension, a mandatory parent/ principal conference
- 200.....4-day school out of school suspension (OSS) and a 3-day extracurricular suspension, mandatory parent/ principal conference
- 250.....5-day out of school suspension (OSS) and a 4 day extracurricular suspension with a mandatory parent/principal conference
- 300.....Expulsion guidelines

**Students, who do not serve a scheduled detention and have no written authorization from the Principal to change the detention date, will serve a second detention of equal time.**



Students who are expelled or requested to withdraw due to behavior will not have the option to enroll in RBS home school athletic or fine arts programs. Students who serve a suspension **will not** be permitted to attend team practices or travel with a team during their suspension.

If a major offense(s) has occurred, the severity of the situation may require immediate additional penalties in suspension time than stated in the above guidelines (i.e. fighting, social media, drugs, terrorist threats, theft, profanity towards a teacher, staff or administration, etc.).

## APPEAL PROCESS

If a student believes that a correction was given unfairly, he/she should not argue the case during class time but discuss the matter privately at a time convenient to the person who corrected him/her. The correction may be withdrawn if the teacher agrees with the student. If the teacher does not agree, the correction should be accepted graciously. **Students should never argue with a teacher.** Students are expected to exhibit courtesy and respect at all times. The Administration will settle appeal disputes not settled by the teacher. The Principal will talk with the student and the teacher or staff member to validate the circumstances as true. The Principal documents the situation and gives the appropriate listed demerits for the offense.

## DEMERITS (MAJOR & MINOR CATEGORIES):

Major offense infractions will remain as part of the cumulative demerit record for both semesters. Consequences for offenses will accumulate during both semesters in accordance with the stated guidelines on demerits.

Teachers are encouraged to warn students and manage minor behavior incidents in their classrooms using classroom management techniques.

## MINOR OFFENSES

INFRACTION .....	DEMERITS
Dress/Hair code violation.....	5 demerits
Gum, food, drink or candy.....	5 demerits
Late to Class/Study Hall (not homeroom)*.....	5 demerits and thereafter 10 demerits
Chapel violation.....	10 demerits
Disruptive/Inappropriate behavior.....	10 demerits
Car violations/no parking pass.....	10 demerits
Lack of cooperation.....	10 demerits
Hall pass violation.....	10 demerits
Unprepared for class**.....	10 demerits

*\* First offense is a warning*

*\*\* no textbook, MacBook, paper, pens, calculator, assignments, etc.*

## MAJOR OFFENSES

INFRACTION .....	DEMERITS
Out of Bounds (in unauthorized area).....	25 demerits
Inappropriate Items (cell phones, Air Pods, earbuds, etc.).....	25 demerits (not in use i.e. in pocket)
Inappropriate Statements (not profane or vulgar remarks).....	25 demerits
Non-Compliance (not handing over your phone).....	25 demerits
Public display of affection (inappropriate touching, kissing, etc.).....	50 demerits
Defacing school property (plus financial remuneration).....	50 demerits
Minor Altercation (horseplay, no malice).....	50 demerits
Throwing food.....	50 demerits
Inappropriate items (cell phones in use).....	50 demerits
Unauthorized Internet Usage.....	50 demerits
Lying/Deception.....	75 - 100 demerits
Insubordination/Disrespect.....	75 - 100 demerits
Cutting class, including study hall.....	75 - 100 demerits
Vulgarity/Profanity*.....	75 - 100 demerits

*\* gestures, verbal, written, remarks w/hidden meaning*

## THESE INFRACTIONS CAN INCLUDE A POSSIBLE ONE TO FIVE-DAY SUSPENSION OR EXPULSION

INFRACTION .....	DEMERITS
Harassment/Intimidation.....	Minimum 75 demerits
Theft.....	Minimum 75 demerits
Cheating on homework, quiz, test, etc (plus academic penalty).....	Minimum 75 demerits
Prohibited Items.....	Minimum 75 demerits
Cutting school/truancy.....	Minimum 100 demerits
Gambling/drug paraphernalia or use.....	Minimum 100 demerits
Major Altercation.....	Minimum 100 demerits

## ADMINISTRATIVE OFFENSES

Smoking, chewing tobacco, shoplifting, illegal drugs or alcohol (use/possession of any of these in any form on/off campus). Lawfully prescribed medications are acceptable and kept with the nurse. Weapons, fire alarm/bomb threat, acts of fornication, threats of violence, teacher assault (physical or verbal threats), and vandalism and physical altercations.

Students participating in any of these areas are in jeopardy of serious discipline and/or expulsion. Expulsion does not require the compensation of tuition to parents. See the parent financial agreement. Corrective discipline may include combinations of suspensions, counseling, community service, writing assignments, and referral to a civil authority, expulsion and other discipline as deemed appropriate.

RBS will not tolerate the use of illegal drugs, alcohol, pornography, or sexual immorality in any form by its students on or off campus. This policy is central to the educational philosophy of the school. Students who are proven to use drugs or alcohol or who are involved with pornography or sexual immorality, whether on campus or not, are subject to suspension or expulsion.

## DISCIPLINE CONSEQUENCES

### DETENTION

When a detention needs to be assigned, the Principal will give the student a consequence form listing the date and time that the detention is to be served. Students must have the form signed by their parent or guardian and present the signed form to the detention supervisor at the time the detention is to be served. The student will receive the consequence form at least 24 hours before he/she will serve the detention. If students are absent on the day, they are scheduled to serve the detention, the consequence must be served the day they return to school. **The detention fee must be paid in cash prior to entering detention.**

### AFTER SCHOOL DETENTION

Students will serve one-hour and two-hour after school detentions on Thursday's at 3:15 pm. After school detentions will take priority over any other after school or extracurricular activity. Students serving a one-hour detention must pay the detention fee of \$5 in cash to the detention supervisor. Students serving a two-hour detention must pay the detention fee of \$10 in cash to the detention supervisor. Students must bring their detention form signed by a parent or guardian along with the detention fee paid in cash. Students without the original form will serve the original detention and be assigned an additional after school detention for the next day. Students who miss after school detention will be assigned a double after school detention. Missing more than one after school detention may result in a suspension from school.

### SATURDAY (FOUR-HOUR) WORK DETENTION

Will be served on Saturday mornings for a period of four hours (8:00 am - 12:00 pm) or as arranged by the Principal. Students must pay a fine of \$20 in cash to the detention supervisor on that Saturday.

Students are to bring their detention form signed by a parent or guardian. Students without the original form will serve the original detention and be assigned additional after school detention for the next school day. Missing a four-hour work detention may result in a suspension from school. Parents are expected to pick up the student at 12:00 pm when their child completes his/her detention assignments. **Students who are not picked up by 12:15 pm will be charged late fee charge of \$10 per**

### 15-minute intervals to the detention supervisor.

Saturday (Four-Hour) work detention is the student's first priority. **They will miss all extra-curricular activities and personal obligations including work, rehearsals, practices, or games until his/her detention time is completed.** Tardiness or coming unprepared may result in additional consequences. If a student is uncooperative or does work that is unsatisfactory, he/she may be assigned additional work time or be referred to the principal for additional consequences. All work detentions are to be served in school uniform. Any student who does not come to work detention as assigned may receive a one-day suspension and will be rescheduled for the next work detention date.

## OUT-OF-SCHOOL SUSPENSIONS (OSS)

A student may be assigned an out-of-school suspension by the Principal for one to five days and may also be placed on disciplinary probation for a grading period (minimum of nine weeks). **Suspended students may not be on school/church property while school is in session, nor attend school functions/activities until they have returned for a full day of classes. The academic penalty is given for each class.**

- One-day suspension at 75 demerits and probation for sports and extra-curricular activities and a parent conference with the Principal.
- Two-day suspension at 100 demerits with a two-day suspension from sports and extra-curricular activities and a parent conference with the Principal.
- Three-day suspension at 150 demerits with a three-day suspension from sports and extra-curricular activities and a parent conference with the Principal.
- Four-day suspension at 200 demerits with a four-day suspension from sports and extra-curricular activities and a parent conference with the Principal.
- Four-day suspension at 200 demerits with a four-day suspension from sports and extra-curricular activities and a parent conference with the Principal.
- Five-day suspension at 250 demerits with a four-day suspension from sports and extra-curricular activities and a parent conference with the Principal.
- Expulsion may occur at 300 demerits.

**Academic penalty: Students serving a suspension for disciplinary reasons will have a 50%**

**reduction in the earned grade for the work they complete during the suspension period. (Example: an assignment that earns a 90% grade is reduced by 50% to a 45% grade.) Tests, quizzes and homework assignments are graded at 50% as well, when students are serving a suspension.**

## EXTRA-CURRICULAR ACTIVITY SUSPENSION

A student may be placed on an extra-curricular activity suspension as part of the school's disciplinary process because of a major discipline offense, or by the High School Principal directive. This suspension includes participation in athletic sports programs, snack shop, Visual and Performing Arts and for special events that are not related to course requirements. The suspension may be scheduled for up to five days, or for the remainder of the school year. A permanent suspension may be applied at the discretion of the Administration. **During the suspension period, the student may not practice nor play in any games, competitions or travel with a team.** He/she also may not dress in any athletic uniform for the games or competitions.

The suspension runs from the first school day it is issued through all weekends, holidays and out-of-school breaks set by the school until the suspension has been completed. After the final school day is completed, the student will again become eligible for activities beginning the next calendar day.

## ADDITIONAL GUIDELINES

School half-days are considered a full school day.

An official school cancellation due to inclement weather and the like will be considered a school day.

A student who violates the suspension from activities may have another week (five school days) added to his/her time, plus a suspension from school.

## PERMANENT ACTIVITY SUSPENSION

A student who continually disregards school guidelines and policies or who commits a serious infraction may be placed on permanent suspension from all extra-curricular activities for the remainder of the school year. A permanent suspension may be applied as deemed necessary by the Administration.

## BEHAVIORAL PROBATION

A student suspended from school may be placed on disciplinary probation for a grading period (minimum of nine weeks). These students are not to receive major infractions or immediate expulsion may result. A student placed on behavioral probation is restricted in the following areas:

May not register to participate in Student Government activities (a suspension does not necessarily result in probation).

May not hold an office in the Student Government or Honor Society.

May not hold a position of leadership in extra-curricular activities.

May not attend or participate in any overnight school-related activities as determined by the Administration.

## EXPULSION

At the discretion of the Administration, a student will be expelled or given the opportunity to withdraw from RBS, when he/she reaches 300 demerits or commits a serious infraction that can result in expulsion.

## RESTORATION POLICY

The ultimate goal of discipline in a Christian school is to shape the character of each student. The Bible instructs us to be like Christ, "To be conformed to the image of his Son" (Romans 8:29) and to not be "conformed to this world" (Romans 12:2).

The Bible indicates that a person with repeated offenses is demonstrating that he/she is not seeking to alter his/her character. In following Biblical principles, the person must be separated from the group for the sake of both the individual and all other students (Proverbs 22:10).

The Bible also stresses that when it is apparent that the result of discipline is the formation of Christ-like character, then we, as Christians, are obligated to pursue a path of restoration (Matthew 18:15-20; Galatians 6:1; Luke 15:1). When it appears that a student is genuinely filled with remorse and repentance over an infraction that resulted in his/her expulsion from RBS, the following steps of restoration may be taken, which may result in the student's return to school.

## STEPS OF RESTORATION

The student may be considered for restoration after completing a minimum of 100 school days at

an approved private or public school. The student must complete the following process of restoration:

The student will be enrolled in another school for a year from the date of expulsion unless the Administration determines that the time frame should be less, but not less than 100 school days in another school. The student must maintain acceptable grades in citizenship, academic subjects, and be consistent in attendance. A report of these grades and attendance record will be required for re-enrollment.

A letter of recommendation will be required from the principal and guidance counselor.

Weekly counseling is required with a monthly report on the effectiveness of counseling and the student's regular involvement in counseling.

Regular attendance on Sunday morning, Sunday evening and Wednesday evening by the student in a fundamental Bible believing church is required.

The student will keep a journal of his/her progress during these weeks. The journal will be reviewed by RBS as part of the re-admission decision. The final decision on re-enrollment will be that of the RBS administration.

During the school semester in which an expulsion occurs, the student will be ineligible for any class office or Honor Society membership. (Once removed from office in a school year, he may not be readmitted that year).

A restored student is entitled to resume participation in all school activities at the beginning of the next new semester following their full return to school.

In order to remain at RBS, the student will be given a probation period that he/she must complete.

## CURRENT STUDENT

The Administration reserves the right to not invite back any student for the following school year based on his/her behavior status. Requirements for re-enrollment of a student whose return is in question are as follows:

The student must not continue earning discipline for the same area(s) of violation.

The student must demonstrate a desire to continue as a student at RBS through his/her attitude, response to authority, and through effort to correct himself/herself in his/her area(s) of weakness.

The Administration must have a good report from the student's teachers regarding his/her desire to follow the school rules and policies, his/her, display

of satisfactory behavior and a cooperative attitude in the classroom.

Upon being granted the privilege to return to RBS as a student for the next school year, the current student who is issued a behavioral probationary status must fulfill all probationary requirements.

## **NEW OR RETURNING FORMER STUDENT**

The Administration will assign any student who is placed on behavioral probation, as a condition of his/her enrollment, a time period during which he/she must complete his/her probationary status. The probation time period may be from one quarter to one year in duration. The requirements of the probation must be satisfied for a student to remain at RBS. They are as follows:

They must not commit any major offense;

They cannot be in violation of the area(s) from which they originally earned the probationary status;

The student must demonstrate a positive response to authority in all school classes and activities, and show a sincere desire to follow all school rules and policies;

They must earn a good report from their teachers upon completion of their probationary time period.

Because the probation period places the student on a conditional continuance at RBS, a violation of the probation guidelines can result in the same consequences as those who would commit an expulsion offense. A student who continues to be in violation of his/her specified guidelines may be asked to withdraw from RBS. A student who is withdrawn due to a violation of probation will not be eligible for reconsideration as a student at RBS for one school year. Following that time period, he/she may reapply under the guidelines for re-admittance to RBS.

## **EXPULSION**

An expelled student will not be eligible for re-admission until at least one year's absence from the date of expulsion, unless the Administration determines that the student is qualified for restoration as outlined in the Restoration Policy section. Expelled or Request to Withdraw students may not be on school/church property while school is in session, nor attend school-sponsored activities on or off campus, without prior approval of the High School Principal. See the Parent Financial Agreement regarding tuition penalties for expulsions or

early student withdrawals.

After a year's absence, student(s) that desire to return to RBS will do the following:

The student must not commit any major offense.

The student cannot be in violation of the area(s) from which they originally earned the probationary status.

The student must demonstrate a positive response to authority in all school classes and activities and show a sincere desire to follow all school rules and policies.

The student must earn a good report from their teachers upon completion of his/her probationary time period.

The student must write a letter to the Administration requesting re-admission.

Establish a good behavior record in another school.

Present three letters to RBS of recommendation from a pastor of the church the student regularly attends, principal and teacher documenting a positive change in behavior and attitude. These letters attesting to improved behavior must come from outside of Riverdale Baptist School.

## **RE-ADMITTANCE OF WITHDRAWN STUDENT**

If a student is required to withdraw from RBS at the conclusion of a semester, he/she may not return to RBS until the following takes place:

The student must be absent from RBS a minimum of one semester.

The student must establish a good behavior record at another school.

The student must submit a letter requesting re-admittance.

The student must provide three letters of recommendation from a pastor/youth pastor, principal and teacher. These letters attesting to improved behavior must come from outside of this school.

A student on disciplinary probation will be unable to hold any position of leadership in the Student Government or Honor Society. A student placed on disciplinary probation for more than two consecutive grading periods may not be allowed to return to RBS for one school year.

# DRESS CODE: FEMALE

## GENERAL DRESS EXPECTATIONS

The Administration and faculty expect conformity to the dress code. All clothing must be worn properly; it may not be too tight, binding, form fitting, provocative, loose, sagging or baggy. Penalties are in effect for uniform offenses in the demerit section.

## UNIFORM GUIDELINES

In keeping with the uniform policy, **ALL school shirts, blouses, pants and sweaters must have the school logo or monogram on them.** All uniforms are required to be purchased from Risse Brothers. Also, all female students must wear Riverdale Baptist School's grey skirt or uniform pant only. Uniforms are required of all students at all times to and from school except in the case of special events when permission has been given to use other dress guidelines.

## DRESS UNIFORM GUIDELINES

All high school students have the option to wear dress uniform from December 1 through February 28. In addition, the dress uniform for high school students will be required for school pictures, any special occasion or field trip as deemed necessary by the Administration.

## DRESS UNIFORM

Dress uniform for girls consists of blazer, white oxford button-down collar blouse with RBS monogram, crossbow and gray kilts.

## FEMALE UNIFORM ATTIRE

- **Skirts:** Grey kilts (**skirts must not be higher than an inch above the top of the knee in both the front and back**).
- **Pants/Slacks:** Grey monogrammed slacks purchased from Risse Brothers only. Pants must be modest and fit appropriately. **On dress up days, female students must wear a uniform skirt.**
- **Socks:** Solid navy, dark grey or black knee socks, solid, textured navy tights, navy or neutral colored nylons or panty hose.
- **Blouse:** White Oxford, button-down collar with RBS monogram; white RBS logo polo shirt. **Blouses must remain tucked in during instructional hours.**

- **Sweaters or Vests:** Uniform sweater only with Crusader logo only (optional, may be worn all year). Solid navy crew neck or V-neck, short or long sleeved.
- **Girl's Blazer:** Must be worn from December 1 – February 28 and for Dress Uniform days.
- **Shoes:** Dress or dress casual ankle high flat shoes are allowed as uniform attire that are any shade of brown or black. No athletic shoes, moccasins, crocs, work or Ugg boots, calf or knee length boots or high platform shoes. **Exceptions can be made by administration.**
- **Crossbows:** Navy and Gold purchased from Risse Brothers only. Must be worn with the White Oxford, button-down collar RBS monogram shirt on chapel days and from December 1 through February 28.
- **Earrings:** No more than two (2) earrings in each ear. Earrings should not be larger or longer than 2 inches.

***Hoodies or Fleece (RBS or NON-RBS) are not to be worn from 8:00 am - 3:00 pm in class, home-room, study hall or the cafeteria. Students must wear school sweater or RBS jacket, or blazer.***

## SKIRTS/SLACKS

Should be hemmed so that the bottom of the skirt comes no higher than one inch above the top of the knee in both the front and the back. Slits should also not come above the knee. No low-cut necklines; modesty is always our first desire. Clothing should be ironed and unwrinkled. Creases designed for the clothing should be pressed and retained.

## JEWELRY

Should be neat, appropriate and conservative. No more than two necklaces may be worn; modest earrings may be worn and may not be larger than 2 inches around (not across). Hoop earrings may be no larger than 2 inches (across) in diameter. They should be gold or silver or match the uniform. No more than two earrings per ear may be worn. Watches and rings are acceptable. Tongue rings, and other facial piercings are not acceptable. Small stud nose rings are acceptable if already pierced prior to school starting.

## HAIRSTYLES

Should be neat. Extreme styles or fashions that attract attention will not be permitted. **Hair may not**

**be dyed unusual or extreme colors such as purple, navy, green, burgundy, bright red, bleached white blonde, etc. as determined solely by the Administration.** Highlights are permissible but should not be extreme as deemed by the Administration. The Principal will make the final decisions regarding hair issues when discrepancies exist. **Head-dresses and wraps are not permitted as part of the uniform.** Headbands are optional but should be modest. Acceptable colors include navy, black and grey. Hair accessories must be in accordance with the school uniform. The Administration, again, will make the decision if a discrepancy exists. The Administration will determine the period in which to correct hair violations.

## MAKE-UP

Should be modest in appearance. Young ladies are encouraged to refrain from wearing extremely dark, bold or metallic lipstick/lip gloss.

## PROTOCOL

**Dress at all school functions should be up to school code standards and specifications.**

Hats must be taken off once a student enters in the school building or church auditorium.

Students may not come into the hallways, classrooms, or office areas wearing shorts, PE clothes, or athletic attire. (Student should wear their sweat-pants over their shorts when entering the main building). Wearing of shorts, PE clothes, or athletic attire is restricted to the gym or athletic field areas.

Students may not change out of dress code at school in preparation for work or other off-campus activities.

**During excessively cold weather, girls may wear slacks under skirts both to and from school, but they are to be removed prior to entering home-room or a class.**

## SPECIAL OCCASIONS

### DRESS-UP DAYS (NON-UNIFORM)

Color coordinated suits, skirt and blouse combinations or dresses are in order. Dressy pantsuits or dress slacks and dressy blouses are also acceptable, however; not for Commencement or Baccalaureate. Dress must be worn for these two special occasions. Skirt and dress lengths should be no higher than one inch above the top of the knee in the front and back. Low-cut necklines or dresses and skirts with slits above the knee should not be

worn. Sweaters that are modest in design are acceptable. Students may wear the school uniform in lieu of a dress-up opportunity. Work boots are not permissible for girls on dress-up days. Dress-up apparel is appropriate on school picture day.

## FIELD TRIP DRESS

Attire will be specified by the teacher as appropriate for the event. This does not apply to in-house dress up or picture taking days.

## DRESS DOWN DAYS

Dress down days are permitted during dress-for-dollars. However, guidelines that keep our young ladies modest are in effect. Girls may wear jeans that are in accordance with uniform standards. Christian tee shirts, college or sports shirts are popular and acceptable. Jeans with holes or rips may be worn; however, no skin may be shown. Rips and holes must be in modesty. The Administration reserves the right to make final judgment concerning the appropriateness of a student's dress down attire.

## FEMALE STUDENTS ARE REQUIRED TO MEET THE FOLLOWING CRITERIA

Girls may wear modest fitting jeans with no skin showing, also, no jeggings, leggings, and yoga pants. **Tee shirts that do not reflect images, wording or pictures that are satanic, promote non-Christian values or make political statements, or drug, alcohol or sexually related messages.** No halters, low-cut blouses, short tee shirts, see-through blouses or clothing that exposes the stomach or cleavage areas should be worn. Athletic shoes and socks may be worn or casual, closed toe shoes. Sandals and high heels are not worn. Ugg boots are permissible.

## VIOLATION OF DRESS CODE

Any student in violation of the special occasion dress code may be required to change clothes before attending classes. Parents may be contacted to bring a new set of clothing or the uniform may be substituted. If a student is in doubt regarding her attire, the student should bring other clothing and ask the High School Principal if the clothing is acceptable. Students may be suspended from class until the violation is corrected.



# DRESS CODE: MALE

## GENERAL DRESS EXPECTATIONS

The Administration and faculty expect conformity to the dress code. All clothing must be worn properly; it may not be too tight, binding, form fitting, provocative, loose, sagging or baggy. Demerit penalties are in effect for non-compliance of the dress code.

## SCHOOL UNIFORMS

In keeping with the uniform policy, all school pants and shirts must have the school logo or monogram on them. All uniforms are required to be purchased from Risse Brothers. Uniforms are required of all students at all times to and from school except in the case of special events when permission has been given to use other dress guidelines.

## DRESS UNIFORM

Dress uniform for boys consists of blazer, white oxford button-down collar shirt with RBS monogram, RBS navy and gold tie and gray slacks.

## MALE UNIFORM ATTIRE

- **Pants/Slacks:** Grey monogrammed slacks. Pants are not to be worn oversized or sagging. Uniform pants are to be from Risse Brothers.
- **Shirts:** White oxford, button-down collar, with RBS monogram; white RBS polo shirt with the RBS logo. **ALL SHIRTS MUST HAVE THE RBS LOGO ON THEM. (Shirts must remain tucked in during instructional hours)**
- **Ties:** RBS ties are required on Dress Uniform days.
- **Sweaters or Vests:** Uniform sweater with Crusader logo only (optional, may be worn all year) solid navy V-neck or crew neck, short or long sleeves.
- **Boy's Blazer:** Must be worn from December 1 – February 28 and for Dress Uniform days.
- **Belts:** Solid black or brown leather or cloth.
- **Socks:** Solid navy or black. **NO WHITE ATHLETIC SOCKS**
- **Shoes:** Dress or dress casual low-cut shoes that are any shade of brown or black. **No athletic shoes, work boots or high platform shoes.** (Athletic shoes must be worn during participation in an athletic event. No white or colored

symbols, stripes or colored shoestrings different in color from the shoes). Moderate stitching on the edges of shoes is permissible. Boots (of any kind) are not permitted as uniform but may be worn on dress down days per guidelines. No Ugg boots and cros.

- **Undershirts:** T-shirts are to be **solid white** without lines or printing.

***Fleeces or Hoodies (RBS or NON-RBS) are not to be worn from 8:00 am - 3:00 pm in class, home-room, study hall or the cafeteria.***

## APPEARANCE

Pants are to be worn properly, not pulled down or worn on the hips. Trousers with belt loops require a belt.

Shirts are to be buttoned up to the collar button, which may remain open. Shirts must be tucked in at the waist. Undershirts are to be solid white with no writing or prints.

One watch, one bracelet and one modest chain may be worn. Chains are to be worn inside the shirt. Facial piercings, earrings, nose and tongue rings are not acceptable.

**Earrings are not allowed during the regular school day or at any school-related functions.**

Clothes must be ironed, unwrinkled in appearance or texture, and not faded. Creases designed for the clothing must be pressed and retained.

Tattoos are not part of the Riverdale Baptist dress code and will not be permitted on girls or boys. Newly enrolled students that already have tattoos are to be clearly identified to the Administration. They are not to add additional tattoos. Existing tattoos are to be covered at all times on & off campus for all students.

## PROTOCOL

Dress at all school functions should be up to school code standards and specifications.

Hats must be taken off once a student enters the building or church auditorium. Skull caps are not to be worn at RBS.

Students may not change out of dress code at school in preparation for work or other off-campus activities.

## SPECIAL OCCASIONS

### DRESS-UP DAYS (NON-UNIFORM)

Uniforms may be worn as field trip attire; the RBS blazer is recommended. Male students should wear suit coats or blazers when suit jackets are required. These jackets include the classic design of jackets or ordinary suit wear. Dress slacks will be of the traditional classic design without sewn-on pockets. They may be belt-less, but when belt loops are on the trousers, a belt will be required. When suspenders are worn, they must be kept on the shoulders. When male students are to wear neckties, they should be an appropriate length to reach the belt buckle. Ties must be conservative and worn properly with the top shirt button fastened. Students may wear the school uniform in lieu of a dress-up day. Boots (of any kind) are not permitted. Dress sweaters, dress shirts, collared shirts, dress slacks and dress shoes are acceptable. Ties are required for picture taking days or uniforms.

### FIELD TRIP DRESS

Attire will be specified by the teacher as appropriate for the event. This does not apply to in-house dress up or picture taking days.

### DRESS DOWN DAYS

Students are given the privilege to dress down on select days. This is a special time for students. Tee shirts and jeans are the most popular dress. Shirts that reflect Christian values, colleges or sports are acceptable. Male students may wear jeans or slacks and open jackets or sweatshirts. Jeans with holes or rips may be worn; however, no skin may be shown. Rips and holes must be in modesty. The Administration reserves the right to make final judgment concerning the appropriateness of a student's dress down attire. Clothing should not be excessively baggy or long. Slacks must hang properly on the person. Sleeved tee shirts or casual shirts are acceptable. Tee shirts are not to display logos or pictures that promote non-Christian values, satanic or grotesque symbols, political or cultural statements, words, pictures or symbols that reflect cultural messages, sexual, drug, alcohol or tobacco references.

Boots may be worn on dress down days. Pants should cover the boot top and the boot must be laced. Pants are to be worn to the waist, not sagging. Ugg boots are permissible.

## VIOLATION OF DRESS CODE

Any student in violation of the special occasion dress code may be suspended from class until the violation is corrected. A student in violation may be required to contact his/her parents to bring him/her a change of clothing before he/she can attend classes. If a student is unsure of the outfit, he/she has chosen to wear, he/she should ask the High School Principal or bring additional clothing or a uniform to wear in case his/her outfit is in violation of the RBS rules and policies.

### BOYS' HAIR CODE

Hair length must be no longer than 6 inches. Hair coloring, cornrows, and part designs are not permitted. Acceptable hair styles include, but are not limited to, twists, braids, and dreadlocks. The Administration will determine the period in which to correct hair violations.

### FACIAL HAIR

**All students are expected to be close or clean shaven.** A neatly trimmed mustache, goatee or chin hair are permitted, 1/4 inch or shorter in length. A neatly trimmed hair connected mustache and goatee and sideburns are also accepted, 1/4 inch or shorter in length of facial hair. In cases where a student's shaving affects his health, a physician's letter to that effect must be on file. **The Administration will determine the period in which to correct violations.**

### RESTRICTIONS

Styles such as wedged, spiked, skate, surfer, mohawk, or bowl cuts and other faddish looks are unacceptable. Cornrows, rattails, braids, etchings, shaved sides, and the like are not permitted.

### HAIR CODE VIOLATION

The Principal will determine the timeframe in which a student has to correct hair violation. If the student does not comply within the specified time, he may be suspended from class until he complies. A student who cuts his hair in an unacceptable style will be referred to the Administration. Students who come to school unshaven will be given consequences.

# STUDENT DRIVING PRIVILEGES

Students should understand that driving to school is a privilege. Both students and parents need to carefully read the regulations regarding students driving to school. A Student Parking Permit form from the High School Administrative Assistant must be completed and returned to the **school business office** with the \$40 tag fee. **Students who have not complied with the school vehicle registration by the end of September (or within two weeks if the vehicle use begins after September) will be fined \$50.**

Students who are found in violation of the driving regulations may be issued disciplinary consequences, have driving privileges suspended, or be given other consequences as deemed necessary by the Administration.

## DRIVING REGULATIONS

The vehicle or vehicles driven by a student must be registered with the school office. The school's parking tag must be displayed on the rear-view mirror with the number visible. RBS is not responsible for theft or loss of items from vehicles.

***The campus speed limit is 10 mph and must be observed at all times.***

All student passengers must turn in written permission from their parents allowing them to ride with the student driver. (Submit the note with the student driver's Parking Permit Form). Each passenger must also adhere to the following regulations relating to arrivals, departures, and returning to the vehicle after it is parked and left. Any addition or removal of passengers is to be reported in writing within a week of the change.

The driver must carry adequate insurance to comply with Maryland State law. RBS is not responsible for students who are transported by private vehicles.

There is to be no loitering in or around motor vehicles in any of the parking lots before school, after school, or during the school day. Once the vehicle has been parked, the driver and passengers must leave the vehicle. After school, students are required to leave the school grounds by 3:15 PM or be under staff supervision.

**No student may drive off school property during school hours, including lunchtime, without prior permission from the school administration and their parent (i.e. early departures).**

No student may return to a vehicle during the school day without approval from the High School Principal. **Lunches, books, projects, clothing, etc. should be taken from the vehicle when the student arrives at school.**

Unexcused and continued tardies to school may result in the suspension of the driving privilege. Vehicles are to be left in designated parking areas during school hours. A student may park only in his/her assigned space, and the vehicle may not take more than one space. Students who park in an undesignated space will be asked to move their vehicle. Continued abuse will result in suspension of a parking space for a specified period of time to be determined by the dean and principal, dependent on the number of offenses. There is to be no parking in the faculty spaces or in any other lot. Student parking is in the front of the school in the lot near the baseball field.

The volume from radios or other musical equipment should not be audible outside the vehicle.

***The Administration, and any security official may conduct a reasonable search of any student and/or vehicle if they have probable cause to believe the student has in his/her possession, or vehicle, an item that the possession of which constitutes a criminal offense under the laws of the State or that violates the rules of the school.***

# ATHLETICS

## SPORTS AND SEASONS

### FALL SPORTS: AUGUST-NOVEMBER

Football, Boys' Soccer, Girls' Soccer, Girls' Volleyball, Cross-Country, Golf, Cheerleading

### WINTER SPORTS: NOVEMBER-MARCH

Boys' Basketball, Girls' Basketball, Indoor Track, Cheerleading

### SPRING SPORTS: MARCH-MAY

Boys' Baseball, Girls' Softball, Boys' and Girls' Track and Field, Boys' Tennis, Golf

*Junior varsity teams may not be available in all sports.*

## ATHLETIC ENROLLMENT

**RBS does not accept fifth year seniors for enrollment.** RBS does not allow student athletes or other students to enroll and repeat grades if they have successfully passed that grade at another approved school. In cases of a failed English credit, the applying student athlete or student would be required to re-take and pass English prior to their RBS enrollment from an approved summer school or approved on-line or evening class.

## PHYSICALS

**All student athletes must have a physical before trying out for any team.** There are no exceptions. One physical per school year is sufficient for all sports. Forms are available in the School Office or Athletic Annex. All athletes should be covered under their parents' insurance. An insurance waiver must be completed and submitted to your coach or along with the physical form before the first practice.

## PRACTICES AND GAMES

Students involved in after-school activities will report directly to the teacher/coach in charge at 3:15 pm. Students may not leave school and return to the activity without written permission from the parent and the Administration. Athletes should be in an assigned study hall, until practice, under adult supervision. Students are not to be in the gym without adult supervision. Parents are expected to provide transportation for their student immedi-

ately following practice and upon their return from games. If students obtain rides with fellow students other than their parents after games or practices, the students should clear this arrangement in advance with their parents and the parents are to inform the coaches by phone, text, or in writing prior to being picked up. Schedules will be provided for each team member. Any student who is regularly not picked up on time may be suspended or dismissed from the team.

## SPORTS UNIFORMS

**On select game days with prior approval from the Administration and Coach approval, athletes may wear their approved RBS team jerseys and team jackets with a uniform oxford shirt, approved white tee shirt or navy Under Armour type shirt underneath the team jersey.** Team pullovers or sweatshirts are not permitted. Uniform trousers/skirts and shoes should remain uniform standard always. Hats are not to be worn. Cheerleaders may wear their uniforms with sweatpants on pep rally days; otherwise a jacket or approved jersey (shell) may be worn.

## CLASS ABSENCES

Any high school team member who misses a class or classes because a team is dismissed early is responsible for all work missed. **The student is responsible for getting all assignments prior to the away game. On game days, athletes must be present by 10:30 am to play.** Classes missed require a parent note with a stated approved reason for the lateness. Students who are unexcused will receive a "0" for their work. **See Absences and Tardy.**

**Athletes are expected to be in school both the day of the game and the day after a game.** Any team member absent from school the day of a game will not be eligible to play in the game. Any team member absent the day after or tardy without an approved excuse will not be permitted to play the next game.

**Home school athletes are to follow all RBS guidelines.**

## ELIGIBILITY

Academic: See Academic Eligibility.  
Behavioral: See Extra-Curricular Activity Suspension.

## **NON-RBS HOME SCHOOLED AND OTHER PRIVATE SCHOOL STU- DENTS**

**Non-RBS and other private school students must pay approved participation fees to the Business Office in order to practice, play or participate in any RBS game or activity.** Non-RBS students are to comply with RBS conduct guidelines. If non-RBS students have a similar sport or activity offered at their umbrella school, the students are not permitted to participate in RBS activities.

# GENERAL INFORMATION

## LOST AND FOUND

Articles are kept in the Lost and Found for approximately one month, if space permits. Be sure you immediately inquire for any items you have lost. Articles of value such as eyeglasses, watches, jewelry, and wallets/purses, if turned in, are held in the school office. Be sure to immediately inquire in the office for these items.

## SCHOOL OFFICE

The school's office hours are from 8:00 AM to 4:00 PM, Monday through Friday. Students are not permitted in the school office without permission from the receptionist. For the protection of our students, all visitors must wear a visitor's pass. Parents must report to the school receptionist to sign in and receive a visitor's badge. Parents are not permitted in the classrooms during the day unless permission has been granted by the Administration. In addition, we **strongly encourage** parents to schedule an appointment to meet with teachers, the Guidance Department, and Administration. **We cannot guarantee availability of walk-ins.**

## WITHDRAWAL FROM SCHOOL

A student desiring to withdraw must notify the registrar and the business office at least three days in advance of withdrawing. Parents are required to complete a withdrawal form stating the reason for withdrawing the student and sign a Release of Records form. On the student's final day, the student will take the Student Withdrawal form to each teacher, who will collect any school owned books for the specific class and then sign the form. After the last class, the student should return the signed form to the registrar.

## LUNCH

Students may bring or purchase their lunch through FACTS SIS. Lunches are not to be ordered out for delivery to the school. Lunches dropped off for your student at the receptionist desk will no longer be accepted. If a student does not have a lunch, one will be provided and charged to the student's FACTS account.

## MEDICATION

In accordance with the Maryland State Department of Health, we ask that the following guidelines regarding any and all medications will be fol-

lowed:

To dispense over the counter and prescribed medications we will need to have on file properly completed authorization forms. For a form to be considered properly completed it will need to have all the information completed as well as signatures by both the parent and physician.

All medications (including Tylenol, nasal spray and inhalers) must be stored in the health room under the supervision of the nurse. If a student is required by a physician to carry an inhaler on his/her person, an order from his/her physician must be on file in the health room.

To dispense prescribed medications, we will need the following:

A properly completed authorization form on file. Forms may be obtained from our school website or from the nurse and may be faxed to her attention at 301-249-3425.

The medication will need to be in its original container with the student's name, physician's name and instructions printed on the label.

The medication must be brought to the health room by the parent and given directly to the nurse. Students are not permitted to handle medications of any kind. Parents must also pick up any unused medication directly from the nurse. If possible, arrange for any medications to be given after school hours.

## HEALTH INFORMATION

Except in cases of extreme emergency, students are not permitted in the health room without proper authorization from a teacher or member of the administrative staff. A pass is required from the receptionist to gain admission to the nurse's office.

It is a State requirement to have immunization records for each student; therefore, an up-to-date immunization record for every student is necessary. The Health Department requires that the day, month, and year is recorded for all immunizations. Immunization forms, which are completed by the student's doctor, are available in the school office. Twenty days are allowed for transfer of health records from other schools.

## CLASSROOM LOCKERS

All students in 9th through 12th grade are assigned a locker. If a student loses the lock assigned to his/her locker, it must be replaced with a lock purchased from the school bookstore for \$10. Locks purchased elsewhere may not be used. Students

are to use only the lock and the locker assigned to them. Lockers are to remain locked at all times.

## TECHNOLOGY

Please see the High School Student Technology Device and Use Agreement available for download online at [www.rbschool.org](http://www.rbschool.org).

## TEXTBOOKS

Students will be assigned a textbook for each class. Each book will have an inventory number. It is the student's responsibility to keep the textbook(s) until the end of the school year and return them to the school to the appropriate teacher. All students are expected to have their assigned textbooks in class each day. If not, they are considered unprepared for class. Periodically, teachers will do book checks to ensure that the students have the correct textbook.

**It is the student's obligation to pay for any lost or damaged textbooks. Should a student need to purchase a second textbook, the student should consult with the teacher to arrange purchase. The student is still responsible for reimbursing the school for any lost or damaged textbooks. Lost textbooks will be billed to the student's account. If unpaid, report cards and transcripts can be withheld.**

## HALL PASSES

Students in 9th–12th grade will receive hall passes from their teachers when they need to visit another location. The date, time and destination will be recorded and any comments the teacher desires to record.

## PRECARE AND AFTERCARE

Aftercare is **not** provided for high school students. **Any student who is found unsupervised after 3:15 pm will be sent to the office and is subject to disciplinary action.** Because continual adult supervision of students is mandatory while students are on the school campus, a student who attempts to hide will be disciplined.

## WEATHER-RELATED SCHOOL CLOSING POLICY

RBS follows the same winter weather school closing or cancellation policy as the Prince George's County Public Schools. Please note that it is the parents' responsibility to be aware of approaching winter weather conditions through the news media. The Prince George's County Public School system issues

closings through these radio stations: WMAL-AM, WTOP-AM/FM/Alexa, and WFSI (107.9 FM). If the Prince George's County Public Schools issue a closing, late arrival, or early dismissal, Riverdale will follow that decision by sending a one-call, text alert and email. When the school day ends early due to inclement weather, students must be picked up within one hour of the early dismissal time.

Parents need to be aware of approaching winter storms and listen for reports on Prince George's County Public Schools. RBS follows their recommendations concerning winter weather delays and closings.

***Note: RBS is air conditioned; should Prince Georges County Schools close due to the heat, Riverdale Baptist School will remain open.***

## DELAYED SCHOOL STARTS

If a 1-hour or a 2-hour school delay is announced for Prince George's County Schools due to inclement weather, all the programs and services provided by RBS, including PreCare, will also start with the determined delay of 1-hour or 2-hours from the normal schedule.

**Please note: The contents herein are subject to change with or without notice at the discretion of Riverdale Baptist School, its Administrative Staff and its School Board. Any changes will be communicated to parent(s) or guardian(s) as promptly as possible.**

# Parent/Student Handbook Verification Form

I \_\_\_\_\_ being the parent/guardian of a student at Riverdale Baptist School have read and understand the Middle School Handbook. I agree and understand that my child must abide by the attendance policy, student conduct, discipline code, discipline consequences, restoration policy, dress code, and all other information included in the handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I \_\_\_\_\_ being a student at Riverdale Baptist School understand the Middle School Handbook. I agree and understand that I must abide by the attendance policy, student conduct, discipline code, discipline consequences, restoration policy, dress code, and all other information included in the handbook.

\_\_\_\_\_  
Student Name (1st grade and above)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeroom Teacher/Grade

**Please note: The Parent/Student Handbook Verification Form is filled out as part of the online enrollment/re-enrollment paperwork. Form provided for reference purposes only.**



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