

Riverdale Baptist Elementary School

Parent/Student Handbook

August 2018 | Version 6.0



Riverdale
BAPTIST SCHOOL

“A great place to be!”

Proverbs 3:5-6

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AN OPEN LETTER TO PARENTS/GUARDIANS

DEAR PARENTS/GUARDIANS:

Welcome to a new school year at Riverdale Baptist Elementary School. I am honored to serve as your child's principal as he/she embarks upon an amazing spiritual and academic journey that is purposefully designed to challenge, engage, and meet his/her needs.

Proverbs 22:6 "Train up a child in the way he should go and when he is old he will not depart from it."

The elementary years often shape a child's love for learning. At Riverdale Baptist Elementary School our faculty and staff create and nurture a safe and secure environment that is designed to celebrate each child's unique God give gifts. We strive to meet the needs of each student by engaging them through self-discovery and higher order thinking skills through visual, kinesthetic, auditory, and tactile experiences.

John 3:16 "For God so loved the world, that He gave His only begotten Son, that whosoever believes in Him shall not perish, but have eternal life."

At Riverdale Baptist Elementary School we daily strive to guide our students to develop a firm relationship with Jesus Christ. Accepting and understanding that Jesus Christ is at the center of everything perfect and good, as a faculty and staff, it is our primary mission to lead our students to Christ. This is done through daily prayer, implementation of Christian doctrine, open communication, and studying God's word.

Understanding that it takes a village to raise a child, I am excited to work cooperatively with you as we actively watch the beauty of God's grace and favor through the children of Riverdale Baptist Elementary School.

Yours in Christ,

Charlotte R. Watkins

Interim Elementary Principal

"Trust in the Lord with all thine heart; and lean not unto thine own understanding. In all thy ways acknowledge Him, and He shall direct thy paths." Proverbs 3:5-6

ELEMENTARY SCHOOL

MISSION STATEMENT

Riverdale Baptist School exists for the purpose of providing the opportunity for our students to develop a personal relationship with the Lord Jesus Christ and to receive a Christ-centered, Biblically-based education.

SCHOOL PHILOSOPHY

We believe that the Bible is the authoritative Word of God. He 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
- To teach them to follow God's principles as found in His Word
- To train them to serve and glorify God through their lives
- 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 permeates the spiritual, academic, physical and social aspects of our learning atmosphere
- Administration, teachers, staff and parents should be positive role models and work as a team in guiding the students
- Open communication between home and school is vital

STATEMENT OF OBJECTIVES

RBS is specifically organized to offer students an "Academic Excellence from a Christian perspective." 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 thinking an understanding that Jesus Christ is central in all of these areas; and to instruct him thoroughly in the arts and sciences that he might develop to the glory of God, spiritually, socially, mentally, and physically, not in his 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 Holy Scriptures, prayer, and Christian service activities
- To develop in teachers the practice of applying scriptural principles in the disciplining of students
- 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 develop intellectual and thoughtful students who:
 - Strive to improve basic academic skills
 - Apply complex problem-solving processes and critical thinking to real life scenarios
 - Ask relevant questions and search for answers using a variety of sources
 - Use technology as a tool to gain and share information
 - Produce original, quality work in various media
 - Set, pursue and accomplish realistic and challenging goals for themselves
 - Show resilience, accept new challenges and persevere despite setbacks
 - Develop their talents and gifts with a lifetime purpose of glorifying God
 - Practice honesty and integrity
 - Contribute time, energies and talents to improve the quality of life in school, the community, nation and world

HOURS OF OPERATION

6:45 a.m. – 7:45 a.m.	Pre-care is Open
8:00 a.m. – 3:00 p.m.	Full-Day of School
3:15 p.m. – 6:15 p.m.	Aftercare is Open

Any child not picked up by 3:15 will automatically be placed in aftercare.

GENERAL SCHOOL INFORMATION

SCHOOL OFFICE

The school office hours are from 7:45 a.m. to 3:45 p.m., Monday through Friday. For the protection of our students, all visitors must wear a visitor's pass. This pass is available only from the receptionist. For our students safety and productive use of learning time, no one is permitted in the classroom during the day unless permission has been granted by the administration.

PARENT-TEACHER COMMUNICATION

The school is an extension of the home, and RBS recognizes the importance of both working together to obtain spiritual and academic growth for each child. Parents can communicate with teachers by email. All conferences with a teacher are by appointment only and are held during after school hours, Teacher(s) will provide their email address at the Meet and Greet.

One mandatory Parent-Teacher conference will be scheduled to review the first report card of the year for students in each grade. The school calendar will provide you with specific dates. Teachers or parents (when felt necessary) may request a conference at any time.

Communication Protocol: The proper protocol for communicating concerns with teachers are as follows: Please contact the teacher first and try to resolve concerns. If the matter is not resolved, please contact the Dean of Students. If the matter is not resolved after mediation with the Dean of Students, please email the elementary administrative assistant to set-up an appointment or phone call with the principal.

Parents have access to their child's grades online through the RenWeb ParentsWeb Portal. It is important that you activate your account and check Ren Web on a weekly basis. Instructions for how to activate your account are online at <http://www.rbschool.org/renweb/>.

SNACK AND LUNCH

Students may bring their own lunch (no heating or cooling is available) or purchase a hot lunch. Meals can be ordered online through the Boonli tab on the RBS website. Orders must be placed by 11:59pm on the Friday prior to the week you are ordering. Payment is due at the time of purchase.

Special Diets – If there is a special restriction on your child's diet due to allergies, please make sure to inform your child's teacher(s) and the school nurse.

All students will have a snack break every day in the morning, so will need to bring a healthy snack. Students staying past 3:30 p.m. should also bring an afternoon snack or they may purchase a snack from the snack cart.

SCHOOL CLOSING — WEATHER RELATED

RBS follows the same school-closing policy as Prince George’s County Public Schools, concerning cancellation, early closing and delayed openings (except for extreme heat). If it should begin to snow during the school day, please listen to WMAL – AM, WTOP – AM and WAVA (105.1) on the radio for news of early dismissal. If you are unable to listen to the radio, please ask a friend or family member to listen and inform you of school closings. RBS uses the RenWeb Parents Alert texting system to notify parents in the event RBS will be closed, delaying opening, or dismissing early.

Please be sure your information on ParentsWeb is current (Family Information > Online Filing Cabinet > Family Demographics Form). You may also call the school for a recorded message detailing exact opening and closing times. This message is updated as information becomes available. You can also check our website at www.rbschool.org for updated information.

All students must be picked up within one hour of the time school has been closed. Failure to pick up your student(s) will result in a late charge for each additional 15-minute increment of time.

PRE-CARE AND AFTERCARE

All students who arrive before 7:45 a.m. will be required to attend pre care. There will be no exceptions. Beginning on the first day of school, Pre-care will begin at 6:45 a.m. There will be a charge any time a student arrives prior to 7:45 a.m.

Aftercare is provided for all students who are picked up after 3:15 p.m. each day. Any pick up after 6:15 p.m. will result in a late charge for each additional 15-minute increment to be billed at the end of the month. These fees are assessed monthly and will be charged to your account. Please check your statement for these fees. No service will be provided for half-day sessions or days that school is closed. Students will be under supervisory care and can use the time for completing homework, relaxing or participating in controlled recreation. No student will be allowed to remain on the school property after hours unless the student is either under a teacher’s supervision or in the Aftercare program.

PARTIES

Individual teachers will give out information as to how they handle parties in their classrooms.

FIELD TRIPS

1. Regular field trips are scheduled throughout the year for each class. You will receive a notice from the teacher with detailed information about the trip that will include: Destination, Date, Times, Fees, Lunch, Chaperones, etc.
2. All children are expected to attend the field trips on their regularly scheduled day, riding the bus to and from the destination. There is no provision for your child to be supervised at school on the day of an announced trip.
3. A RBS Field Trip Shirt must be purchased from Riverdale and will be used for field trips and other specified activities.

BUS RULES FOR FIELD TRIPS

1. Maintain classroom conduct except for ordinary conversation.
2. Stay in your assigned seat.
3. Do not eat, drink or smoke on the bus.
4. Be courteous, use no profane or abusive language.
5. Keep head, hands and feet inside the bus. Do not extend any part of the body out of the bus window at any time.
6. Do not be boisterous or loud.
7. No radios, CD, DVD players, iPods/iPads, Kindles, video games etc. Items will be confiscated.
8. iPods, cell phones, etc. may NOT be taken out of a book bag or used without permission during the school day. RBS is not responsible for any lost, stolen, or damaged personal electronic equipment.
9. Do not damage any part of the bus.
10. Do not throw objects from the bus.
11. Keep the bus clean.
12. Cooperate with the driver.

These rules apply to any passenger on the bus, including parents acting as chaperones.

FIELD TRIP CHAPERONE RULES

Classes occasionally go on field trips and normally require help of chaperones. All field trips are meant to be educational and fun. We value and appreciate those who are willing to help. Please remember that some trips are limited to the amount of chaperones that can attend. In addition, due to the class size, chaperones may not always be able to use the bus transportation provided for students.

To help the parents have a better understanding of their job as chaperone, we have developed a list of responsibilities that we feel will be helpful to the safety and welfare of each student.

1. Siblings are not permitted to attend field trips.
2. Stay with the group assigned to you and keep them together at all times.
3. All school rules apply.
4. Children are expected to obey and respect your authority. If you have any concerns, please see the teacher.
5. Don't show favoritism toward any student or group of students.
6. Please enforce the rules given by the teacher or guide.
7. Students are expected to walk with, not in front of, their chaperone at all times.

8. Make sure students are listening and being respectful to the speaker/guide.

OUTSTANDING FINANCIAL ACCOUNTS

Financial accounts that are past due are subject to having student(s) removed from school until the account is current. The absence will be considered an unexcused absence. 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 2017-2018 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.

SUPPLIES

When purchasing, please make sure you are purchasing correct amounts, brands, etc. All students, Grades K3-5th will need to purchase the required classroom and specialty class supplies. All students need a backpack and lunch bag. A complete list of items parents must provide can be located on the RBS website by grade level.

NAPTME

Each day is planned to be exciting with active learning experiences. A nap period each afternoon is mandatory for Full-Day Preschool and Prekindergarten students. Children are not forced to go to sleep, but are required to lie still so as not to disturb the other children. A blanket and a crib sheet must be sent and kept at school for the use of each child. Blankets will be sent home for washing according to the teacher's instructions and returned the following school day. Foldable red and blue rest mats can be purchased from Target, Walmart, or Amazon.com.

TOYS

A variety of appropriate toys and games are provided for play at RBS. Children should not bring toys from home except for designated "show-and-tell" days. Lost, broken and unshared toys can cause tears. We cannot be responsible for lost or broken toys. In addition, toys are not permitted in Aftercare.

EMERGENCY DRILLS

RBS has carefully prepared plans for most emergencies. Drills for fire will be practiced regularly. You will be notified immediately of any emergency requiring evacuation of the building. Other types of drills, including weather-related and situational drills, will be practiced as well.

FUNDRAISING AND OFFERINGS

In order to consistently improve our equipment and materials for the benefit of our students, it is necessary for us to pursue opportunities to meet those needs. Below are some ideas of how you can help us achieve this goal:

1. Box Tops for Education are collected every week in your child's classroom. Each month a contest is held in the Lower and Elementary School grade levels.
2. Food Lion, Safeway and Giant Cards can be used for school equipment/donation. Register your cards today!
3. Target's *Take Charge of Education* program is for those who hold a Target Visa and/or Target card. Register your card today!
4. Tax-deductible financial gifts may be made at any time.
5. Living memorial offerings given in memory of a loved one are a welcomed support to our school.
6. Wish lists are provided by each teacher upon request. This includes, but is not limited to, equipment and learning materials to enhance the child's educational experience.

PARENT PARTICIPATION PROGRAM

Everyone agrees that parents are their children's first and most important teachers. That job does not end when they walk in the school door. The full involvement of parents is vital to the success of a child's education. Research has consistently proven that when families taken an active role in their child's education, children get better grades, higher test scores, and have a greater enrollment in higher education. In addition to these academic benefits, you as a parent are able to know what is happening at their school. The best prevention to losing touch with a child is having knowledge of and involvement in the environment where they spend the majority of their time and knowing their friends.

RBS strongly encourages every family to volunteer. There are numerous opportunities for involvement. We also love grandparent's help too!

Participation hours may be given in the following ways:

- Attendance at school-related meetings
- Chairperson/member of any committee or fundraiser for the school
- Classroom volunteers, room parent, any service performed for a teacher in the classroom or at home
- Maintenance in and around the school
- Work on any fundraiser
- Coaching a sport team
- Become a sponsor/coach for an after-school club – e.g. Chess Club, Writer's Club, Crochet/Knitting Club, Praise Dance, Book Club, etc..
- A.M. Kiss & Drop Volunteer
- Book Fair Volunteer

- Classroom Helper
- Bulletin Board Creator
- Playground
- Special Events
- Field Trip Coordinator
- Room Mom and/or Dad

When parents are reporting to school to volunteer, they MUST sign in at the school office.

PARENT-TEACHER FELLOWSHIP (PTF)

PTF meetings are designed for parents and teachers to come together as a group to fellowship with each other, learn new ways to help our school. Please make every attempt to be as involved as possible in helping provide the extra hands, talents, resources needed.

Being a part of the PTF will be rewarding and beneficial to the academic and spiritual growth of your child.

ADDITIONAL OPPORTUNITIES

- Private piano lessons for grades 1 – 5 (additional fee)
- Various sports opportunities
- Praise Dance – Grades 2-5 (additional fee)
- Chess Club
- Art Club
- Stem Activities
- Band
- Honors Choir

CHAPEL

Chapel is held for the Elementary students in the church sanctuary every Thursday morning. Parents are invited to join us.

LOST AND FOUND

Clothing and items that are well marked with your child's name will usually end up in the Lost and Found. If you are missing any items, please check our Lost and Found bin.

LABELING PERSONAL ITEMS

Make sure that your child's first and last name is on everything removable (hats, gloves, sweaters, jackets, lunch boxes, book bags, etc.). Be alert to your child bringing home items that are not his/hers and return them to the school.



MEDICAL INFORMATION

MEDICATION

In accordance with the Maryland State Department of Health, we ask that the following guidelines regarding all medications be followed. In order to dispense over-the-counter and prescribed medications, we will need to have properly completed authorization forms on file including 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 their person, an order from the physician must be on file in the health room.

To dispense prescribed medications, the following guidelines must be met:

- A properly completed authorization form must be on file in the nurse's office. Forms are available for download at www.rbschool.org (Parents: Health Room) 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 clinic 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. Students will not be permitted to take home any unused medication under any circumstances. If possible, arrange for any medications to be given after school hours. RBS has a zero policy for illegal drugs and alcohol products. Illegal drugs do not apply to medications lawfully prescribed for students.

ILLNESS AT SCHOOL

When a child becomes ill, he/she will be immediately separated from the other children and sent to the health room. If the nurse determines the child should go home, the nurse will notify the parent that the child should be picked up within a reasonable time (one hour). Sick children must remain home until the symptoms have ceased for a minimum of 24 hours to protect others from unwanted germs.

Please do not send a child to school hoping that he/she will feel better. A child with any of the following symptoms in the last 24 hours is not permitted to be in school:

- Vomiting or diarrhea
- Green mucus from the nose
- Inflamed throat or mouth
- Symptoms of childhood diseases (scarlet fever, mumps, chickenpox, measles)
- Skin infections (boils, ringworm, impetigo, and unexplained rash)
- Fever of 100 degrees or higher

- Pink eye
- Croup, coughing, sneezing

HEALTH INFORMATION

It is a state requirement to have a birth certificate and an up-to-date immunization record on file for each child; therefore, an up-to-date immunization record for your child is a requirement and must be on file before the child begins classes.

NO STUDENT CAN ATTEND SCHOOL WITHOUT PROOF OF BEING PROPERLY IMMUNIZED.

MEDICAL EMERGENCY

The most important thing you can do to assist us in case of an emergency is to provide correct and up-to-date information. Having correct phone numbers will enable us to contact you immediately.

CONTAGIOUS DISEASES

Should your child contract a contagious disease, (measles, chicken pox, ringworm, pink eye, impetigo, etc.), please notify the school immediately. Other parents can then be alerted to watch for these symptoms in their child. A doctor's written permission to return to school may be required for your child to resume attendance. If your child does not have permission to return, it will be at the discretion of the staff on duty.

ATTENDANCE POLICY

GENERAL INFORMATION

- Absences will be excused for illness, doctor appointments and for approved family trips. All absences, tardies and early dismissals must be excused in writing by a note from the parent or guardian explaining the late arrival, absence or early dismissal. All unsatisfactory reasons will result in an unexcused absence or tardy.
- When students are absent, parents must write a note explaining the specific reason for the absence and include the date(s) of absence(s). This note must be brought to school on the day the student returns. The absence is unexcused until the excuse note is received. If the note is not received within 3 days, the absence is unexcused and the work missed will be counted as zeros.
- Parents are asked to inform the school prior to the beginning of the school day whenever their child will be absent or tardy. This courtesy helps the teachers and the office plan accordingly.
- Any child not in his/her appropriate classroom when class commences shall be marked tardy.
- Students entering school after 10:00 a.m. or leaving before 2:00 p.m. shall be credited with one-half day attendance.
- If a student misses 25 days during the school year, the student may not pass for that school year. A conference will be held with the Principal regarding the situation. 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.
- Students may only leave the campus with an adult (persons 18 years of age or older) after checking out with the receptionist.

ARRIVALS (DEVELOPMENTAL PRE-KINDERGARTEN AND PRE-KINDERGARTEN)

- Drop off begins at 7:45 a.m. and ends at 8:00 a.m. at the church.
- When leaving your child, provide reassurance. Experience has shown that quick good-byes are still the best good-byes.
- The driver should pull into the church parking lot and walk the child to his/her classroom.

ARRIVALS (KINDERGARTEN THROUGH FIFTH GRADE)

- Students may enter the classroom at 7:45 a.m. Prior to this time, all students are to report immediately to the Pre Care room.
- Drop off begins at 7:45 a.m. and ends at 7:55 a.m. The driver should pull up to the curb in front of the school closest to the playground and a member of the volunteer a.m. greeters will assist your child out of the car and direct them to their classroom. This will eliminate children walking in between cars during the drop-off time. For the safety of our students and staff we are requesting that only students enter into the building in the morning. If the child arrives after 8:00, the parent will need to bring their child in through the main entrance only and get a late slip. Parents are asked to not go to the classroom without a visitor pass.

- Students are expected to report directly to their classroom upon arrival.
- At exactly 8:00 a.m. school officially begins.

TARDINESS / LATE ARRIVALS

- Punctuality is part of the character training process. Arriving late to school is a disruption to the classroom process and causes the child to start his or her day trying to catch up. In order to maintain the importance of punctuality the following procedures will be followed. Any child not in the classroom by 8:00 am will be marked tardy.
- All students arriving after 8:00 a.m. must report to the office to obtain a tardy pass by the receptionist. Students will not be allowed to enter the classroom without a tardy pass without administrative permission. Any student arriving after this time must be escorted to the office (with parent) to receive a tardy slip. Students who are not escorted by parents into the building, will automatically receive an unexcused tardy.
- **Every ten (10) unexcused days late will equal one (1) unexcused absence.**

Parent's, please provide your child with a successful start to each day by arriving at school prior to 8:00 A.M. Students arriving after 8:00 A.M. disrupt the classroom atmosphere and impede maximum educational growth. Excessive tardiness may jeopardize a student's promotion the next school year.

DISMISSAL PROCEDURES

DISMISSAL TIMES

3:00 p.m. Full-Day Lower School through Fifth Grade

PICKUP TIMES FOR PRESCHOOL THROUGH FIFTH GRADE

All students that have not been picked up prior to 3:15 p.m. will be escorted to their respective Aftercare locations. No student will be left unsupervised.

Please refer to the Pre-care and Aftercare fees located on the RBS Website.

DISMISSAL CAR LINE (KINDERGARTEN THROUGH FIFTH GRADE)

Students who are picked up at 3:00pm will be dismissed via the car line. The driver should pull up to the curb in front of the school closest to the playground, similar to the morning arrival. Each driver will have a color-coded display card, which must be visible on the dashboard of your car. The display card will have the grade, teacher's name, last name and first initial of your child. Upon your arrival, staff members will radio your child's teacher. Students will be released to a staff member who will escort he/she to our staff members outside. Our outside staff members will promptly escort your child to your car.

EARLY DISMISSAL

In the event of an early dismissal, parents must send in a note addressed to the teacher. The note must state the exact reason for early dismissal and the time when the student will be picked up. When a parent arrives to pick up a student for early dismissal, they should NOT go directly to the classroom. Instead, he/she should report to the receptionist who will send for the student. Homework must be obtained by the student from the teacher before the scheduled early dismissal time.

Students will only be released to their parents or individuals whose names are listed on the Emergency Card. If someone else not indicated on the Emergency Card needs to pick up your child, notification to the school must be made in writing. If an emergency arises and the parent must change the procedure after school is in session, a phone call may be made to the school prior to 12:00 p.m. and a photo ID will be required.



STUDENT ABSENCES

EXCUSED ABSENCES

It is the responsibility of the student to show the excuse note to the teacher find out what the assignments are and complete the necessary work in order to make up all assignments missed.

- **Illness of the Student:** must be verified by a note from the parent. If a student is absent due to illness in excess of four (4) consecutive school days, a note may be required from the student's physician
- **Medical or Dental Appointment:** must be verified by a note from the Dr.'s Office
- **Death in the Family:** must be verified by a note from the parent
- **Court Summons:** must be verified by a note from the parent
- **Violent Storms:** must be verified by a note from the parent and approved by the Principal. (This means only those conditions of weather that would endanger the health or safety of the child when in transit to and from school when school is in session.)
- **School Sponsored Activities:** All school-sponsored activities will require completion of all course work prior to the absence. In cases when exceptions are granted by the Principal, school work missed is to be made up following the general guidelines for make-up work
- **Vehicle Accident or Breakdown:** This applies only to occurrences on the way to school, verified by a note from the parent

The above absences are not excused until the note has been received by the student's homeroom teacher and turned in to the office.

PREARRANGED ABSENCES

All requests for prearranged absences must be submitted in writing to the Principal. This request must be received at least 1 week prior to the planned absence. If approved, the student is responsible for obtaining assignments or taking tests from each teacher in advance of the absence. The assignments are due following the absence. The reasons listed below would fall under the category of prearranged absences:

- Church-related activities (retreats, etc.)
- Weddings (immediate family)
- Family trips
- Loss of immediate family members
- Court summons

We are not opposed to parents taking their child(ren) on trips that they deem valuable. However, when work is requested in advance, please adhere to the guidelines below:

- One-week prior notice must be given
- Assignments may differ from those planned for students in attendance
- Students are required to take the same exams and complete the same projects as other students. No modifications will be given
- Teachers are not expected to “catch-up” students when they return. While teachers will be happy to assist, it is the parent’s responsibility for the consequences of their child’s absence
- All efforts should be made to catch up with test and quizzes missed
- Missed assignments are expected to be completed and given to the teacher on the first day of returning to school

It is suggested that when planning family trips, please review the school calendar for scheduled days off.

UNEXCUSED ABSENCES

Any absence that does not fall in the above categories shall be unexcused. Any work missed during an unexcused absence must be made up. However, no credit will be given for that work. The following are examples of unexcused absences:

- Truancy
- Trips not approved according to the Prearranged Absence Policy
- Shopping
- Family errands
- Family celebrations other than weddings

MAKE-UP WORK

It is the responsibility of the parents and student to make up assignments missed. Students have the same number of days absent to make up the work. (For example, absent 3 consecutive days = 3 days to turn in make-up work, tests and quizzes). All work must be completed by the close of any marking period. Tests and quizzes must be made up within 2 days of return. Work not completed at that time will be averaged as zero.

STUDENT BEHAVIOR

OBJECTIVE

Our main objective is to create a positive learning environment. As Christians, we are taught to bring up our children “in the nurture and admonition of the Lord,” and I Timothy tells us that, “Even a child is known by his doings.” Therefore, we are given a responsibility to teach children to be accountable for their actions and choices through guidance and consequences. We must teach our children to be held accountable for their own doings.

In order to help develop positive behavior, the child must learn that there are consequences for wrong behavior. With that in mind, we use a discipline system that is fair and consistent for students.

There are certain rules that must be maintained in order to have a safe and positive learning environment. Parents are expected to support and promote the adherence to the school policies and regulations. Most students respond to their teacher’s corrections and instructions however, when they choose not to, they will receive a consequence for their behavior choice. It is very important that parents, teachers and administrators are able to work together in enforcing classroom rules and building this aspect of a child’s character.

SCHOOL-WIDE EXPECTATIONS

- Follow directions at all times.
- Always do your best.
- Gum is not to be chewed anywhere on school property or on busses.
- Cell phones must be kept off and stored away during school hours.
- No radios, iPods/iPads, CD players, DVD players, toys, magazines, cards, lasers or any electronic devices are to be brought to school without teacher permission. All items will be taken and must be picked up by an adult.

PHYSICAL EXPECTATIONS

- No rough housing, shoving, pushing, or spitting. Keep hands and feet to one’s self at all times.
- Refrain from fighting, cheating, dishonesty and stealing.

LANGUAGE EXPECTATIONS

- Use polite and appropriate language at all times. No profanity, racial or gender slurs, verbal threats or inappropriate outbursts.
- No teasing, bullying, put-downs, or name-calling will be tolerated.

RESPECT EXPECTATIONS

- Respect all teachers and other adults.
- Stay on task without disturbing or distracting others.
- Respect other people's differences and opinions.

GENERAL EXPECTATIONS WITHIN THE CLASSROOM

- Respect the teacher, his or her authority and position.
- Place non-uniform jackets, sweaters, and coats on hook/cubby at the beginning of the school day.
- Have appropriate textbook, paper and pens/pencils in each class.
- All non-consumable textbooks need to be covered all year. Student's will be assessed a fee for damaged books.
- Wait to be acknowledged before answering questions in class.
- Ask and receive permission before getting out of one's seat.
- Turn in all assignments on time.
- Keep hands and feet to yourself.

DISCIPLINARY PROCEDURES

- Our primary disciplinary goal is to help each child gain self-control through learning acceptable behavior. *"Train up a child in the way he should go: and when he is old, he will not depart from it."* Proverbs 22:6
- RBS will practice positive discipline that helps to develop a child's self-esteem. Praise will be given for appropriate behavior, which calls attention to and positively reinforces correct behavior
- Positive communication between the home and school is a key to encouraging proper behavior. If continued disobedience is displayed by a child, the parents will be consulted and a plan of action will be put into effect
- The teachers will give general warnings and reminders to the class. When a student continues to be in non-compliance he/she will receive a direct warning. Rules, awards and consequences will be listed in every classroom for clear understanding of expectations.
- See the Parent Financial Agreement regarding tuition penalties when suspensions, expulsions, or early student withdrawals occur during the summer or school year after the yearly June tuition date.

AFTER-SCHOOL DETENTION (GRADES 1 THROUGH 5)

Students will serve after school detentions daily (Tuesday through Thursday) from 3:15 p.m. to 4:15 p.m. Students will be assigned either a work or written task. If the student is not picked up at 4:15pm, the child will be placed in Aftercare and billed accordingly. After school detentions take priority over any other after school, extracurricular activity.

There is a \$10.00 fee for each hour of detention. This fee is to be collected at the time of detention. CASH ONLY!

MAJOR INFRACTIONS / REFERRALS

The following infractions are immediately referred to the Principal/Dean of Students:

- Cheating on a test, quiz or homework
 - First offense: Student(s) will receive zero(s) on all corresponding papers
 - Second offense: Zero's will be given and also a 1-day suspension
- Insubordination and disrespect
- Theft
- Fighting
- Bullying

Students participating in any of these areas will be disciplined in an appropriate manner by the Principal/Dean of Students.

SCHOOL RULES / CLASS RULES

There are two sets of rules that students need to follow. The school-wide rules provide structure and continuity to the routine. The first set of rules is one that will provide safety for the students. The second set is one that each classroom teacher establishes in his/her classroom. Students and parents will be provided a copy of the classroom rules the first week of school and the consequences that will occur if the student chooses not to obey them.

CELL PHONES

For safety purposes and maintaining a positive, learning environment, cell phones are not to be used or turned on during school hours. During school hours all phones brought to school must be TURNED OFF and kept in the book bag. If it is seen outside the book bag during school hours the following will occur.

- 1st time: The phone will be taken away and held by the teacher until after school.
- 2nd time: The phone will be taken and a parent must pick the phone up from the office.

If a cell phone is used or even seen out during an assessment of any kind, the cell phone will be taken away as stated above and the student will receive a zero grade for that assessment.

** Headphones or earplugs are not to be worn or hung around the neck during school hours.*

ACADEMICS

GRADES AND REPORTS

ACADEMIC GRADES

The Report Card describes the student's progress in school and is prepared at the end of each 9-week period for Prekindergarten through fifth grade. The quality of the student's work is indicated by the use of letter grades.

Pre-K3 and K4:

O= On Task W = Working on Task N = Needs more Time

Checkmark = Skill needs more practice.

K5:

VG = Very Good G = Good S = Satisfactory NI = Needs Improvement

1st through 5th:

A+ 100-96	B+ 89-86	C+ 79-76	D 69-67
A 95-93	B 85-83	C 75-73	F 66-0
A- 92-90	B- 82-80	C- 72-70	

INC-Incomplete

Pre-K3 through 5th grade will receive a report card at the end of each quarter.

FINAL GRADES

The final grade for the year is the average of the four grading quarters.

ACADEMIC PROGRESS REPORTS

Academic Progress Reports will be available on-line through RenWeb to all families in Elementary School at the 4-week marking period of each quarter.

REPORT CARDS

Report cards are the best method to indicate to parents their child's progress in all areas of study. A report card should accurately reflect the child's academic achievement plus give parents an indication of their child's growth in nonacademic areas. For this reason, the report cards for Prekindergarten through fifth grades contain the following information:

- Academic Information – Grades received by the student in all subject areas.
- Attendance – A listing of the number of days a student was present, absent, or tardy
- Behavior – An evaluation of the student's behavior is based on the overall behavior for the period. The behavior grade shall be based on the following scale (no plus or minus is given in this grading scale):

VG – Very Good

G – Good

S – Satisfactory

NI – Needs Improvement

- A "NI" in conduct will keep a student from being on the honor roll.
- Enrichment classes will be awarded grades as follows:

4 = Exceeds Standards

3 = Proficient

2 = Developing

1 = Basic

The Report Card envelope must be signed by the parent and returned by the student within 2 school days. Dates for all reports are listed on the school calendar.

HONOR ROLLS

The school wishes to recognize those who excel in their curriculum of studies. The following Honor Rolls have been established:

- Distinguished Honor Roll Students receiving grades consisting of "A" or above (No A- or below)
- Honor Roll Students receiving grades consisting of "B" or above – (No B- or below)
- Principal's Honor Roll Combination of Distinguished Honor Roll and Honor Roll received all 4 quarters.
- Presidential Honor Roll Distinguished Honor Roll received for all four quarters.

When determining honor roll, student behavior will be incorporated into the average. Any student receiving an "NI" in behavior or a "1" in Specialty/Elective Classes will not receive Honor Roll. Handwriting will NOT be included in determining Honor Roll. Foreign language classes count as an academic class and will be included in determining Honor Roll.

CHEATING POLICY

At RBS, we take pride in assisting parents in the development of a child's character. Therefore, we have developed a policy on cheating because we desire to instill honesty and integrity. If a student witnesses cheating, he/she should confront that student and encourage that student to inform the instructor of his/her actions. If the student does not comply, the student who witnessed the action should inform the instructor of what they observed.

CHEATING DEFINED:

- Looking at another person's test or quiz and taking that answer as his or her own
- Copying another person's homework or having someone else do their homework
- Allowing another student to copy your work, quiz, test
- Talking during a test or quiz
- Telling others what is on the test or quiz
- Deceitfully portraying something to be your work in any way, knowing it is not

Note: Cheating will not be tolerated, and serious consequences will follow.

PROMOTION RETENTION POLICY

It is our desire to teach each child to reach his or her potential. If it is necessary to retain a child, the teacher and parents should make it understood to the child that this would be to his advantage and not a setback.

Retention of a student will be based on recommendations from the teacher and the Principal. This recommendation is based upon the evaluation of the child's maturity in relation to his/her motor skills, social skills, and academic achievement. While the school reserves the right to determine class placement, parents will be informed of the possibility as soon as possible and no later than 4 weeks prior to the end of the school year.

FAILING SUBJECT POLICY

If a student receives an “F” as his/her final grade for the year in Math or Reading, he/she must complete 40 hours of Summer School at Riverdale Baptist School or another school approved by the Principal prior to the beginning of the following school year.

If a student receives a “D” as his/her final grade in Math or Reading for the year, he/she must complete one of the following options (all options require a minimum of 25 hours):

- Summer School (at RBS or other approved by Principal)
- Learning Center
- Private tutor with final transcript sent to school office-principal approved

If a student does not complete one of the items listed above, he/she will be required to repeat the entire grade level.

ACHIEVEMENT TESTS

Achievement tests are taken by students in third through fifth grade each Spring. These tests provide students, parents and teachers information on how children ranked nationally. A report will be included with the final Report Card sent home. It is very important that students do not miss the week of testing.

HOMEWORK

PURPOSE OF HOMEWORK

- To reinforce what has been taught
- To review and practice
- To help the student develop responsibility by doing assigned work on time

TIME REQUIREMENT

- Grades K4 – 1 may receive a maximum of 20 minutes total M, T, Th.
- Grades 2 – 3 may receive a maximum of 20 minutes total M, T, TH.
- Grades 4 – 5 may receive a maximum of 30 minutes total M, T, TH.
- Every student should read 10-15 minutes M – F depending on grade level

WEDNESDAY

No written homework is to be assigned on Wednesday evenings except for Mathematics. Tests may be administered on a Thursday, if adequate classroom review has been given. Projects that have been assigned long term will be allowed to be due on a Thursday.

NO homework is to be assigned over holidays and no tests given 2 days after a holiday.

EXCUSED

Occasionally a student may be excused from having homework due the next day (but not from doing the assignment) because of church-related activities. Parents should request (in writing) permission to delay the assignment. The teacher will determine when the assignment is then due.

INCOMPLETE HOMEWORK

All missing work must be completed and turned in within a week (7 days) of being assigned or it will receive a zero. Please check online for missing work regularly. Parents should expect their children to bring work home and should encourage daily study for the following day. Not all assignments are due the following day. Students should learn to use their time wisely so that long-term assignments are completed without waiting until the night before they are due.

HOMEWORK AGENDAS

Second through fifth grade students will receive an agenda to record their daily assignments. The agenda needs to be signed by a parent/guardian each night. Signing the agenda symbolizes that the parents have reviewed the homework with their child and the work is complete. Parents are also encouraged and reminded to read to and with their child(ren) every day.

STUDENTS' WORK FOLDERS

Every Tuesday the students will take home a WORK FOLDER (Preschool – Fifth grade) containing graded papers. The folders are to be returned to class the following day with any D or F paper returned signed. All other work is to remain home.

RED COMMUNICATION FOLDERS

Every student will have a red communication folder that is to go home every night. Please check this folder for information from school as well as any homework to be done. All completed assignments, notes to teachers, field trip forms, etc. that need to be returned to school should be placed in this folder and returned each day.

DRESS CODE

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 or provocative. In addition, it may not be too loose, billowy or baggy.

All uniform items must be purchased from Risse Brothers Uniform Company.

GENERAL APPEARANCE

- Shirts are to be buttoned up to the collar button, which may remain open.
- Undershirts are to be a solid white with no writing or prints with the white RBS shirt.
- Pants and skirts are worn properly, not rolled, pulled down or worn on the hips.
- Clothes must be ironed, unwrinkled in appearance or texture and **not faded**.
- Hats may not be worn in the building during school hours. This includes Dress-Down days with the exception of Spirit Week.

SCHOOL UNIFORMS

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 for the use of other dress guidelines.



PRE-K3 THROUGH 3RD GRADE GIRLS DRESS UNIFORM

- Jumper: Plaid, Split-front design. **Required on Chapel Days!**
- Blouse: White, Peter Pan collar with RBS monogram. **(Blouses must remain tucked in during instructional hours)**
- Polo Shirt: (optional) White, RBS monogrammed, worn with pants only.
- Pants: (optional) Navy Blue uniform slacks with RBS Monogram may be worn with the RBS Polo on days when the jumper is not required. A black belt must be worn with slacks. **Pants are not allowed on chapel day(s).**
- Sweaters: (optional) Grey cardigan or V-Neck pullover or V-Neck Vest. RBS Monogram required.
- Socks: Solid navy knee socks, ankle socks, or tights.
- Shoes: **Solid black** leather, low-cut dress shoes or athletic shoes. No High-Tops, No patterns or designs. Shoes that tie must have black laces. **NO BOOTS** of any type.
- Crossbow: A navy blue crossbow is worn with the white Peter-Pan blouse.

APPEARANCE FOR GIRLS

DRESS UNIFORM

The dress uniform for young ladies is the plaid, split-front jumper with a white long-sleeved, Peter-Pan style blouse and a navy blue crossbow. This uniform is to be worn on chapel days, picture days, special occasions, and as directed by administration.

STANDARD UNIFORM

The dress uniform jumper may be worn with short or long sleeve, Peter Pan style, white blouses and a navy blue crossbow. Alternatively, navy blue slacks, a black belt, and a RBS monogrammed white polo shirt may be worn.

MONOGRAMS ON SWEATERS/VESTS

RBS sweaters or vests can have initial monograms added. Two (2) white block letters up to one inch ONLY may be used on sweaters and vests.

PRE-K3 THROUGH 3RD GRADE BOYS DRESS UNIFORM

Pants:	Navy Blue uniform pants with the RBS Monogram.
Polo Shirt:	(optional) White, RBS Monogram, long or short sleeve.
Oxford Shirt:	White, RBS Monogram, long or short sleeve with navy blue tie. ***Tie required on Chapel days! ***
Belt:	A Black (leather) belt must be worn at all times.
Sweaters:	(optional) Grey cardigan or V-Neck pullover or V-Neck Vest. RBS Monogram required.
Socks:	Navy Blue or Black socks.
Shoes:	Solid black leather, low-cut dress shoes or athletic shoes. No High-Tops, No patterns or designs. Shoes that tie must have black laces. NO BOOTS of any type.

APPEARANCE FOR BOYS

DRESS UNIFORM

The dress uniform for young men is the navy blue pant, black leather belt, long-sleeve oxford shirt with RBS monogram, collar buttoned down, black or navy blue socks, and black shoes. **A navy blue neck tie (no bow ties) is to be worn every Chapel day.** PreK3 boys are not required to wear oxford shirt and tie on chapel days. This uniform is to be worn on chapel days, picture days, special occasions, and as directed by administration. A belt must be worn at all times.

STANDARD UNIFORM

Young men may wear the dress uniform every day, or may opt for the long/short sleeve polo shirt with the RBS monogram.

4TH AND 5TH GRADE GIRLS DRESS UNIFORM

- Skirt: Plaid, kick-pleat. **Required on Chapel Days!**
- Blouse: White, Oxford, long-sleeved blouse with button-down collar.
(Blouses must remain tucked in during instructional hours)
- Polo Shirt: (optional) White, long or short sleeved, RBS monogrammed, worn with slacks only.
- Pants: (optional) Navy Blue uniform slacks with RBS Monogram may be worn with the RBS Polo on days when the skirt is not required.
A black belt must be worn with slacks.
Pants are not allowed on chapel day(s).
- Sweaters: (optional) Grey cardigan or V-Neck pullover or V-Neck Vest.
RBS Monogram required.
- Socks: Solid navy knee socks, ankle socks, or tights.
- Shoes: **Solid black** leather, low-cut dress shoes or athletic shoes. No High-Tops, No patterns or designs. Shoes that tie must have black laces. NO BOOTS of any type.
- Crossbow: A navy blue crossbow is worn with the white Oxford blouse.

APPEARANCE FOR GIRLS

DRESS UNIFORM

The dress uniform for young ladies is the plaid, kick-pleat skirt, long-sleeved RBS monogrammed white oxford blouse with button-down collar, navy blue socks/tights/nylons, black shoes, and the navy blue crossbow. This uniform is to be worn on chapel days, picture days, special occasions, and as directed by administration.

STANDARD UNIFORM

The dress uniform may be worn with short or long sleeve white blouses and a navy blue crossbow. Alternatively, navy blue slacks, a black belt, and a RBS monogrammed white polo shirt may be worn.

4TH AND 5TH GRADE BOYS DRESS UNIFORM

Pants: Navy Blue pleated uniform pants with the RBS Monogram.

Polo Shirt: (optional) White, RBS Monogram, long or short sleeve.

Oxford Shirt: White, RBS Monogram, long or short sleeve.

Belt: A Black leather belt must be worn at all times.

Sweaters: (optional) Grey cardigan or V-Neck pullover or V-Neck Vest.
RBS Monogram required.

Socks: Navy Blue crew socks.

Shoes: Solid black leather, low-cut dress shoes or athletic shoes. No High-Tops, No patterns or designs. Shoes that tie must have black laces. NO BOOTS of any type.

APPEARANCE FOR BOYS

DRESS UNIFORM

The dress uniform for young men is the navy blue pleated pant, black leather belt, long-sleeve oxford shirt with RBS monogram, collar buttoned down, black or navy blue socks, and black shoes. **A navy blue neck tie (no bow ties) is to be worn every Chapel day.** This uniform is to be worn on chapel days, picture days, special occasions, and as directed by administration.

STANDARD UNIFORM

Young men may wear the dress uniform every day, or may opt for the long/short sleeve polo shirt with the RBS monogram.

FIELD TRIP / ACTIVITY UNIFORM

ALL GRADES

Navy Blue Uniform Pant/Slacks with RBS Monogram

PRE-K3 TO 5TH GRADE

All students are required to purchase a class shirt to wear for some field trips and various school activities. They will be purchased from school.

UNIFORM EXCEPTIONS

There will be certain occasions when students will wear the Field Trip/Activity Uniform or a specified modification of that uniform. These occasions will be specified to parents **in writing**.

There will also be occasions when students will be requested to dress up. For girls this means "dressy" dresses or skirts and blouses or sweaters. These should be at least to the top of the knee when standing. No low-cut necklines, spaghetti straps or skirts/dresses with slits above the knee (front, back or side) are permitted. Appropriate low-heeled dress shoes should be worn with socks, tights, or hose. For the boys, this means dress shirts and ties (bow, four-in-hand, or clip-on) and dress slacks (classic tailoring, no sewn-on pockets or topstitching). A nice sweater, sport coat, or suit coat is optional. Dress-up occasions will be specified to parents **in writing**.

Occasionally, students are required to wear special clothing as part of an assignment. Dress on those occasions should fall within dress code guidelines. Long-sleeved uniform blouses or shirts are required for special occasions.

On any out-of-uniform occasion a student may opt to wear the regular uniform unless they are required to wear a costume as part of an assignment. School programs will have specified dress for which the uniform may not be substituted.

OTHER UNIFORM GUIDELINES

- Students may not wear non-uniform jackets, coats, and sweaters indoors.
- Clothing and accessories that advertise worldly amusements, personalities and habits may not be worn.
- **Jewelry is to be neat, appropriate and conservative. Earrings are to be worn only by girls. They are to be studs, button or ring styles no larger than a quarter and may be worn in the ear lobe only. No more than two (2) earrings per ear may be worn. Tongue rings and other body piercing are not acceptable. Necklaces may be worn but are to be tucked inside the uniform neckline.**
- Undershirts must be solid white. Long-sleeved undergarments or turtlenecks **may not be worn** with short-sleeved shirts or blouses.
- Uniforms should be clean and unwrinkled. Shoes should be clean and in good repair.

- The same dress restrictions, which apply to the school day, apply to any school-sponsored activity.
- **Long-sleeved white Peter Pan collared shirt with jumper or button-down oxford shirt with skirt uniform for girls and long-sleeved white uniform shirts for boys are required for class pictures. Shirts must have the RBS logo on them. Girls should wear the Navy blue cross bow and boys the Navy blue tie.**

HAIR CODE FOR GIRLS

Hairstyles should be neat and feminine; extreme styles or fashions that attract attention or that reflect elements of a counter-culture will not be permitted. Hair may not be dyed unusual or extreme colors such as purple, pink, green, blue, burgundy, bright red, bleached white blond, etc. Highlights are permissible but should not be extreme as deemed by the administration. The principal, dean of students or administrator will make the final decisions regarding hair issues when discrepancies exist. Headaddresses and wraps are not permitted as part of the uniform. Headbands are optional but should be modest. They may be uniform plaid or solid-colored that matches or coordinates with the uniform. The administration, again, will make the decision if a discrepancy exists. **The administration will determine the period in which to correct hair violations, usually 3 days to one week.**

HAIR CODE FOR BOYS

Traditional and conservative tapered cuts are the standard. The back may be tapered, semi-tapered or block-tapered. The sides and top must be tapered or faded so that no lines separate or distinguish the sides from the top. Bleached white hair is not permitted at RBS or RBS activities. Hair must be off the ears, off the collar, and off the eyebrows. **The administration will determine the period in which to correct hair violations, usually 3 days to one week.**

HAIR CODE VIOLATION

A student violating the hair code will usually be given three days to comply. The principal or dean can extend this to one week or more when necessary. If the student does not comply within the specified time frame, he may be suspended from class until he is in compliance. A student who cuts his hair in an unacceptable style will be referred to the administration.

HAIR CODE RESTRICTIONS

Hair may not be excessively full or become unkempt or shaggy. Curly or tightly cropped hair should be kept close-cropped, no more than 1½ inch long. Styles such as Mohawk, large afros, braids, twists or bowl cuts as well as other looks are unacceptable. Ponytails, rattails, braids, etchings, shaved sides, and the like are also not permitted. Hair may not be dyed unusual or extreme colors such as purple, bright red, green, bleached, etc. as determined solely by the administration. It should not be styled in a way that would bring attention to it, or that reflects elements of a counter-culture.

DEVELOPMENTAL PRE-K THRU KINDERGARTEN

One complete change of clothing should be kept at school in case of an accident. Clothing should be the same required colors, but a school brand is not required. This should include underwear, shirt, pants, jumper and socks. If an accident occurs, clothes should be replaced as soon as possible. Accident clothes should also be adjusted seasonally for proper size.

DRESS-DOWN DAYS

- Students must comply with the length of clothing listed in the Dress Code Section.
- No open-toe shoes are permitted on Dress-Down days.
- Pajamas, slippers, etc., are not permitted to be worn on Dress-Down days.
- NO skinny jeans, miniskirts, or leggings.
- Students wearing inappropriate dress for any reasons listed above will be sent to the office to contact a parent. Parents must then bring in appropriate dress for their child(ren). This will be strictly enforced.

NOTE: Any student not meeting the uniform requirements or the dress code for the day on the third offense may be excluded from the scheduled activity or from class until the violation is corrected.
