

Riverdale Baptist High School

# Parent/Student Handbook

July 27, 2016 | Version 3.1



*Riverdale*  
BAPTIST SCHOOL

“A great place to be!”

Proverbs 3:5-6

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<b>MESSAGE FROM THE ADMINISTRATOR.....</b>	<b>4</b>	<b>DISCIPLINE CONSEQUENCES .....</b>	<b>26</b>
<b>STATEMENT OF EDUCATIONAL PHILOSOPHY .....</b>	<b>5</b>	DETENTION .....	26
<b>STATEMENT OF FAITH.....</b>	<b>6</b>	AFTER SCHOOL DETENTION .....	26
<b>OUR PURPOSE.....</b>	<b>6</b>	FRIDAY WORK DETENTION .....	26
<b>OBJECTIVES.....</b>	<b>7</b>	FOUR HOUR WORK DETENTION .....	27
<b>ATTENDANCE POLICY.....</b>	<b>8</b>	SUSPENSIONS (OSS) .....	27
REGULAR SCHOOL DAY.....	8	IN-SCHOOL SUSPENSION (ISS).....	28
MAXIMUM OF 25 DAYS ABSENCES.....	8	OUT-OF-SCHOOL SUSPENSION .....	28
LATE ARRIVALS TO SCHOOL .....	8	EXTRA-CURRICULAR ACTIVITY SUSPENSION .....	28
EARLY DISMISSAL .....	9	PERMANENT ACTIVITY SUSPENSION .....	29
TARDY TO SCHOOL: PER SEMESTER .....	9	BEHAVIORAL PROBATION .....	29
TARDY TO CLASS, HOMEROOM OR STUDY HALL.....	10	EXPULSION.....	29
STUDENT ABSENCES.....	10	RESTORATION POLICY.....	29
MAKE-UP WORK.....	11	STEPS OF RESTORATION .....	30
<b>ACADEMICS.....</b>	<b>12</b>	CURRENT STUDENT.....	30
GRADES AND REPORTS .....	12	NEW OR RETURNING FORMER STUDENT.....	31
SEMESTER EXAMINATIONS.....	12	EXPULSION.....	31
ACADEMIC EVALUATION.....	12	RE-ADMITTANCE OF WITHDRAWN STUDENT .....	32
WEEKLY TEST SCHEDULE .....	13	<b>DRESS CODE: HIGH SCHOOL GIRLS .....</b>	<b>33</b>
HOMEWORK.....	13	GENERAL DRESS EXPECTATIONS.....	33
LATE ASSIGNMENTS .....	13	SCHOOL UNIFORMS .....	33
ACADEMIC ELIGIBILITY.....	13	GIRLS UNIFORM CODE.....	33
PROGRESS REPORTS.....	13	APPEARANCE.....	34
REPORT CARDS .....	14	PROTOCOL.....	34
INELIGIBILITY START DATE.....	14	SPECIAL OCCASIONS.....	34
ACADEMIC PROBATION.....	14	FEMALE STUDENTS ARE REQUIRED TO MEET THE FOLLOWING	
ENROLLMENT STANDARDS.....	15	CRITERIA.....	35
HONORS .....	15	VIOLATION OF DRESS CODE .....	35
VALEDICTORIAN/SALUTATORIAN HONORS .....	15	<b>DRESS CODE: HIGH SCHOOL BOYS.....</b>	<b>36</b>
NATIONAL HONOR SOCIETY.....	15	GENERAL DRESS EXPECTATIONS.....	36
SPECIALIZED TESTING .....	16	SCHOOL UNIFORMS .....	36
TRANSFER STUDENTS.....	16	BOYS UNIFORM CODE .....	36
ACADEMIC REQUIREMENTS .....	17	APPEARANCE.....	37
COURSE WITHDRAWALS .....	17	PROTOCOL.....	37
SERVICE LEARNING .....	17	SPECIAL OCCASIONS .....	37
<b>STUDENT CONDUCT ERROR! BOOKMARK NOT DEFINED.</b>		VIOLATION OF DRESS CODE .....	38
GENERAL CONDUCT EXPECTATIONS.....	18	BOYS' HAIR CODE.....	38
CLASSROOM RULES.....	18	RESTRICTIONS (BOYS) .....	38
GYMNASIUM AND EXTRA-CURRICULAR ACTIVITIES GUIDELINES	18	HAIR CODE VIOLATION .....	39
BEHAVIOR.....	19	<b>STUDENT DRIVING PRIVILEGES .....</b>	<b>39</b>
RESTRICTIONS.....	19	DRIVING REGULATIONS.....	39
CELL PHONES AND HEADPHONES (PER SEMESTER).....	19	<b>ATHLETICS .....</b>	<b>41</b>
CONSEQUENCES .....	19	SPORTS AND SEASONS.....	41
PROHIBITED ITEMS.....	19	PHYSICALS.....	41
WEAPONS.....	20	PRACTICES AND GAMES.....	41
DRUGS/ALCOHOL.....	20	SPORTS UNIFORMS.....	41
THE THROWING OF OBJECTS .....	20	CLASS ABSENCE.....	42
BICYCLES, MOTORCYCLES, AND CARS.....	20	ELIGIBILITY .....	42
COMPUTER AND INTERNET USAGE .....	20	<b>GENERAL INFORMATION.....</b>	<b>43</b>
BOMB THREATS.....	20	LOST AND FOUND.....	43
PULLING OF FIRE ALARMS.....	20	SCHOOL OFFICE .....	43
CHEATING AND PLAGIARISM.....	21	WITHDRAWAL FROM SCHOOL .....	43
<b>DISCIPLINE CODE .....</b>	<b>22</b>	LUNCH .....	43
POSITIVE RECOGNITION.....	22	MEDICATION.....	43
STUDENT CORRECTION .....	22	HEALTH INFORMATION .....	44
DISCIPLINE SEQUENCE .....	22	CHILD PROTECTIVE SERVICES .....	44
CONSEQUENCE GUIDELINES .....	23	CLASSROOM LOCKERS .....	44
APPEAL PROCESS .....	23	TEXTBOOKS .....	44
SEMESTER DEMERITS (MAJOR AND MINOR CATEGORIES):.....	24	HALL PASSES.....	45
MAJOR OFFENSES.....	24	PRECARE AND AFTERCARE.....	45
ADMINISTRATIVE OFFENSES.....	25	WEATHER-RELATED SCHOOL CLOSING POLICY.....	45
		DELAYED SCHOOL STARTS .....	45

# MESSAGE FROM THE ADMINISTRATOR

Welcome to the Riverdale Baptist High School. It is, indeed, a pleasure to take this opportunity to greet you as a member of the Riverdale family. What a privilege to have you and your child as part of such a vital and exciting ministry. At Riverdale Baptist School, your child will have the advantage of learning Christian values while receiving an excellent academic education. The RBS ministry promotes truth, Christian character development, and quality academics.

Riverdale Baptist School seeks to train the complete person, exposing your child to educational excellence, fine arts and athletic opportunities while simultaneously training them in spiritual character and truth.

Our dedicated faculty, staff and administration consist of qualified, caring individuals who have accepted God's challenge to be a part of a ministry team to educate youth to the glory of God.

Thank you for selecting Riverdale Baptist School. It is a decision that we do not take casually. We accept the responsibility to train your child as an entrusted privilege orchestrated by God's divine guidance in the life of your son or daughter.

We solicit your continual prayers and support for the entire ministry as we embark upon a new school year with great anticipation and joy.

In His Service,

*Mr. Eric Harrison*

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

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# STATEMENT OF EDUCATIONAL PHILOSOPHY

Riverdale Baptist School is a ministry of Riverdale Baptist Church. As a Christian educational institution, it will, therefore, 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. It is also the school's wish to help in the re- enforcement of the Christian home. 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 first 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:

1. We believe the Bible to be the inspired and only infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
3. 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.
4. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. 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.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

## **OUR PURPOSE**

1. 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 is a reflection of God's plan.
2. To provide loving Christian care and high quality Christian education for students of supportive parents.
3. To provide a full educational curriculum developing the spiritual, mental, social, and physical facts of the student's personality and character.
4. To excite the student with the learning experience and to take full advantage of a student's natural desires to learn.

# 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.

# 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.

## REGULAR SCHOOL DAY

Students may enter their homerooms and go to their lockers at 7:50 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 report to aftercare or 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 mandatory parent conference with the principal.

## 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. The homeroom teacher records attendance until 8:12 am.

Students arriving after 8:00 am will be coded as excused or unexcused by the receptionist or school secretary dependent upon the reason for the tardy. An admittance form 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 admittance 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.

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 to the attention of the principal or the high school administrative assistant. The principal will review any extended requests and approve them. Other messages for students should be phoned in no later than 1:00 pm. 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.

- 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: PER SEMESTER

5 Times:	One-hour Detention
10 Times:	Two-hour Detention
15 Times:	Friday Detention, \$2 fee
20 Times:	Saturday Detention, \$10 fee
25 Times:	One Day Suspension, Meeting with the Dean of Students, \$100 Fee
Beyond:	Out of School (OSS) Suspension(s); Meeting with Parents, Principal and Dean of students

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*Please Note: School policy states that students must be in their seats 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.*

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## 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. The teacher will write a tardy notice and give one copy to the student and one copy to the Dean of Students. Teachers are to have their doors closed when the second bell rings. 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 school office administrative assistant or to the homeroom teacher the day they 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.

### I. 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. In the event that 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 in excess of four consecutive school days might 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.

### II. Voluntary Absence

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 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 a "0" in 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.

### III. Unexcused Absence

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

### IV. Truancy

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

Long- term projects and assignments that have been preannounced in excess of 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 period 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 Days Absent from School: 1, 2, 3, 4, 5, etc.

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. 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+:	67	F :	0-66
A :	93	B :	83	C :	73			I :	Incomplete
A-:	90	B-:	80	C-:	70				

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
A	90-100	4.0	5.0
B	80-89	3.0	4.0
C	70-79	2.0	3.0
D	67-69	1.0	2.0
F	0-66	0.0	0.0

## SEMESTER EXAMINATIONS

Examinations are given at the end of each semester. Because examinations are considered to be an important part of the learning process, all students will be expected to take them. Semester exams are 20%. 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.

## ACADEMIC EVALUATION

In order to ensure the integrity of a student's education at Riverdale Baptist School, a standardized 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:

65%-70% of the grade should cover quizzes, homework, projects, assessments, classwork, etc. The suggested guidelines are: Quizzes (10-15%), Homework (15-20%), Classwork (15-20%), and Projects (20%). Quizzes may be given weekly or bi-weekly. 30-35% of the grade will be for tests given during the quarter. At least three tests must be given each quarter.

Semester exams will be given at the end of the first semester and the end of the year. They will be calculated at 20%.

## WEEKLY TEST SCHEDULE

The weekly test schedule is below. Usually only two major tests are given on a day. Quizzes may be given when tests are assigned. Quizzes should take approximately 20 minutes or less to complete. Students will be notified in advance if the test schedule is altered for a specific test.

- Monday Science, Computer, Fine Arts,
- Tuesday NO TEST
- Wednesday Math and English
- Thursday Foreign Language and History
- Friday Bible, Psychology, Speech and Debate, Other Electives

## HOMEWORK

Failure to complete homework will result in an academic penalty. 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. Because we want to encourage students to attend a Wednesday evening church program, homework will not be assigned on Wednesdays except in math classes. If math is given on Wednesdays, the volume should be minimal. A minimum of 1½ - 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 in order 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.

## PROGRESS REPORTS

Two or more “F’s” received during the progress report period and/or a grade point average less than a 2.2 will result in the student being placed on probation for a period of four and a half (4 and ½) weeks. When two or more “F’s” are received during the progress report period, the student is declared ineligible for four and a half (4 and ½) weeks. Students who are declared ineligible at the progress report period will not participate in extracurricular activities to include practices, game, performing/visual arts and other events until they regain eligibility at the end of the quarter.

## REPORT CARDS

Students must have at least a 2.2 GPA with no more than one “F” on any 9-week report card. Students will remain ineligible until the progress report grades determine that they have regained eligibility. Ineligible students will not participate in extracurricular activities to include practices, games, performing/visual arts and other events if they receive two or more “F’s” in any class and/or have less than a 2.2 GPA.

- 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 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 report information or report cards are distributed. Students will receive an ineligibility notification.

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*Students who have two or more “F’s” and a grade point average of less than a 2.2 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.*

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Ineligibility Notifications to coaches and students: The ineligible list is sent to the teachers, staff, athletic director and head coaches. Student Ineligibility notices are signed by the students and the principal and sent home with the students.

## 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 2.2 GPA. Core subjects failed during any semester of the school year are to be re-taken in summer school.

## **ENROLLMENT STANDARDS**

1. Students enrolled in grades 9-12 at RBS will have four years of eligibility to participate in extracurricular activities.
2. The four years encompass time spent at other high schools for transfer or re-enrolled students.
3. Students who need to repeat a grade due to immaturity issues and young age may be allowed to do so before they enter the eleventh grade with approval from the administration. However, athletes can only participate in interscholastic sports for 4 years. Also, fifth year students are not eligible for valedictorian or salutatorian status.
4. Transfer students who wish to repeat the twelfth grade will not be accepted.
5. 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.
6. 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.

## **HONORS**

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 lower than an A
- Distinguished Honor Roll: Students who achieve a GPA of 3.8 or better with no grade lower than a B
- Honor Roll: Students who achieve a GPA of 3.5 or higher and no grade below a B

## **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 been in attendance at RBS High School for at least two years. 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 Christian 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. Any students who are considered potential candidates for this Society, initially based upon grade point average ranking only, are informed in writing of the mandatory requirements. This occurs in the early fall of the school year. A letter is sent to each student by the Honor Society Sponsor. The Honor Society Induction occurs in March of the school year.

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, 3.30; juniors, 3.60; sophomores, 3.85.
- Students are to have a minimum of 5 referrals with the first semester of the induction year and no suspensions.
- 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 applications will result in disqualification of the candidate.
- The applications packet must include: a pastoral reference, 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 which 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 faculty committee members must have two plus years of current full time high school service at RBS. The Honor Society Advisor oversees the process and can vote if a faculty committee member is absent. The Principal 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 community service 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.

## 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 \$35 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.

If, because of grades, a student chooses to drop a course, or is forced to drop a course after the tenth day of class, the withdrawal will be recorded on the report card as WP if the student is passing or WF if the student is failing. Withdrawal prior to the end of the tenth day of class will be indicated only as WD. Student initiated course withdrawals are not accepted after the first three weeks of school.

## SERVICE LEARNING

Students are required to complete service learning hours in order 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. Effective immediately with the Class of 2017, students will be required to complete 125 hours of service. Students must complete 125 hours of service before graduation obtained in grades 8-12. Community service learning forms are available from the guidance office or the receptionist.

# 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.

## CLASSROOM RULES

Students are expected to:

- Respect the teacher at ALL times.
- Place non-uniform jackets, sweaters and coats in lockers at the beginning of the school day.
- Have appropriate 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 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 not permitted 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.
- Food and beverages are not allowed in the gym except during school sponsored sporting events.
- 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. Acts of immorality are unacceptable at RBS and can result in an immediate expulsion.

## RESTRICTIONS

### 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, fireworks, skateboards, in-line skates, or other items that are not school-related.

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 AND HEADPHONES (PER SEMESTER)

Cell phones and headphones are not to be used in the building or on the grounds during the hours of 7:30 a.m. to 3:05 p.m. 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 only after parental conversation with the Dean. Parents will be required to pick up confiscated phones. 25 demerits will be issued and the student will serve a one-hour detention. Repeated offenses will require that the student serve a two hour detention with 25 demerits followed by a 4-hour Saturday detention. Continued cell phone abuse may result in the cell phone being banned from the school and given to parents.

## CONSEQUENCES

- First Offense: The warning is communicated to the student.
- Second Offense: The cell phone and/or headphones are confiscated and given to the Dean of Students.

## PROHIBITED ITEMS

Magazines with nudity, tapes or CD's with vulgarity/profanity/sexually explicit content, tobacco products, cigarettes, cigars are prohibited.

## **WEAPONS**

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 measures, including expulsion, may be implemented.

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*The school does have an archery club which uses bows, arrows, and targets. Students are NOT to take school-supplied bows, arrows, or other materials outside the designated practice ranges at any time.*

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## **DRUGS/ALCOHOL**

RBS is a drug free school practicing zero tolerance for alcohol and illegal drugs. RBS students are subject to on campus drug testing upon parental notification.

## **THE THROWING OF OBJECTS**

Except in a supervised PE activity, throwing objects is prohibited. A detention can result.

## **BICYCLES, MOTORCYCLES, AND 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.

## **COMPUTER AND 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 25 demerits. If obscene or pornographic sites are accessed, a suspension may be invoked as determined by the principal.

## **BOMB THREATS**

Students are not to make any reference to bombing the school property or any other property. If a threat is made or attempted, immediate expulsion will be considered. In cases where threats or statements alluding to bombing property are made, but the intent is considered unclear or extenuating, a minimum three day suspension will be invoked.

## **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

### I. Cheating

Cheating is a serious offense that involves stealing, dishonesty and often lying. Cheating on quizzes, projects, tests, exams or homework assignments is strictly prohibited. Students involved in cheating will receive a 0 on the assignment and possibly 50 or 75 demerits depending upon the item. This can 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 guidance department or Dean can assist students with these skills, as well as teachers.

### II. Other Cheating Offenses

Other cheating offences 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.

### III. Plagiarism

Plagiarism is also a form of cheating. It may include repeating another's sentences as the student's own; or expressing someone else's line of thinking in the development of a thesis as though it was the student's own. 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 without citing the reference. Students must learn how to cite references for other people's statements when developing a paper. The English department is available to help the 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.

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*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. Repeated plagiarism will result in punitive measures such as demerits or suspensions as well as the zero on the paper(s). Guidelines on plagiarism will be covered with students at the beginning of the year and will be taught in the English departments.*

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# DISCIPLINE CODE

A great majority of our student body responds well to the established procedures. Students who have difficulty adjusting need to know what actions will result when they are out of step with what is expected from them. Most learning will take place when teachers are able to teach without distractions.

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:

### I. **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 in reference to non-compliant behavior may call parents at any time.

## II. Referral

If a student does not correct his/her behavior after being corrected by a teacher, then the teacher may issue a referral, listing the infraction. A copy will be given to the student and parent, a second copy will be sent to the Dean/principal and a third copy kept by the teacher.

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*Please Note: There is a place on the Referral form for a student signature. Signing the referral is an acknowledgment of receipt.*

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## CONSEQUENCE GUIDELINES

The Dean of Students 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 Dean during class. Students are not to walk out of a teacher's class to see the Dean. They must obtain written permission from the teacher or wait until study hall or until classes change. Students, who do not serve a scheduled detention and have no written authorization from the Dean to change the detention date, will serve a second detention of equal time.

Demerits	Consequence
25	1-hour after school detention
50	2-hours after school detention
75	Saturday 4-hour work detention
100	1-day out of school suspension (OSS) and extracurricular probation, parent/Dean conference
150	2-day out of school suspension (OSS) and a 2-day extracurricular suspension, parent/Dean/principal conference
200	3-day school out of school suspension (OSS) and a 3-day extracurricular suspension, parent/Dean/principal conference
250	4-day out of school suspension (OSS) with a parent/Dean/principal conference
300	Expulsion guideline

If a major offense(s) has occurred, the severity of the situation may require additional penalties in suspension time than stated in the above guidelines, i.e. fighting, 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. Refusing to initial a referral will be treated as non-compliance toward the teacher or staff member. The Dean of students will settle appeal disputes not settled by the teacher.

## SEMESTER DEMERITS (MAJOR AND 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. After this occurs, a consequence notification form will be issued to the Dean of Students.

INFRACTION	DEMERITS AND DETENTIONS MINOR OFFENSES
Late to Class .....	(see the section under Late to School & To Classes)
Dress/Hair code violation .....	25 demerits cumulative — 1 hr. detention
Class/Chapel violation* .....	25 demerits cumulative — 1 hr. detention
Disruptive/Inappropriate behavior .....	25 demerits cumulative — 1 hr. detention
Car violations.....	25 demerits cumulative — 1 hr. detention
Lack of cooperation .....	25 demerits cumulative — 1 hr. detention
Gum, food, drink or candy .....	25 demerits cumulative — 1 hr. detention
Hall pass violation .....	25 demerits cumulative — 1 hr. detention
Unprepared for class** .....	25 demerits cumulative — 1 hr. detention

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*\* no Bible, out of seat, sleeping, etc.*

*\*\* no textbook, paper, pens, etc.*

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## MAJOR OFFENSES

INFRACTION	DEMERITS AND DETENTIONS MINOR OFFENSES
Out of Bounds (in unauthorized area or no pass) .....	25 demerits — 1 hr. detention
Inappropriate Items (cell phones, iPods, mp3 players).....	25 demerits — 1 hr. detention
Inappropriate Statements (not profane or vulgar remarks)...	25 demerits — Saturday detention
Non-Compliance (refusal to sign, throwing away, or balling up referral, etc.).....	25 demerits — 1 hr. detention
Public display of affection (inappropriate touching, kissing, etc.) .....	25 demerits — 1 hr. detention
Defacing school property (plus financial remuneration) .....	50 demerits — 2 hr. detention
Minor Altercation (horseplay, no malice) .....	50 demerits — 2 hr. detention
Throwing food .....	\$25 fine and/or 50 demerits — 2 hr. detention
Unauthorized Internet Usage .....	50 demerits — 2 hr. detention
Lying/Deception .....	50 demerits — 2 hr. detention
Insubordination/Disrespect .....	50 demerits — 2 hr. detention
Cutting class, including study hall .....	50 demerits — 2 hr. detention
Vulgarity/Profanity (gestures, verbal, written, remarks w/hidden meaning).....	50 demerits — Saturday detention

(These infractions can include a possible one to five day suspension or expulsion)

Harassment/Intimidation .....	75 demerits — 4 hr. Saturday detention
Theft .....	75 demerits — 4 hr. Saturday detention
Cheating on homework, quiz, test, paper, project (plus academic penalty) .....	75 demerits — 4 hr. Saturday detention
Prohibited Items .....	75 demerits — 4 hr. Saturday detention
Cutting school/truancy .....	75 demerits — 4 hr. Saturday detention

## **ADMINISTRATIVE OFFENSES**

Smoking, chewing tobacco, shoplifting, drugs or alcohol (use/possession of any of these in any form on/off campus), 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. 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 use drugs or alcohol or who are involved with pornography or sexual immorality, whether on campus or not, are subject to automatic expulsion on the first offense.

# DISCIPLINE CONSEQUENCES

## DETENTION

When a detention needs to be assigned, the Dean of Students 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 \$2 Detention fee must be paid prior to entering Detention.

## AFTER SCHOOL DETENTION

Students will serve after school detentions daily (Mon.-Fri.) from 3:05 pm to 4:05 pm. Students who do not have transportation home after detention must report to aftercare. Students are to be prepared with a pencil and paper; being unprepared will result in a \$2 fine to buy the necessary materials, or additional demerits could be assigned. Students must bring their detention form signed by a parent or guardian. 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.

## FRIDAY WORK DETENTION

Students will serve Friday work detentions on Friday afternoons for two hours (3:05 pm-5:05 pm). They must pay a \$5 fine to the detention supervisor who receipts and submits it to the business office. Students are to bring their detention forms signed by a parent or guardian. Students without the original form will serve the original detention and be assigned an additional after school detention. Missing a Friday work detention may result in a suspension from school and the original detention being rescheduled.

Students serving a work detention are to report to the detention supervisor promptly at 3:05 pm in the assigned room. Students will be assigned manual work such as cleaning, yard work, or other work that improves the campus and facilities. If a student's ride has not come when the detention time is over, the student will be placed in aftercare and the normal fee will be billed to the account. Students who remain after 6:15 pm will be billed according to the aftercare's late fee schedule.

Friday 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 administration for additional consequences. Any student who does not come to work detention may receive a one-day suspension and will be rescheduled for the next work detention date.

## 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 Dean of Students. Students must pay a fine of \$10 to the detention supervisor on Saturdays, which is receipted and submitted to the business office.

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 on a Saturday. Students who are not picked up by 12:15 pm will be billed late fee charges of \$10 per 15-minute intervals to the detention supervisor.

Saturday/Four-Hour work detention is the student's first priority. He/she 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 may be assigned additional work time or be referred to the administration 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.

## SUSPENSIONS (OSS)

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

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*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 that are not made up receive a zero grade.*

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## **IN-SCHOOL SUSPENSION (ISS)**

The principal and Dean may assign a student an in-school suspension for a period of one to three days. The student may not attend classes during an in-school suspension (ISS). The student will be under the supervision of the Dean of Students or his/her designee during the suspension. Students may work on class assignments or do other work as assigned by the Dean of Students. Classwork is to be pre-arranged and obtained from the teacher by the student in advance of the suspension. The academic penalty on all graded work for suspended students is still in effect. Students are not to visit their homerooms, classes or study hall during their suspension. They may bring their lunch or obtain lunch from the cafeteria and sit wherever the Dean directs. Failure to cooperate with classwork and activities during the in-school suspension may result in additional consequences. The student serving an in-school suspension (ISS) is not permitted to participate in extra-curricular activities on the day(s) of the suspension.

## **OUT-OF-SCHOOL SUSPENSION**

A student may be assigned an out-of-school suspension by the principal and Dean 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.

## **EXTRA-CURRICULAR ACTIVITY SUSPENSION**

A student may be placed on an extra-curricular activity suspension as part of the school's disciplinary process, as a result of a major discipline offense, or by principal directive. This suspension includes participation in athletic sports programs and also 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 time, the student may not practice nor play in any games or competitions. 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.

The administration will notify the athletic department when an athlete has reached a discipline situation that result in the administration of additional consequences. Student athletes will normally be disciplined through the coaches in addition to the consequences applied by the administration.

## **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 no less than 60 school days of expulsion prior to the institution of the following process of restoration:

1. The student will be enrolled in another school for a year from the date of expulsion unless the administration determines that the timeframe should be less, but not less than 60 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.
2. Weekly counseling is required with a monthly report on the effectiveness of counseling and the student's regular involvement in counseling.
3. Regular attendance on Sunday morning, Sunday evening and Wednesday evening by the student in a fundamental Bible believing church is required.
4. 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.
5. 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).
6. 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.
7. 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 discipline council 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:

- He/she must not commit any major offense;
- He/she cannot be in violation of the area(s) from which he/she 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;
- He/she must earn a good report from his/her teachers upon completion of his/her 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 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 administration.

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

1. The student must not commit any major offense.
2. The student cannot be in violation of the area(s) from which they originally earned the probationary status.
3. 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.
4. The student must earn a good report from their teachers upon completion of his/her probationary time period.
5. The student must write a letter to the Administrator requesting re-admission.
6. Establish a good behavior record in another school.
7. Present three letters to RBS of recommendation from a pastor, 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:

1. The student must be absent from RBS a minimum of one semester.
2. The student must establish a good behavior record at another school.
3. The student must submit a letter requesting re-admittance.
4. 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: HIGH SCHOOL GIRLS

## 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.

## SCHOOL UNIFORMS

In keeping with the uniform policy, all school pants, shirts and blouses 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 plaid, gray 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.

## GIRLS UNIFORM CODE

**Pants/Slacks:** Gray Uniform Pant (with RBS monogram) from Risse Brothers.

**Skirts:** \* Grey kilt \* (MUST BE WORN ON CHAPEL DAYS).

**Blouse:** White Oxford, button- down collar, short or long sleeves (with RBS monogram) White Polo shirt with Crusader logo.

**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:** Navy textured or wool (RBS logo for 9th -12th graders worn during school hours 8:00 am – 3:00 pm). *Blazers must be worn everyday beginning November 1 through March 1.*

**Socks:** Solid navy, dark gray or white knee socks, solid, textured navy tights, navy or neutral colored nylons or panty hose.

**Shoes:** Dress or dress casual ankle high flat shoes are allowed as uniform attire that are black, brown, tan, gray or navy blue. No athletic shoes, work boots, calf or knee length boots or high platform shoes. (Athletic shoes must be worn during participation in a physical education class or athletic event.) Moderate stitching around the edge of shoes is acceptable.

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

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## APPEARANCE

**Skirts/Shirts:** Should be hemmed so that the bottom of the skirt comes no higher than 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 1½ 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 piercing are not acceptable.

**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, navy, green, 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. Headdresses and wraps are not permitted as part of the uniform. Headbands are optional but should be modest. They may be uniform plaid or modest, 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.

**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 may not be worn in the school building or church auditorium during school hours.
- Students may not come into the hallways, classrooms, or office areas wearing shorts, PE clothes, or athletic attire. 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 class.
- Blazers are the acceptable uniform jacket that is worn during class time.

## SPECIAL OCCASIONS

### DRESS-UP DAYS (GIRLS):

Color coordinated suits, skirt and blouse combinations or dresses are in order. Dressy pantsuits or dress slacks and dressy blouses are also acceptable. Skirt and dress lengths should be no higher than the middle of the knee in the front and back. Low-cut necklines or dresses/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 for school picture day.

## **FIELD TRIP DRESS:**

Uniform skirts and blouses may be worn as field trip attire; the RBS blazer is recommended. Girls may wear dressy pantsuits or dress slacks on field trips when it is specified by the teacher as appropriate for the event. This does not apply to in-house dress up or picture taking days.

## **CHAPEL DAYS:**

Outerwear (such as coats and jackets) are to be removed during the chapel service, with the exception of RBS Blazers. **GIRLS ARE REQUIRED TO WEAR SKIRTS ON CHAPEL DAYS.** Bibles are to be taken to chapel.

## **DRESS DOWN DAYS (GIRLS):**

Dress down days are permitted during dress-for-dollars. However, guidelines that keep our young ladies modest are in effect. Girls may wear skirts, dresses or slacks that are in accordance with uniform standards. Jeans and tee shirts are most popular for this occasion. Christian tee shirts, college or sports shirts are popular and acceptable.

## **FEMALE STUDENTS ARE REQUIRED TO MEET THE FOLLOWING CRITERIA**

Students may wear modest fitting jeans. Tee shirts that do not reflect images, wording or pictures that are satanic, promote non-Christian values, cultural statements, 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. Boots will be permitted on dress down days only if they are under the pants and laced. Low cut shoes are always acceptable.

## **VIOLATION OF DRESS CODE**

Any student in violation of the special occasion dress code may be required to change clothes before attending classes. Parents can 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 assigned Dean or the Principal if the clothing is acceptable. Students may be suspended from class until the violation is corrected.

# DRESS CODE: HIGH SCHOOL BOYS

## 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.

## 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.

## BOYS UNIFORM CODE

**Slacks:** Gray Uniform Pant (with RBS monogram) from Risse Brothers.

**Shirt:** White oxford, button-down collar, short or long sleeves with RBS monogram\*, White RBS Polo shirt with Crusader logo.

**\* REQUIRED WITH AN RBS TIE ON CHAPEL DAYS**

**Ties:** RBS ties are required on chapel 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:** Navy textured or wool (RBS logo for 9th -12th graders worn during school hours 8:00 am – 3:00 pm). *Blazers must be worn everyday beginning November 1 through March 1.*

**Belt:** Solid black, gray or brown, leather or cloth.

**Socks:** Solid navy, black, gray or white.

**Shoes:** Dress or dress casual low-cut shoes that are black, brown, gray, navy or tan. No athletic shoes, work boots or high platform shoes. (Athletic shoes must be worn during participation in a Physical Education class or 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 according to guidelines.

**Undershirts:** T-shirts are to be solid white, black or gray with no writing or prints.

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

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## 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. Face piercings 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.

## PROTOCOL

- Dress at all school functions should be up to school code standards and specifications.
- Hats are not to be worn in the building or church auditorium during school hours. 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 (BOYS):

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-UP:

Boys may wear dress slacks, dress collared shirts, dress sweaters and shoes if the teacher determines it appropriate for the event.

### CHAPEL DAYS:

**BOYS ARE TO WEAR RBS NECK TIES AND AN RBS MONOGRAMMED OXFORD SHIRT ON CHAPEL DAYS.** Outerwear (such as coats and jackets) are to be removed during the chapel service, with the exception of RBS Blazers. Bibles are to be taken to chapel.

## DRESS DOWN DAYS (BOYS):

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. 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, 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. Slacks are to be worn to the waist, not sagging.

## 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 Dean 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

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 line(s) separate or distinguish the sides from the top. Bleached white hair is not permitted at RBS or at RBS activities such as field trips, games, ACSI functions or graduation. 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.

Sideburns or sideburn shadows may be no farther than the bottom of the ear.

**Facial Hair:** 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 are also accepted, 1/4 inch or shorter in length of facial hair. Razors, clippers, scissors or creams may be used to extract facial hair. All students in high school are expected to be close or clean-shaven with the above exceptions. Neither full facial hair nor beards are acceptable. In cases where a student's shaving affects his health, a physician's letter to that effect must be on file. All students in high school are expected to be close or clean-shaven. The administration will determine the period in which to correct violations, usually 3 days to one week.

## RESTRICTIONS (BOYS)

Hair may not be excessively full or become unkempt or shaggy. Students with very curly or tightly cropped hair should keep their hair close-cropped, no more than two-inches long. Styles such as wedged, spiked, skate, surfer, mohawk, large afros, braids, twists or bowl cuts and other faddish looks are unacceptable. Ponytails, rattails, braids, etchings, shaved sides, and the like are not permitted. Hair may not be dyed unusual or extreme colors such as purple, bright red, green, bleached white blond, 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.

## **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, 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. Students who come to school unshaven will be given consequences, as well as being required to shave before returning to class.

## **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 Transportation Director must be completed and returned to the school office with the \$10 tag fee. After the issued deadline, the fee increases to \$25. 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.

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*The campus speed limit is 15 mph and must be observed at all times.*

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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 permission from the school administration (i.e. early departures or time release).

No student may return to a vehicle during the school day without administrative permission. 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. There is to be no parking in the faculty spaces or in any other lot.

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

The administration, their assistants, 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 THROUGH NOVEMBER**

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

### **WINTER SPORTS: NOVEMBER THROUGH MARCH**

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

### **SPRING SPORTS: MARCH TO MAY**

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

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

## 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 immediately following practice and upon their return from games.

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, 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 at all times. Hats are not to be worn. Cheerleaders may wear their uniforms with sweatpants on pep rally days; otherwise a jacket or approved jersey (shell) and accompanying turtleneck are permitted. Turtlenecks with the RBS logo must be approved by the Principal.

## CLASS ABSENCE

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.

## ELIGIBILITY

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

# 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 7:45 AM to 3:45 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. This pass is available only from the receptionist. Parents are not permitted in the classrooms during the day unless permission has been granted by the administration.

## 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. Beverages, including milk and snacks, may be purchased on a daily basis. Lunches may not be ordered out for delivery to school.

## MEDICATION

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

1. In order to dispense over-the-counter and prescribed medications we will need to have on file properly completed authorization forms. In order for a form to be considered properly completed it will need to have all of the information completed as well as signatures by both the parent and physician.
2. 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.

3. In order to dispense prescribed medications we will need the following:
  - A properly completed authorization form on file. Forms may be obtained from our 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.

## **CHILD PROTECTIVE SERVICES**

If a child reports abuse or has visible marks on his/her body suggesting abuse as observed by a school teacher, staff member, or school official, i.e. the Dean of Students, Principal or Administrator, the situation will be investigated and reviewed by the school administration. In most cases, the parents will be contacted first and given the opportunity to explain the situation to determine what caused the injury. If abuse is apparent, blatant or confessed by the student, the county Child Protective Agency will be contacted by a school official. The case is then turned over to the CPA to handle. The school will then follow CPA's directives.

## **CLASSROOM LOCKERS**

All students in 9th through 12<sup>th</sup> 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.

## **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 book(s) until the end of the school year and return them to the school. It is the student's obligation to pay for any lost books. All students are expected to have their assigned texts 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 text. Should a student need to purchase a second book, the student should consult the teacher to arrange purchase. The

student is still responsible for reimbursing the school for the lost text. Lost texts will be billed to the student's account. Checks or cash will also be accepted.

## **HALL PASSES**

Students in 9th–12th grades 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**

All students who arrive before 7:45 am will be required to attend pre-care upon arrival to the building. For charges, please see pre-care and aftercare application forms that are available in the school office. Aftercare is provided and required for all students who are without transportation after 3:15 pm. After 6:15 pm, parents will be assessed a late fee (\$10 per 15 minute intervals). Any student who is found unsupervised on the campus after 3:15 pm will be sent to aftercare 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 or otherwise avoid aftercare charges 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-FM, 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. When the school day ends early due to inclement weather, students must be picked up within one hour of the early dismissal time.

Since we do not have the personnel available to care for students on campus for an extended period of time, and because the aftercare program is not provided on such days, the standard aftercare late charge of \$10 per quarter-hour is added to the student's account after the one hour grace period.

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

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## **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 and bus service, will also start with the determined delay of 1 hour or 2 hours from the normal schedule. Since the Developmental Pre-K and Kindergarten classes have full-day programs, they will also follow the same delay schedule and will not be canceled.