

Riverdale Baptist Middle School

Parent/Student Handbook

August 24, 2017 | Version 2.1



Riverdale
BAPTIST SCHOOL

“A great place to be!”

Proverbs 3:5-6

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A MESSAGE FROM THE PRINCIPAL

Welcome to Riverdale Baptist Middle School. What a blessing it is that you have chosen to entrust your child in our care and to join us as part of the Crusader Family. I am so honored and privileged to serve as the Interim Middle School Principal this year. We are a firm believer that Christ is the center of all things and the Word of God is the foundation for every subject. 2 Timothy 3:14-15 states, "But you must continue in the things which you have learned and been assured of, knowing from whom you have learned them, and that from childhood you have known the Holy Scriptures, which are able to make you wise for salvation through faith which is in Christ Jesus."

The middle school years are a time of transition from elementary school as well as a time of preparation for high school. It is a time of change which affects each student spiritually, emotionally, socially, physically, and academically. Hence, our goal is to provide students with an exceptional and comprehensive biblically-integrated education to equip each student to excel, to impact their world for the glory of Christ, and to fulfill God's purpose for their lives. To accomplish this goal, I, along with the wonderfully gifted and talented middle school faculty and staff, are committed to providing a loving, caring, and warm environment that is conducive to developing strong study skills, solid work habits, self-confidence, positive peer interaction, and an excitement about all facets of the middle school life.

Additionally, we believe in ministering to the whole student. Therefore, it is important for each child to have an opportunity to explore various learning techniques that involve all five of their sensory perceptions, as well as to provide a curriculum that is challenging, yet not overwhelming. I am committed to seeing that each student is not only successful academically, but that they experience the love of our Lord and Savior, Jesus Christ, in a personal way.

Again, I am looking forward to serving your family this school year. Please know that I am praying for you, and I ask that you keep us in prayer as well.

In His Service,

Corine B. Merritt

Interim Middle School Principal

"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

STATEMENT OF PURPOSE

Riverdale Baptist School was established to provide Christian education that will lead young people to Christ, teaching them to follow God's Word, and preparing them academically to serve as God directs their paths. The Parent/Student Handbook has been prepared to inform parents and students of the policies and guidelines at Riverdale Baptist School.

SCHOOL GUIDING PHILOSOPHY

We believe that effective teaching takes place when:

- Instruction addresses a variety of learning styles, diverse experiences and cultures
- The teaching environment is conducive to learning
- Instruction is based on the middle school philosophy

We believe that effective learning takes place when:

- A safe, supportive environment with rules and consequences is reinforced by a school wide discipline plan
- High expectations for behavior, academics and social relationships are fostered

We believe that:

- Administrators, teachers, staff, parents, and community need to be positive role models
- There must be open lines of communication between the school, home and community utilizing all available resources

SCHOOLWIDE LEARNING: EXPECTATIONS FOR STUDENT SUCCESS

At Riverdale Baptist Middle School, we strive to develop...

Intellectual and Thoughtful Students Who:

- Strive to improve basic skills of reading, writing, listening, speaking and computation
- Examine situations from different points of view
- Apply complex problem solving processes and critical thinking to real life scenarios
- Ask relevant questions and search for answers using a variety of sources
- Convey ideas of personal significance in writing, orally, and artistically
- Use technology as a tool to gain and share information
- Produce original and quality work in various media

Students En Route to a Lifetime of Meaningful Work Who:

- Set, pursue, and accomplish realistic yet challenging goals for themselves
- Show resilience, accept new challenges and persevere despite setbacks
- Develop their talents and gifts with a lifetime purpose of glorifying God

Responsible Citizens Who:

- Practice honesty and integrity
- Contribute time, energies and talents to improve the quality of life in school, the community, nation and the world

Caring and Ethical Students Who:

- Use cooperative and leadership skills to foster, develop, and maintain relations within diverse settings
- Gain insight about God, self, land, and cultures of the world in order to demonstrate positive and productive citizenship

Healthy Students Who:

- Use strategies to create a positive self-image
- Participate in activities which promote spiritual, mental, physical, and emotional well-being

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.

Missing more than 16 days may result in the student having to repeat the grade level and or course.

OUTSTANDING FINANCIAL ACCOUNTS

Financial accounts that are past due are subject to have student(s) removed from school until account is current and will be considered an unexcused absence.

REGULAR SCHOOL DAY

At the 7:45 am bell, students enter the building and go to their homeroom to prepare for first period. Students must be in their first period seat by the time the tardy bell begins ringing at 8:00 am, when class begins. The school day ends at 3:00 pm.

All 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 or school-sponsored student activity). All students in the building must be under school-approved supervision at all times.

PRE-CARE AND AFTER-CARE

All students who arrive before 7:45 am will be required to attend **pre-care**. There will be no exceptions to this rule. For charges, please see pre-care and aftercare application forms 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 of \$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.

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. Other messages for students should be phoned in no later than 1:30 pm. In no case will a student be allowed to leave the school grounds in the company of someone other than the parents, 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 classes to be missed should be obtained before an early dismissal.

TARDY TO SCHOOL

All middle school students are expected to be in their seats by the time the bell rings for each class. Being on campus, in the building or even in the classroom when the bell rings is NOT sufficient. If a student is late, they should have a signed note from their parent/guardian explaining why they are tardy to school. If a student is tardy and does not have a note with an excused tardy code, they will be admitted to class as tardy unexcused. Unexcused tardies will result in half credit for work/assessments that took place during that time.

STUDENT ABSENCES/TARDY TO SCHOOL

In case of student absence or tardy to school, parents must write a note explaining the specific reason for the absence/tardy, which the student will deliver to the office. Please be sure to include the student's entire name and the dates of absence(s)/tardy. **Absences/Tardies are classified as excused or unexcused. Students are responsible for getting their form signed and collecting all materials from each teacher.**

EXCUSED ABSENCES/TARDY TO SCHOOL

Absence/tardies are not excused until a note has been received by the office. In the event a student is absent only part of a day, the absence form must be signed by the teacher(s) whose class the student missed. The excused absences are:

- **Sickness** - Verified by a note from the parent - absence due to illness in excess of three consecutive school days **might require a doctor's note**
- **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

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

VOLUNTARY (PRE-ARRANGED) 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 at least one full week 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 grades of 50% for makeup work turned in for each class missed.

CLASSROOM VISITS

If you would like to observe a classroom activity:

1. Determine the classroom activity you want to observe, and keep the classroom observation time to 20 minutes or less.
2. Request an appointment for a visitation date and time from the Middle School Guidance counselor, who will confer with the classroom teacher and obtain the principal's permission. Classroom hours are 8:00 a.m. to 2:52 p.m. excluding lunch/study hall.
3. Once the visitation date and time have been approved, visitors are to check in at the front office at the appointed time, sign the Visitors' Log located at the front counter, and receive a VISITOR sticker prior to proceeding to the classroom.
4. Return the VISITOR sticker to the school office before leaving campus and sign out in the Visitors' Log.

Some Important Rules for Visitors:

- Sit in the back of the classroom.
- Enter and leave the classroom as quietly as possible.
- Do not converse with the students, teacher, and/ or instructional aides during the visitation.

TRUANCY

Any student truant from school (absent without permission) may be placed on immediate suspension or be expelled from school. If the administration determines that a student "skipped" school or class, there will be a grade penalty of 0% for each class skipped. No tuition refunds for such absences will be given.

MAKE-UP WORK

It is the student's responsibility to make up all missed assignments and to make arrangements with each teacher to complete the necessary work. The principal may increase the number of days allowed to make up work in cases of long-term illness.

The following chart gives the suggested time period within which students are to complete 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	or more
Days to Complete Make-Up Work:	1	2	3	4	5	

INCLEMENT WEATHER POLICY

WEATHER-RELATED SCHOOL CLOSING POLICY

RBS follows the same winter weather school closing or cancellation policy as the Prince George's County Public Schools. Please note that it is the parents' responsibility to be aware of approaching winter weather conditions through the news media. The Prince George's County Public School system issues closings through these radio stations: WMAL-AM, WTOP-AM, and WFSI (107.9FM).

If the Prince George's 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. Do not depend on notification directly from the school.

NOTE: RBS is air-conditioned; should P.G. County Schools close due to the heat, Riverdale Baptist School will remain open.

DELAYED SCHOOL STARTS

If a 1-hour or a 2-hour school delay is announced for P.G. County Schools due to inclement weather, all the programs and services provided by RBS, including pre-care, will also start with a 1-hour or 2-hour delay from the normal schedule. Since the Pre-K and Kindergarten classes have full-day programs, they will also follow the same delay schedule and not be canceled.

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:	67-69	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

ACADEMIC ELIGIBILITY

At the end of each quarter and at the mid-quarter progress report period, all Riverdale Baptist School middle 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, games, 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 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 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.

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 four and a half (4 ½) weeks of the following school year, making the penalty consistent for all four quarters.

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 to parents.

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.

ACADEMIC HONORS

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

Chancellor’s Honor: Students who achieve a grade point average of 4.00 with no grade below an A- in any class qualify for the Chancellor’s Honor Roll.

Distinguished Honor: Students who earn a grade point average of 3.75 or better AND receive no

grade below a B in any class, qualify for the Distinguished Honor Roll.

Honor Roll: Students who achieve a grade point average of 3.25 or higher AND no grade below a B- in any class qualify for the Honor Roll.

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

NATIONAL JUNIOR HONOR SOCIETY QUALIFICATIONS

The Riverdale Baptist Chapter's qualifications for the National Junior Honor Society are rigorous. The Chapter requires candidates to:

1. Meet an academic requirement of a 3.85 GPA or above with no grade below a "B" for the first and second quarters of the current school year
2. Submit an extensive application outlining their accomplishments, contributions to the community and involvement in their church. A youth minister or pastoral reference is required.
3. Not have been suspended and/or received more than 2 referrals in the first semester.
4. There must be a majority vote by the Faculty Council for the selected students to be inducted.

HOMEWORK

Failure to complete homework will result in an academic penalty. Parents should expect their students to bring work home and should encourage daily study/review for the following day. Students could receive an average of **20-30 minutes of homework from each class per night**. No written homework will be assigned on Wednesdays.

LATE ASSIGNMENTS

Homework, class work, 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 note will be graded at 50% of the graded value on that assignment, up to the following day after the assignment was 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.

SPECIALIZED TESTING

Achievement Tests - All students take these tests in the spring in order for students, parents, and teachers to evaluate student progress. A Home Report guides parents in interpreting the test results.

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.

It is the privilege of the administration to consider circumstances of infractions and the level of contrition in the final determination of consequences. Our goal is to deal graciously according to our Lord's standards while maintaining an orderly, God-honoring teaching environment.

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.

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

CLASSROOM RULES

Students are expected to:

- Respect the teacher, his/her authority, and his/ her position
- Be in their seats before the tardy bell rings
- 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
- Keep open drinks and food out of the classrooms or lockers
- Wait to be acknowledged before answering questions in class
- Use a teacher's class time to perform work for that class only unless otherwise directed by the teacher
- Ask and receive permission before getting out of one's seat
- Talk respectfully to teachers
- Gum chewing is prohibited at all times in the school, church, gymnasium and school vehicles.
- Turn in all assignments on time or receive penalties
- Respect yourself and respect your peers.
- Biblical immorality is not acceptable at RBS as a Christian school. Appropriate consequences will be in effect for students in non-compliance.

MIDDLE SCHOOL TARDY TO CLASS POLICY

1st unexcused tardy to class:	Verbal warning, (teacher logs tardy)
2nd unexcused tardy to class:	Teacher contacts parent and student/teacher conference
3rd unexcused tardy to class:	Referral for lunch detention and contact parent.
4th unexcused tardy to class:	Referral for afterschool detention and contact parent.
5 or more tardies to class:	Out of school suspension and parent conference with the principal.

All tardies are erased at the beginning of every quarter.

TECHNOLOGY/INTERNET USAGE

Precautions are taken to attempt to ensure that the Internet is a safe learning environment for students. Students will be supervised while using the Internet and will be instructed in the appropriate and safe use, selection and evaluation of information. Software which attempts to block access to objectionable material will be provided on computer networks used by the students.

The use of computer systems in school and access to the Internet is a privilege. Consequences for unacceptable use of the computer systems are outlined in the Internet Usage Agreement that will be signed by both parent and student. Failure to adhere to those guidelines may result in denial of access privileges and other disciplinary consequences.

GYMNASIUM AND EXTRA-CURRICULAR ACTIVITIES

- Student behavior is expected to be proper and courteous whenever events or assemblies are being held in the gymnasium or auditorium.
- Students need to show good sportsmanship at athletic games, pep rallies, etc. There is to be no booing or throwing of items by the spectators. Violators may be asked to leave.
- No food or drink is allowed in the gym except during school-sponsored, sporting events.

DEPORTMENT

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

RESTRICTIONS

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

INAPPROPRIATE ITEMS

Confiscated – MP3 players, iPods, hand held electronic games, TV's, CD's, toys, inappropriate books, periodicals or internet articles, games, non-school-related sports equipment, matches, lighters, fireworks, or other items that are not school-related. Only regular school equipment and materials are to be brought to school.

CELL PHONES AND ELECTRONIC ACCESSORIES

Cell phones are not to be used during school hours. They must be turned off and kept in the purse or book bag and used after 3:05 pm only. Headphones/earbuds are not permitted during school hours. They will be permitted on trips or activities but only at the discretion of the principal. They will be confiscated if used improperly. Cell phones and headphones are not to be used or visible 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. Confiscated phones will be returned to students only after parental conversation with the Dean, Guidance Counselor or Principal. Parents will be required to pick up confiscated phones. A referral will be issued and the student will serve a one-hour after school detention. Repeated offenses will require that the student serve a two-hour detention, followed by a 4-hour in-school suspension. Continued cell phone abuse may result in the cell phone being banned from the school and given to parents.

PROHIBITED ITEMS

Magazines with nudity, CD's with vulgarity/profanity/sexually explicit content, cigarettes, weapons of any kind such as knives, guns, guns including CO2 and BB's, martial arts or archery weapons

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. Suspension or expulsion can occur for proven alcohol, drug usage or the sale of such items.

THE THROWING OF OBJECTS

Except in a supervised school activity, throwing any/all objects is strictly prohibited. Any student who is caught throwing any object will be issued an after-school work detention and a \$5.00 fine.

DISCIPLINE CODE

A great majority of our student body responds well to the established procedures. Students who have difficulty adjusting need to know that actions will result when they are out of step with what is expected of 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.

EXPECTATIONS OF STUDENTS

Riverdale Baptist Middle School encourages a vital, personal relationship with God through faith in Jesus Christ for all its students and the ability to measure their lives against scriptural standards of conduct. “Don’t let anyone think less of you because you are young, but be an example to the believers in work, conversation, in love, in spirit, in faith, and in purity.” (I Timothy 4:12)

A student is expected to exemplify respect, integrity and promptness while maintaining a positive attitude and self-control.

CRUSADER CASH

Our goal is to create a Christ-centered student body that responds in a positive way to the school and classroom expectations. In order to encourage and promote positive behavior, teachers, faculty, staff and administration will make efforts to give out Crusader Cash.

Riverdale Baptist School recognizes that students respond to tangible rewards. Therefore, all middle school students who have accumulated a certain amount of Crusader Cash will be eligible for special activities, field trips and rewards that will be offered at various times throughout the school year.

THE CRUSADER WAY

Students who exhibit the following characteristics above and beyond required etiquette will be eligible for Crusader Cash:

- | | |
|---------------------|--|
| COMMITTED: | Crusaders are committed to Christ. (<i>Proverbs 3:5-8</i>) |
| COURAGEOUS: | Crusaders do the right thing. (<i>Deuteronomy 31:6</i>) |
| CONSIDERATE: | Crusaders are thoughtful, respectful and kind. (<i>Ephesians 4:32</i>) |

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. Consequences are then issued based on classroom level discipline and administrative level discipline.

CHEATING/PLAGIARISM

Cheating and Plagiarism are serious offenses. It involves taking information from some source other than the student's own mind and presenting it as if it came from his/her own mind. Thus, it involves both the components of stealing and lying. Students will be reminded by the teachers of the consequences. If a student is unlawfully copying the work of another student BOTH students will receive a zero for the assignment.

If it is determined that a student has cheated and/or plagiarized information, the following actions will be taken:

1. A parent/guardian will be notified
2. The student(s) will receive a zero on the assignment/test/project
3. If the student holds any sort of leadership position in a class, club, or athletic team, he/she may lose their position or be placed on probation.
4. Cheating, in any form, properly established, may make the student ineligible for all academic honors or awards in all subjects.
5. A second offense in any class will cause the student to automatically fail the grading period in the class where the offense occurred.
6. A third offense will result in expulsion.

BULLYING

Riverdale Baptist School is committed to a healthy Christian learning community that provides a caring, friendly and safe environment that is necessary for students to learn and achieve high academic standards. Demonstrating positive behavior, respecting others, treating each other with kindness and discouraging bullying is expected of all administrators, faculty, staff, students, parents and volunteers. Bullying is not tolerated at RBS and is punishable by prescribed MS consequences to include suspensions and possible request to withdraw or expulsion. Guidelines, consequences and steps taken are outlined in the RBS Middle School Anti-Bullying Pledge that must be signed by both parent and student.

RIVERDALE BAPTIST MIDDLE SCHOOL

INFRACTION MATRIX

<h3 style="text-align: center;">LEVEL 1 INFRACTIONS</h3> <p>(Self-directed minor inappropriate behaviors)</p> <ul style="list-style-type: none"> ➤ Disregard of the Crusader Way ➤ Talking without permission ➤ Chewing gum/food ➤ Minor uniform violation ➤ Tardy to class ➤ Out of seat without permission ➤ Cell phone violation ➤ Unprepared for class 	<h3 style="text-align: center;">CONSEQUENCE</h3> <ul style="list-style-type: none"> ➤ Issue a verbal or nonverbal warning ➤ Reteach expectation ➤ Redirect student by having him/her leave selected area ➤ Lunch detention ➤ After School Detention (\$5.00 fee)
<h3 style="text-align: center;">LEVEL 2 INFRACTIONS</h3> <p>(Socially inappropriate behavior directed toward others)</p> <ul style="list-style-type: none"> ➤ Any of the Level 1 behaviors after a verbal warning. ➤ Disrespect toward another student/adult. ➤ Inappropriate gestures ➤ Inappropriate language ➤ Bantering/taunting another student/adult ➤ Progressive Disruptions * ➤ IPAD violation 	<h3 style="text-align: center;">CONSEQUENCE</h3> <ul style="list-style-type: none"> ➤ After School Detention ➤ Loss of privileges ➤ Parent/teacher conference ➤ Student behavior probation ➤ In-School Suspension <p><i>* A progressive disruption infraction is defined as a student whose behavior, either physical or verbal, inhibits the learning process.</i></p>
<h3 style="text-align: center;">LEVEL 3 INFRACTIONS</h3> <ul style="list-style-type: none"> ➤ Any level 1 or 2 infraction after verbal warning ➤ Cheating/Plagiarism ➤ Fighting ➤ Bullying/Cyber Bullying ➤ Theft ➤ Weapons ➤ Inappropriate gestures ➤ Inappropriate language ➤ Teacher Assault ➤ Sexual activity/physical affection ➤ Drug or alcohol use or possession ➤ Habitual non-conformity to school rules ➤ Aggressive actions (for example, shoving and pushing). ➤ Defiance ➤ Vandalism 	<h3 style="text-align: center;">CONSEQUENCE</h3> <p>(To be determined by the principal and administrator)</p> <ul style="list-style-type: none"> ➤ Administrative referral ➤ Loss of privileges ➤ In/out of school suspension ➤ Expulsion

DISCIPLINE CONSEQUENCES

LUNCH DETENTION

Students will serve lunch detentions during their lunch period and study hall time. Food and drink must be brought from home. Students may not purchase any food or drink from the cafeteria, including the vending machines. Students are to be prepared with a pen and paper. Students must bring their detention form signed by a parent or guardian. Students without a signed original form will serve the original detention and be assigned an additional lunch detention. Missing more than one lunch detention may result in a suspension from school.

AFTER SCHOOL WORK DETENTION

Students will serve after-school work detentions daily (Monday-Friday) from 3:05-4:15 at the cost of \$5.00. Students are to report to their detention supervisor promptly at 3:05 with a pencil, paper and their consequence form signed by their parent/legal guardian. Failure to turn in this form could lead to another after school work detention. Students who miss after-school work detentions will be assigned an additional after school work detention the following day. Missing more than one after-school detention may result in a suspension from school. Students who do not have transportation home after detention must report to aftercare at the parents' expense.

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/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.**

IN-SCHOOL SUSPENSION (ISS)

The principal, guidance counselor, dean, or administration 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, principal, guidance counselor or teacher during the suspension. Students may work on class assignments or do other work as assigned by the Dean of Students. Class work is to be pre-arranged and obtained from the teacher by the student in advance of the suspension.

Students work will be graded at 50% for in and out of school suspensions. Students are not to visit their homerooms, classes or study hall during their suspension. They may ring their lunch or obtain lunch from the cafeteria and sit wherever the Dean directs. Failure to cooperate with class work 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, dean, guidance counselor or administration 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 (LOSS OF PRIVILEGES)

Extra-curricular activity suspension (loss of privileges) will result if a student is 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 an administrative directive. This suspension includes participation in athletic sports programs and also production 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 the activities beginning the next calendar day.

Permanent Extra-Curricular Activity Suspension (Loss of Privileges) will result when a student continually disregards school guidelines, policies and/or commits a serious infraction. As a result, he/she 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.

Students who receive off-campus suspension will not be permitted on campus during suspension. Students who have been expelled from school will not be permitted on campus or at any school-sponsored events.

Additional Guidelines for Suspension

- 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.

STEPS OF RESTORATION

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, i.e. “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 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. If a student is expelled from school (voluntary or involuntary) the student may not attend school or school activities for that current school year or the following school year. The student may re-apply for enrollment after this time period and follow the guidelines of restoration enrollment given by the administrator of the school.

RESTORATION

The student may be considered for restoration after completing no less than 100 school days in a state approved public or private 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 100 school days at an approved private or public 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. A letter of recommendation will be required from the principal and guidance counselor.
3. Weekly counseling is required with a monthly report on the effectiveness of counseling and the student’s regular involvement in counseling.
4. Regular attendance on Sunday morning, Sunday evening and Wednesday evening by the student in a fundamental Bible believing church is required.
5. 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.
6. 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).
7. 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.
8. 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 or academic 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 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 academic progress in the classroom.

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

NEW OR RETURNING FORMER STUDENT

The administration will assign any student who is placed on behavioral probation, as a condition of his 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 re-consideration as a student at RBS for one school year. Following that time period, he/she may re-apply 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 desires 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 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

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 or provocative, and it may not be too loose, billowy, or baggy. Students may NOT wear clothing with holes or rips. Shorts or capris are not allowed unless special permission is granted by the principal. All uniform items must be purchased from Risse Brothers Uniform Company.

SCHOOL UNIFORMS

Uniforms are required of all students at all times to and from school except in the case of special events when permission has been given for the use of other dress guidelines.

MIDDLE SCHOOL GIRLS DRESS UNIFORM

- Skirts: Plaid or khaki kick pleat skirt.
- Blouse: White oxford, button-down collar, short or long sleeves with RBS monogram, white RBS logo polo shirt. **(Blouses must remain tucked in during instructional hours)**
- Pants: Khaki monogrammed uniform slacks purchased from Risse Brothers only. **Pants are not allowed on chapel day(s).**
- Sweaters: (optional) Solid navy V-neck vest or long sleeve with RBS logo.
- Sweatshirts: Solid navy with RBS logo (RBS bookstore only).
- Socks: Solid navy or white knee socks, ankle socks, tights, or nylons.
- Shoes: Dress or casual shoes. Students are not to wear white athletic shoes, work boots, Ugg boots, sandals or shoes with big “knobby” tread or high platforms. (Athletic shoes must be worn during participation in a physical education class or athletic event). Acceptable colors for dress/casual shoes are **solid** black, brown, or navy blue.

Girls in grades 6th–8th are allowed to wear khaki, monogrammed uniform pants on Mondays, Tuesdays, Wednesdays and Fridays all year. On Thursdays, all girls are REQUIRED to wear the khaki or plaid monogrammed uniform skirt for chapel.

APPEARANCE FOR GIRLS

SKIRTS

Should be hemmed so that the bottom of the skirt comes no higher than the middle of the knee in both the front and the back. Slits should not come above the knee.

SHIRTS

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

Must be neat, appropriate and conservative. No more than two necklaces may be worn and the necklace must be inside of the shirt collar; no ankle bracelets; earrings may be worn in the ear lobe only and may not be larger than two inches in size. No more than two earrings per ear may be worn. Tongue rings, nose rings, facial piercings and/or tattoos 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 administration 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 solid-colored that matches or coordinates with the uniform. The administration, again, will make the decision if a discrepancy exists. The administration usually gives 3 days to one week to correct any hair violations.

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.
- Students may not come into the hallways, classrooms, or office areas wearing shorts, PE clothes, or athletic attire.
- 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.
- Riverdale jackets may be worn during the year and should be unzipped so the uniform blouse can be seen at all times. All other types of jackets are not allowed as part of the uniform.

SPECIAL OCCASIONS

DRESS-UP DAYS

Color coordinated pants suits, skirt and blouse combinations or dresses are in order. 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. Skirts/dresses may not be form fitting, binding, too tight or provocative.

DRESS-DOWN DAYS

Dress-down 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 T-shirts are the most popular dress. Shirts that reflect Christian values, colleges or sports are acceptable. Female students may not wear yoga pants, stretch jeans, jeans with holes or slacks that are form-fitting. Students may not wear capris or shorts unless permission has been granted by the principal.

T-shirts are not to display logos or pictures that promote non-Christian values, satanic or grotesque symbols. Words, pictures or symbols should not reflect cultural messages, sexual, drug, alcohol or tobacco references.

Students may not wear halters, low-cut blouses, short T-shirts, see-through blouses, jeans with hole(s), leggings, yoga pants or clothing that exposes the stomach or cleavage areas. Athletic shoes and socks or casual, closed toe shoes may be worn. Sandals and high heels are not to be worn.

VIOLATION OF DRESS CODE

Any student in violation of the special occasion dress code will be suspended from class until the violation is corrected. Any student in violation of the dress code will 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 Teacher or the Principal if the clothing is acceptable. Students will be suspended from class until the violation is corrected.

MIDDLE SCHOOL BOYS DRESS UNIFORM

- Trousers: Khaki monogrammed slacks from Risse Brothers only.
- Shirt: White oxford, RBS monogrammed button-down collar, short or long sleeves or white RBS logo polo shirt.
- Sweaters: (optional) Uniform sweater only. Solid navy V-neck with RBS logo.
- Sweatshirt: (optional) Solid navy with RBS logo (RBS bookstore only).
- Belt: Solid black, brown, leather or cloth.
- Socks: Solid navy, black or white.
- Shoes: Dress or casual shoes. Students are not to wear white athletic shoes, work boots, sandals or shoes with big “knobby” tread or high platforms. (Athletic shoes must be worn during participation in a physical education class or athletic event). Acceptable colors for dress/casual shoes are solid black, brown, or navy blue.
- Undershirts: T-shirts are to be solid white with no writing or prints.

ALL boys must wear a chapel tie on Thursdays in grades 6-8 with khaki pants and a white oxford monogrammed button down shirt. Chapel ties are available to purchase from Risse Brothers.

APPEARANCE FOR BOYS

TROUSERS

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

SHIRTS

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

JEWELRY

One necklace and one bracelet may be worn with one charm, providing they are neat, appropriate and conservative. The necklace must be kept inside the shirt collar.

EARRINGS

Earrings are not allowed during the regular school day or at any school-related functions. Tongue rings, nose rings, facial piercings and tattoos are not acceptable.

Clothes must be ironed, unwrinkled in appearance or texture, and not faded. Creases designed for the clothing must be pressed and retained. Dress at all school functions should be up to school code standards and specifications. Hats may not be worn in the building or church auditorium during school hours. Skull caps are NOT permitted.

Riverdale jackets may be worn during the year and should be unzipped so the uniform shirt can be seen at all times. All other types of jackets are not allowed as part of the uniform.

Shorts/capris are not permitted unless permission has been granted by the principal.

SPECIAL OCCASIONS

DRESS-UP DAYS

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 opportunity.

DRESS-DOWN DAYS

Clothing must not be excessively baggy or long. Slacks must hang properly on the person. Sleeved T-shirts or casual shirts are acceptable. T-shirts are not to display logos or pictures that promote non-Christian values, satanic or grotesque symbols or cultural statements. All shirts must have sleeves. Words, pictures or symbols should not reflect cultural messages, sexual, drug, alcohol or tobacco references. If boots are worn, they must be laced up with pants covering the boots. Male students may not wear stretch jeans or jeans with holes in them.

VIOLATION OF DRESS CODE

Any student in violation of the special occasion dress code will be suspended from class until the violation is corrected. Any student in violation of the dress code will 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 Teacher or the Principal if the clothing is acceptable. Students will be suspended from class until the violation is corrected.

HAIR CODE

Hair is to be combed at all times, be neat in appearance, and with short lengths in accordance with the handbook standards. Traditional and conservative low tapered cuts are the standard. The back may be tapered, semi-tapered or block-tapered. The sides and top must be tapered or faded so that **NO LINES** separate or distinguish the sides from the top. Bleached or dyed hair is not permitted at RBS or school activities such as field trips, games, ACSI functions or graduation. Hair must be off the ears, off the collar, and off the eyebrows. **Sideburns** or sideburn shadows may be no farther than the bottom of the ear. **The administration will determine the period in which to correct hair violations, usually 3 days to one week.**

FACIAL HAIR

All students in middle school are expected to be close or clean-shaven. A neatly trimmed mustache is permitted; however, the remainder of the face must be close-shaven. Razors or creams may be used to extract facial hair. This should be discussed with one's parents or physician. In cases where a student shaving would affect his health, a physician's letter to that effect must be on file. **The administration will determine the period in which to correct violations, usually 3 days to one week.**

HAIR CODE RESTRICTIONS

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 **one-inch** long. Styles such as wedged, spiked, skate, surfer, Mohawk, large afros, braids, twists or bowl cuts and other faddish looks are unacceptable. Ponytails, rattails, designs, braids, etchings, shaved sides, and the like are not permitted. No portion of hair may be dyed any color. 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 can extend this to one week or more when necessary. If the student does not comply within the specified time frame, he may be suspended from class until he is in compliance. A student who cuts his hair in an unacceptable style will be referred to the administration. Middle school students who come to school unshaven will be given consequences, as well as being required to shave before returning to class.

SPORTS AND SEASONS

FALL SPORTS (AUGUST - NOVEMBER)

Boys' Soccer
Girls' Soccer
Girls' Volleyball
Cross-Country
Golf

WINTER SPORTS (NOVEMBER - MARCH)

Boys' Basketball
Girls' Basketball

SPRING SPORTS (MARCH - MAY)

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

VARSITY AND JUNIOR VARSITY GIRLS' CHEERLEADERS

Cheerleaders are involved directly with fall and winter sports programs.

Junior Varsity or Middle School 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' health insurance.

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. Students need to be in an assigned study hall when not in practice. **Students are not to be in the gym without adult supervision. If a student is absent from school, they may not participate in practice or games for that day.** On game day, with prior principal, dean and coach approval, jerseys can be worn.

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.

TEAM MANAGERS

Middle School students may only manage other middle school teams. Students may not manage varsity or junior varsity teams.

MISSING CLASSES

Any student who misses a class(es) because their team is dismissed early is responsible for all work missed. The student is responsible for getting all assignments prior to the away game.

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 in the next game.

ELIGIBILITY

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

MEDICAL/EMERGENCY INFORMATION

MEDICATION

In accordance with the Maryland State Department of Health, we ask that the following guidelines regarding any and all medications be followed. In order to dispense over-the-counter and prescribed medications, we will need to have properly completed authorization forms on file including signatures by both the **parent and physician**.

All medications (including Tylenol, nasal spray and inhalers) must be stored in the health room under the supervision of the nurse. Medication in the form of chewing gum is not permitted without special instruction by the nurse. If a student is required by a physician to carry an inhaler on their person, an order from their physician must be on file in the health room.

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

- A properly completed authorization form must be on file in the nurse's office. Forms may be obtained from RenWeb 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 clinic by the parent and given directly to the nurse. **Students are not permitted to handle medications of any kind.** Parents must also pick up any unused medication directly from the nurse. Students will not be permitted to take home any unused medication under any circumstances. If possible, arrange for any medications to be given after school hours.

ILLNESS AT SCHOOL

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. When a child becomes ill, they will be immediately separated from the other children and sent to the health room. A pass is required from the receptionist to gain admission to the nurse's office.

If the nurse determines the child should go home, the nurse will notify the parent that the child should be picked up **within a reasonable time (one hour)**. Sick children must remain home until the symptoms have ceased for a minimum of 24 hours to protect others from unwanted germs.

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

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

Children cannot be left unattended, so please do not request that a child remain indoors when his/her class goes outside.

HEALTH INFORMATION

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

GENERAL INFORMATION

LOST AND FOUND

Articles are kept in the Lost and Found for approximately 30 days, if space permits. Immediate inquiry should be made for any items lost. Articles of value such as eyeglasses, watches, jewelry, and wallets/purses, if turned in, are held in the school office. Immediate inquiry should be made in the office. Lost cell phones will be given to the receptionist.

SCHOOL OFFICE

The school's office hours are from 7:45 AM – 4:00 PM, Monday through Friday. Students are not permitted in the school office without permission from the receptionist. For the protection of our students, **all visitors must wear a visitor's pass**. 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.

LUNCH

Students may bring or purchase their lunch. Beverages including milk, water, and diet sodas are available. Snacks may also be purchased on a daily basis. **Lunches may not be ordered out for delivery to school.**

CLASSROOM LOCKERS

All middle school students 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 locker assigned to them. Lockers should remain locked at all times.

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