

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

**SY2023-24**

# TABLE OF CONTENTS

|   |    |   |    |
|---|----|---|----|
| sy2023-24.....                                  | 1  | SCHOOL UNIFORMS.....                            | 17 |
| Welcome to Riverdale Baptist Middle School..... | 3  | FEMALE DRESS ATTIRE.....                        | 17 |
| STATEMENT OF EDUCATIONAL PHILOSOPHY.....        | 4  | APPEARANCE FOR GIRLS.....                       | 18 |
| STATEMENT OF FAITH.....                         | 4  | SKIRTS.....                                     | 18 |
| OUR PURPOSE.....                                | 4  | SHIRTS.....                                     | 18 |
| MISSION STATEMENT.....                          | 5  | JEWELRY.....                                    | 18 |
| ATTENDANCE POLICY.....                          | 5  | HAIRSTYLES.....                                 | 18 |
| OUTSTANDING FINANCIAL ACCOUNTS.....             | 5  | PROTOCOL.....                                   | 18 |
| REGULAR SCHOOL DAY.....                         | 5  | SPECIAL OCCASIONS.....                          | 18 |
| PRE-CARE AND AFTER-CARE.....                    | 5  | DRESS-UP DAYS (NON-UNIFORM).....                | 18 |
| EARLY DISMISSAL.....                            | 5  | DRESS-DOWN DAYS.....                            | 18 |
| TARDY TO SCHOOL.....                            | 5  | FEMALE CRITERIA.....                            | 19 |
| TARDY TO SCHOOL POLICY.....                     | 6  | VIOLATION OF DRESS CODE.....                    | 19 |
| STUDENT ABSENCES/TARDY TO SCHOOL.....           | 6  | MALE DRESS ATTIRE.....                          | 19 |
| EXCUSED ABSENCES/TARDY TO SCHOOL.....           | 6  | APPEARANCE FOR BOYS.....                        | 19 |
| VOLUNTARY (PRE-ARRANGED) ABSENCE.....           | 6  | TROUSERS.....                                   | 19 |
| CLASSROOM VISITS.....                           | 6  | SHIRTS.....                                     | 19 |
| SOME IMPORTANT RULES FOR VISITORS.....          | 6  | JEWELRY.....                                    | 19 |
| TRUANCY.....                                    | 7  | CLOTHING.....                                   | 19 |
| MAKE UP WORK.....                               | 7  | SPECIAL OCCASIONS.....                          | 19 |
| INCLLEMENT WEATHER POLICY.....                  | 7  | DRESS-UP DAYS.....                              | 19 |
| WEATHER-RELATED SCHOOL CLOSING POLICY.....      | 7  | DRESS UNIFORM DAYS.....                         | 20 |
| DELAYED SCHOOL STARTS.....                      | 7  | DRESS-DOWN DAYS.....                            | 20 |
| ACADEMICS.....                                  | 7  | VIOLATION OF DRESS CODE.....                    | 20 |
| GRADES AND REPORTS.....                         | 7  | HAIR CODE.....                                  | 20 |
| ACADEMIC ELIGIBILITY.....                       | 7  | FACIAL HAIR.....                                | 20 |
| PROGRESS REPORTS.....                           | 8  | HAIR CODE RESTRICTIONS.....                     | 20 |
| REPORT CARDS.....                               | 8  | HAIR CODE VIOLATION.....                        | 20 |
| INELIGIBILITY START DATE.....                   | 8  | ATHLETICS.....                                  | 20 |
| ACADEMIC PROBATION.....                         | 8  | SPORTS & SEASONS.....                           | 20 |
| ACADEMIC HONORS.....                            | 8  | FALL SPORTS (AUGUST - NOVEMBER).....            | 20 |
| NATIONAL JUNIOR HONOR SOCIETY.....              | 9  | WINTER SPORTS (NOVEMBER - MARCH).....           | 20 |
| QUALIFICATIONS FOR MEMBERSHIP.....              | 9  | SPRING SPORTS (MARCH - MAY).....                | 21 |
| HOMEWORK.....                                   | 9  | VARSITY/JUNIOR VARSITY GIRLS' CHEERLEADERS..... | 21 |
| LATE ASSIGNMENTS.....                           | 9  | PHYSICALS.....                                  | 21 |
| SPECIALIZED TESTING.....                        | 9  | PRACTICES AND GAMES.....                        | 21 |
| STUDENT CONDUCT.....                            | 9  | TEAM MANAGERS.....                              | 21 |
| GENERAL CONDUCT EXPECTATIONS.....               | 9  | SPORTS UNIFORMS.....                            | 21 |
| PROFANE LANGUAGE.....                           | 9  | MISSING CLASSES.....                            | 21 |
| CLASSROOM RULES.....                            | 9  | ELIGIBILITY.....                                | 21 |
| Immorality.....                                 | 10 | NON-RBS HOME SCHOOLED AND OTHER PRIVATE         |    |
| TECHNOLOGY/INTERNET USAGE.....                  | 10 | SCHOOL STUDENTS.....                            | 21 |
| GYMNASIUM AND EXTRA-CURRICULAR ACTIVITIES.....  | 10 | MEDICAL /EMERGENCY INFORMATION.....             | 22 |
| DEPARTMENT.....                                 | 10 | MEDICATION.....                                 | 22 |
| RESTRICTIONS.....                               | 10 | ILLNESS AT SCHOOL.....                          | 22 |
| INAPPROPRIATE ITEMS.....                        | 10 | HEALTH INFORMATION.....                         | 22 |
| CELL PHONES AND ELECTRONIC ACCESSORIES.....     | 10 | GENERAL INFORMATION.....                        | 22 |
| PROHIBITED ITEMS.....                           | 11 | LOST AND FOUND.....                             | 22 |
| DRUGS/ALCOHOL.....                              | 11 | SCHOOL OFFICE.....                              | 22 |
| THE THROWING OF OBJECTS.....                    | 11 | LUNCH.....                                      | 23 |
| DISCIPLINE CODE.....                            | 11 | CLASSROOM LOCKERS.....                          | 23 |
| EXPECTATIONS OF STUDENTS.....                   | 11 | TEXTBOOKS.....                                  | 23 |
| RIVERDALE CASH.....                             | 11 |   |    |
| THE RIVERDALE WAY.....                          | 11 |   |    |
| STUDENT CORRECTION.....                         | 11 |   |    |
| CONSEQUENCE GUIDELINES.....                     | 12 |   |    |
| Demerits/Consequence.....                       | 12 |   |    |
| APPEAL PROCESS.....                             | 12 |   |    |
| DEMERITS (MAJOR AND MINOR CATEGORIES):.....     | 13 |   |    |
| MINOR OFFENSES.....                             | 13 |   |    |
| DEMERITS AND DETENTIONS.....                    | 13 |   |    |
| MAJOR OFFENSES.....                             | 13 |   |    |
| DEMERITS AND DETENTIONS.....                    | 13 |   |    |
| CHEATING/PLAGIARISM.....                        | 14 |   |    |
| BULLYING.....                                   | 14 |   |    |
| DISCIPLINE CONSEQUENCES.....                    | 14 |   |    |
| DETENTION.....                                  | 14 |   |    |
| AFTER SCHOOL DETENTION.....                     | 14 |   |    |
| SATURDAY (FOUR-HOUR) WORK DETENTION.....        | 14 |   |    |
| OUT-OF-SCHOOL SUSPENSION.....                   | 15 |   |    |
| EXTRA-CURRICULAR ACTIVITY SUSPENSION (LOSS OF   |    |   |    |
| PRIVILEGES).....                                | 15 |   |    |
| ADDITIONAL GUIDELINES FOR SUSPENSION.....       | 15 |   |    |
| STEPS OF RESTORATION.....                       | 15 |   |    |
| RESTORATION POLICY.....                         | 15 |   |    |
| RESTORATION.....                                | 16 |   |    |
| CURRENT STUDENT.....                            | 16 |   |    |
| NEW OR RETURNING/FORMER STUDENT.....            | 16 |   |    |
| EXPULSION.....                                  | 17 |   |    |
| RE-ADMITTANCE OF WITHDRAWN STUDENT.....         | 17 |   |    |
| DRESS CODE.....                                 | 17 |   |    |
| GENERAL DRESS EXPECTATIONS.....                 | 17 |   |    |

# Welcome to Riverdale Baptist Middle School

Dear Parent/Guardian,

Welcome to Riverdale Baptist Middle School. As principal, I am honored to serve our students as they embark upon an amazing spiritual and academic journey that is purposefully designed to challenge, engage, and meet their needs.

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

The middle school years are an incredibly exciting time in a young person's life. As our students progress, they reach various milestones while developing a better understanding of their strengths, their dreams and goals. At Riverdale Baptist Middle School our faculty and staff create and nurture a safe and secure environment that is designed to celebrate each child's unique God given gifts. We strive to meet the needs of each student by providing opportunities for our students to develop as visionaries and leaders, rooted in the Word of God.

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

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

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

I welcome you to browse the school website for additional information as it pertains to the middle school years.

*Charlotte R. Watkins*

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 EDUCATIONAL PHILOSOPHY

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

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

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

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

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

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

## STATEMENT OF FAITH

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

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

## OUR PURPOSE

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

# MISSION STATEMENT

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

## 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 25 days of a course or school may result in the student having to repeat the grade level and or course. Any loss of access to the classroom or loss of credit as a result of violating the terms in this handbook does not entitle the student/parent to a tuition refund.

## OUTSTANDING FINANCIAL ACCOUNTS

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

## REGULAR SCHOOL DAY

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 homeroom seat by the time the tardy bell begins ringing at 8:00 am. 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 attend pre-care, unless other arrangements are made by the Principal. 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 \$25 per for the first 15 minutes, and \$1.00 for each additional minute to be billed at the end of the month.** 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. **All early dismissal's must occur prior to 2:45pm.** 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. Homework assignments can also be on FACTS SIS LMS system.

## 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.

## TARDY TO SCHOOL POLICY

1st Unexcused tardy to school.... Verbal warning in FACTS SIS

2nd Unexcused tardy to school ..... Written warning in FACTS SIS

3rd Unexcused tardy to school ..... Lunch Detention

5th Unexcused tardy to school ..... 1-Hour Detention

7th Unexcused tardy to school ..... 2-Hour Detention

10th Unexcused tardy to school ..... Saturday Detention

15th Unexcused tardy to school..... Out-of-School Suspension (OSS)

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

*Being on campus or 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 class. All tardies are erased at the beginning of each quarter.*

## 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 assignments located on the FACTS SIS LMS system. If a student is absent from school, they may not participate in any activities including games, practices and rehearsals.**

## 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 8:15 a.m. to 2:45 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:

- Please sit in the back of the classroom in order not to distract the students.
- Please enter and leave the classroom as quietly as possible.
- Please 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 or more

## 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/FM, WTOP-AM/FM/Alexa, and WFSI-FM (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 \$25 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 Prince Georges County Schools close due to the heat, Riverdale Baptist School will remain open.*

## DELAYED SCHOOL STARTS

If a 1-hour or a 2-hour school delay is announced for Prince Georges 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.

## 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+ 100-96 B+ 89-86 C+ 79-76 D+ 69 F 66-0

A 95-93 B 85-83 C 75-73 D 68 I\*

A- 92-90 B- 82-80 C- 72-70 D- 67

\*Incomplete

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

| Letter | Numerical | Grade | Honors |
|--------|-----------|-------|--------|
| 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

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

## REPORT CARDS

Eligible students must have a 2.0 GPA with no "F's" on any 9-week report card. Students who are ineligible will remain ineligible until the next progress report period to determine if their grades and GPA meet the progress report guidelines. Ineligible students do not participate in extracurricular activities to include games, performing/visual arts and other events. Athletes can participate in practice sessions only after 14 days of ineligibility.

- For home-schooled and non-RBS private school students end of quarter report card grades and mid-quarter progress report grades are due to the 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 and parents will receive an ineligibility notification.

*Students who have one or more "F's" and a grade point average of less than a 2.0 at the end of 4th quarter will fulfill their ineligibility requirements during the first 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.

## ACADEMIC PROBATION

Students who are placed on academic probation will have their grades reviewed by the administration for a minimum of two consecutive quarters. A decision is then made whether the student will be allowed to continue studies at RBS. Students are expected to maintain a minimum 2.0 GPA. Any core subject with a final grade of "F" is to be retaken as a recovery class 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 Roll:** Students who achieve a grade point average of 4.00 with no grade below an A- in any class qualify for the Chancellor's Honor Roll.
- **Principal's Honor Roll:** Students who achieve a grade point average of 3.75 or better AND received no grade below a B- in any class, qualify for the Principal's Honor Roll.
- **Distinguished Honor Roll:** Students who achieve a grade point average of 3.50 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 FOR MEMBERSHIP

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

- Meet an academic requirement of a 3.75 GPA or above with no grade below a "B-" for the first and second quarters of the current school year. Students must be in 7th or 8th grade only.
- Submit an extensive application outlining their accomplishments, contributions to the community and involvement in their church. A pastoral reference from the church where the student attends must be included.
- Students may not have more than 25 demerits and may not have any suspensions. The Administration reviews each candidate's demerits or behavior records as well.
- 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. Although class homework assignments may vary by course, students may receive an average of **20-30 minutes of homework per class.**

## 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.

## PARENT/STUDENT HANDBOOK

# 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 and learning 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.

## PROFANE LANGUAGE

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 disciplinary consequences.

## CLASSROOM RULES

Students are expected to:

- Respect the teacher, his/her authority, and his/her position
- Respect themselves and respect their peers
- 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 textbooks, 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 is not to be chewed at any time in the school, church buildings, gymnasium or on the bus
- Turn in all assignments on time or receive penalties

## IMMORALITY

As a Christian school, immorality is not acceptable conduct for students attending RBS and can result in expulsion. Appropriate consequences will be in effect for students proven to be in non-compliance as determined by the Principal and/or Chancellor in accordance with penalties in this handbook. Our hope is to encourage and train students in Godly conduct.

## 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 Technology 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.

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

## 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 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 in the building or on the grounds and should not be visible during these hours, **7:45 am - 3:15 pm**. Students must keep phones in their homeroom lockers off, locked and secured. Headphones/earbuds are not permitted during school hours. Phones will be permitted on trips or activities, but only at the discretion of the principal. They will be confiscated if used improperly and should not be visible during these hours in the building or on the grounds. Confiscated phones will be returned to students at 3:00 pm. Parents may be required to pick up confiscated phones. 50 demerits will be issued and the student will serve a two-hour detention. Repeated offenses will require that the student serve a four-hour Saturday detention, followed by an out-of-school suspension. Continued cell phone abuse may result in the cell phone being banned from the school and given to parents.

## PROHIBITED ITEMS

Magazines, videos, DVDs, CDs, or other non-school approved electronic devices, social media displaying nudity, vulgarity, profanity, pornography, or sexually explicit content; alcoholic products; tobacco products such as cigarettes, cigars, vaping and chewing tobacco are prohibited. Weapons of any kind such as knives, guns (including CO2 and BB's), marital arts or archery weapons are prohibited. These items will be given to the Principal by the teacher or staff member who confiscated them. Appropriate handbook penalties will be in effect, after investigations and documented discussions conclude with the Principal, student and faculty member.

## 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. Illegal drugs do not apply to medications lawfully prescribed to students.

## 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 demerits.

## 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."*

*1 Timothy 4:12*

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

## RIVERDALE 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 Riverdale Cash.

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

## THE RIVERDALE WAY

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

- **RESPECTFUL:** Riverdale students demonstrate respect through their actions and words toward others, as they act in kindness and love. (Romans 12:10)
- **RESPONSIBLE:** Riverdale students demonstrate responsibility by being trustworthy, prepared to learn, and willing to share the Word of God. (Colossians 3:23)
- **RELIABLE:** Riverdale students demonstrate reliability through their high level of commitment and dependability. (Psalm 1:3)
- **READY:** Riverdale students are always ready to do what is right as they stand on the Word of God. (Ephesians 6:11)

## 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, demerit 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.

## CONSEQUENCE GUIDELINES

The Principal is responsible to assign demerits and consequences based on the accumulation of demerits or severity of the offense. Students need a pass to see the Principal during class. **Students are not to walk out of a teacher's class to see the Principal. 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 Principal 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/Principal conference
- 150.....2-day out of school suspension (OSS) and a 2-day extracurricular suspension, parent/principal conference
- 200.....3-day school out of school suspension (OSS) and a 3-day extracurricular suspension, parent/ principal conference
- 250.....4-day out of school suspension (OSS) with a parent/principal conference
- 300.....Expulsion guidelines

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

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

staff or administration, etc.).

## APPEAL PROCESS

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

## DEMERITS (MAJOR 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 Principal.

## MINOR OFFENSES

### INFRACTION ..... DEMERITS AND DETENTIONS

|  |  |
|--|--|
| Dress/Hair code violation.....               | 5 demerits   |
| Gum, food, drink or candy.....               | 5 demerits   |
| Late to Class/Study Hall (not homeroom)..... | (1st offence Warning; 2nd offense 5 demerits and thereafter 10 demerits) |
| Class/Chapel violation*.....                 | 10 demerits  |
| Disruptive/Inappropriate behavior.....       | 10 demerits  |
| Lack of cooperation.....                     | 10 demerits  |
| Hall pass violation.....                     | 10 demerits  |
| Unprepared for class**.....                  | 10 demerits  |

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

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

## MAJOR OFFENSES

### INFRACTION ..... DEMERITS AND DETENTIONS

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

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

|   |                      |
|---|----------------------|
| Harassment/Intimidation.....  | Minimum 75 demerits  |
| Theft.....  | Minimum 75 demerits  |
| Cheating on homework, quiz, test, paper, project (plus academic penalty)..... | Minimum 75 demerits  |
| Prohibited Items.....   | Minimum 75 demerits  |
| Cutting school/truancy.....   | Minimum 100 demerits |

## 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.

## DISCIPLINE CONSEQUENCES

### DETENTION

When a detention needs to be assigned, the Principal will give the student a consequence form listing the date and time that the detention is to be served. Students must have the form signed by their parent or guardian and present it 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 detention. If students are absent on the day they are scheduled to serve the detention, the consequence must be served the day they return to school. The detention fee must be paid prior to entering detention.

### AFTER SCHOOL DETENTION

Students will serve after-school detentions on Thursday's from 3:15-4:15pm. After school detention will take priority over any school or extracurricular activity. Students who do not have transportation home after detention must report to aftercare. 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.

### SATURDAY (FOUR-HOUR) WORK DETENTION

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

Students are to bring their detention form signed by a parent or guardian. Students without the original form will serve the original detention and be assigned additional after school detention for the next school day. Missing a four-hour work detention may result in a suspension from school. Parents are expected to pick up the student at 12:00 pm when their child completes his/her detention assignments 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/she may be assigned additional work time or be referred to the Principal for additional consequences. All work detentions are to be served in school uniform. Any student who does not come to work

detention as assigned may receive a one-day suspension and will be rescheduled for the next work detention date.

## OUT-OF-SCHOOL SUSPENSION

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

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

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

## EXTRA-CURRICULAR ACTIVITY SUSPENSION (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 a minimum of 100 school days in a state approved or accredited public or private institution.

1. The student will be enrolled in another school for a year from the date of expulsion. In some instances, the administration may see repentance and allow a shorter period of separation, after serving a minimum of 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 records 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. Expulsions require Chancellor and School Board approval. Expulsions and withdrawals have tuition penalties. See the Parent Financial agreement.

After a year's absence, a student 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 of the church the student regularly attends, principal and teacher documenting a positive change in behavior and attitude. These letters attesting to improved behavior must come from outside of 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

Uniform clothing is to be worn neatly and properly fitted. Clothing is not to be too tight, too short, or hang off of a person. Modesty is the standard. Students may NOT wear clothing with holes or rips. Shorts or capris are not allowed unless special permission is granted by the principal for special events. All uniform items must be purchased from Risse Brothers Uniform Company. Positive reinforcements and incentives tend to motivate proper dress.

### 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.

### FEMALE DRESS ATTIRE

- **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 must be modest and fit appropriately. On dress up days female students must wear a uniform skirt.**

- **Sweaters:** (optional) Solid navy V-neck vest or long sleeve with RBS logo.
- **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, moccasins, crocs, 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.

*Hoodies or Fleece (RBS or Non-RBS) are not to be worn from 8:00 am – 3:00 pm in class, homeroom, study hall or the cafeteria. Students must wear a school sweater.*

## APPEARANCE FOR GIRLS

### SKIRTS

Should be hemmed so that the bottom of the skirt come no higher than 1-inch to the top 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. Extreme styles or fashions that attract attention will not be permitted. **Hair may not be dyed unusual or extreme colors such as purple, navy, green, burgundy, bright red, bleached white blonde, etc as determined solely by the administration.** Highlights are permissible but should not be extreme as deemed by the administration. The administration will make the final decisions regarding hair issues when discrepancies exist. **Head-dresses and wraps are not**

**permitted as part of the uniform.** Headbands are optional but should be modest. They may be uniform plaid or solid-colored that matches or coordinates with the uniform. Hair accessories must be in accordance with the school uniform and must be modest in appearance. The administration 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 homeroom or a 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 (NON-UNIFORM)

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 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. Christian tee shirts, college or sports shirts are popular and acceptable. Jeans and tee shirts are most popular for this occasion. Jeans with holes or rips may be worn; however, no skin may be shown. Rips and holes must be in modesty. The Administration reserves the right to

make final judgment concerning the appropriateness of a student's dress down attire.

## FEMALE CRITERIA

**Female students are REQUIRED to meet the following criteria:** Students may wear modest fitting jeans with no skin showing, no leggings, jeggings or yoga pants. Tee shirts that reflect images, wording or pictures that are satanic, promote non-Christian values, makes political statements, contain drug, alcohol or sexually related messages are not permitted. 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 to be worn. Boots will be permitted on dress down days only. Low cut shoes are always acceptable.

## 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.

## MALE DRESS ATTIRE

- **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.
- **Ties:** RBS ties are required on Dress Uniform Days
- **Sweaters:** (optional) Uniform sweater only. Solid navy V-neck with RBS logo.
- **Belt:** Solid black, brown, leather or cloth.
- **Socks:** Solid navy or black.
- **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/ca-

sual shoes are **solid** black, brown, or navy blue.

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

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

## 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 print.

### JEWELRY

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

### CLOTHING

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.

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 UNIFORM DAYS

Boys are to wear RBS neck ties and an RBS monogrammed Oxford shirt on these days.

## DRESS-DOWN DAYS

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

Boots may be worn on dress down days. Slacks are to be worn to the waist, not sagging.

## 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 his 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. Hair coloring and part designs are not allowed at RBS or at RBS activities such as field trips, games, or end-of-the-year promotions. Acceptable hairstyles include, but are not limited to, traditional cuts, twists, braids and dreadlocks.

**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, goatee and sideburns are also accepted,  $\frac{1}{4}$  inch or shorter in length of facial hair. Razors or creams may be used to extract facial hair. Neither full facial hair nor full beards are acceptable. Shadows are acceptable. 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

Such styles as wedged, spiked, skate, surfer, mohawk, or bowl cuts and other faddish looks are unacceptable. Rattails, etchings, shaved sides, and the like are not permitted.

## 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.

## ATHLETICS

### SPORTS & 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/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' insurance. An Insurance waiver must be completed and submitted to your coach or along with the physical for 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. If a student is absent from school, they may not participate in practice or games for that day.**

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

## TEAM MANAGERS

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

## SPORTS UNIFORMS

With prior principal and coach approval, sports jerseys can be worn on select game days over a uniform shirt/blouse, with pants, skirts and shoes remaining as uniform attire. No hats are allowed. Cheerleaders may wear their uniforms with sweat-pants on pep rally days; otherwise a jacket or approved jersey (shell) may be worn.

## 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. 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 Tardies.**

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

## NON-RBS HOME SCHOOLED AND OTHER PRIVATE SCHOOL STUDENTS

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

# 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. Lawfully prescribed medications are acceptable, and are kept with the nurse.

RBS has a zero tolerance policy for student use of alcohol products and illegal drugs. After a thorough investigation, proven use or possession of these items can result in suspension or expulsion. Prescribed student medications are not considered illegal.

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

- A properly completed authorization form must be on file in the health room. Forms may be obtained from the school website or 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 admin-

istrative 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 health room.

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

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

- Vomiting or diarrhea
- Green mucus from the nose
- Inflamed throat or mouth
- 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)

## 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 8:00 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 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. Please do not drop lunches off for your student as the receptionist will no longer accept them.**

## 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 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.

## TEXTBOOKS

Students will be assigned a textbook for each class. Each book will have an inventory number. It is the student's responsibility to keep the textbook(s) until the end of the school year and return them to the school to the appropriate teacher. All students are expected to have their assigned textbooks in class each day. If not, they are considered unprepared for class. Periodically, teachers will do book checks to ensure that the students have the correct textbook. **It is the student's obligation to pay for any lost or damaged textbooks. Should a student need to purchase a second textbook, the student should consult with the teacher to arrange purchase. The student is still responsible for reimbursing the school for any lost or damaged textbooks. Lost textbooks will be billed to the student's account. If unpaid, report cards and transcripts can be withheld.**

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

