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NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Riverside Christian School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship or loan programs, and athletic and other school administered programs.

NOTICE OF ADMINISTRATIVE PREROGATIVE

The intent of this handbook is to give general overall guidelines to be adhered to by the students and parents. Sometimes new situations or circumstances will occur that are not covered by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations. In addition, we reserve the right to update this handbook as needed or when subject to change based on Board policies, Kentucky Department of Education regulations, or KRS statutes.

SECTION I- HISTORY AND PHILOSOPHY

In 1905, Dr. and Mrs. George E. Drushal were led of the Lord to serve as missionaries here at Lost Creek, which was at the time a very isolated mountain community. The people responded to the Drushal's Godly influence and soon not only a church, but also a school was thriving. "Riverside Institute", as the work was called in those days, was for many years the only place a student could receive teacher training in Breathitt County. Dormitories were constructed to house many students who otherwise could not attend due to road conditions and lack of transportation.

By the early 1980's the dormitory program was discontinued and all students were bused in from within a 15 mile radius of the school, taking in portions of Breathitt and Perry Counties. From a modest two- story church and parsonage on the banks of Troublesome Creek, Riverside has grown into a beautiful campus community of today. The Lord continues to bless the work of long succession of missionary staff that comes to live and serve here.

Riverside is a special ministry of the Brethren Church, based in Ashland, Ohio. The school operates under an independent school board, which meets bi-annually. The board itself is made up of representatives from the Brethren Church, local community, alumni, and school staff. A local board meets monthly to oversee the daily operation of the school.

STATEMENT OF FAITH

We believe the Bible to be the inspired, infallible, authoritative word of God

We believe that there is one God, eternally existent in three persons: The Father, The Son, and The Holy Spirit.

We believe in the Deity of our Lord Jesus Christ, in His virgin birth, His sinless life, 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 the salvation of lost and sinful man, regeneration of the Holy Spirit is absolutely essential.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of life and the lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

OUR CHRISTIAN PHILOSOPHY OF EDUCATION

We hold to a Biblical worldview that God is the Creator and Sustainer of the universe, the ultimate reality and source of all goodness and truth. God has revealed Himself through nature (His creation), circumstances of human life and history, and most significantly, through His Son Jesus Christ, as revealed in Holy Scripture, the Bible. The highest good is realized in the exercise of His will and on the part of man in conformity to that will.

The ultimate objective of Christian education must be to help young people realize their full potential as human beings in God's perfect will for their lives. Each student must be helped become fully equipped in Christ according to II Timothy 3:16-17. Accomplishing this objective involves witnessing to and winning the lost child to Christ, providing for intellectual growth and development through academic studies, providing opportunities for social activities consistent with Biblical, moral, and spiritual values for wholesome physical exercise and development.

For the spiritual and moral growth of our students, we seek:

1. To teach the Bible as God's inspired Word and to develop attitudes of love and respect for the Bible.
2. To teach the basic doctrines of the Bible (e.g. God, Jesus, The Holy Spirit, Salvation, Man, The Church, etc.)
3. To lead the student to a decision of confessing Christ as Savior as the Lord leads.
4. To develop a desire in the student to know and obey the Will of God as revealed in the Scriptures.
5. To develop self-discipline and responsibility in the student based on respect for and submission to God.
6. To help the student develop for him or herself a biblical worldview by integrating life and studies with God's word.

For the Student's personal and social development, the school aims:

1. To help the student develop his or her personality based on a proper understanding and acceptance of himself or herself as a unique individual created in the image of God.
2. To teach the student to treat everyone with love and respect as unique individuals made in God's image.
3. To show a realistic and Biblical view of life and work, providing skills for personal development
4. To develop both good and proper attitudes toward marriage and the family.
5. To promote physical fitness, good health habits, and wise use of the body as the Temple of God.
6. To engender an appreciation of the fine arts through development of the student's understanding and personal expression.

To prepare students academically, the school endeavors:

1. To promote high academic standards within the potential of the individual as uniquely created by God, therefore helping the student realize his or her full academic potential.
2. To help each student gain through comprehension a command of the fundamental processes of communicating with others, such as reading, writing, speaking, listening, and mathematics skills.

3. To teach and encourage the use of good study habits.
4. To develop creative critical thinking and the proper use of Biblical criteria for evaluation.
5. To teach the student how to do independent research and to reason logically.
6. To promote good citizenship by helping the student develop an understanding of and appreciation for our Christian and American heritage.
7. To provide a discussion forum for current affairs in all fields and relate them to God's plan for man.

Working with the home from which our students come, the school desires:

1. To bring those whom we find that are not Christians to the saving knowledge of Christ.
2. To aid families in Christian growth and help develop Christ-centered homes.
3. To cooperate closely as servants to the parents in every phase of the student's development.
4. To help parents understand the school's purpose and program.

To partner with the local Church from which our students are members, the school desires:

1. To provide a strong biblical education.
2. To teach Godly Christian character.
3. To train strong Christians.
4. To encourage regular church attendance and involvement in their local congregation.

CHRISTIAN LIFESTYLE EXPECTATIONS

It is our desire at Riverside Christian School to set lifestyle standards that will ensure the highest spiritual, physical, social and mental development in the lives of the students who attend our school. As the living temples of God, we must commit ourselves to the fact that we do not belong to ourselves, but to God. "Do you know that your body is a temple of the Holy Spirit,

who is in you, whom you have received from God? You are not your own: you were bought at a price. Therefore honor God with your body." (I Corinthians 6:19-20 NIV) "Keep yourself pure." (I Timothy 5:22 NIV) *Therefore, we believe the following activities are not acceptable as part of the lifestyle of Riverside students.*

Substance Abuse will indicate to the school that the student does not agree with the school's Biblical philosophy, nor desires to abide by the school's policies.

Sexual Immorality in the light of God's word is a clear violation of God's moral code regarding sexual purity outside of marriage. Fornication, adultery, homosexuality, or incest will be considered grounds for dismissal if such activity is confirmed.

Anti-Christian Activity: We must ask parents /guardians not to allow their children to bring to school any objects that are of a violent, abusive, vulgar, pornographic, or otherwise anti-Christian nature, (e.g. most rock music, many clothing imprints, new age symbols, cultic materials, etc.)

Inappropriate Internet Activity which is a negative reflection on the school and/or the student. This includes all forms of social media.

COMMITMENT TO A POSITIVE LEARNING ENVIRONMENT

We are committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment. Riverside Christian School is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to disciplinary action, up to and including expulsion. If you are a victim of this type of behavior, please contact school officials immediately.

SECTION II-PROGRAM

Riverside Christian School is divided into three divisions: Elementary, Junior High, and High School. The curriculum is designed to provide a Christ-centered education that meets educational requirements set by Kentucky law. Bible based textbooks and materials are used in most curriculum areas, especially in language arts, science, and social studies. In addition to academics, an athletic program is offered that is open to students in grades 1-12.

CURRICULUM

Elementary and Junior High Curriculum

The elementary school serves children in grades K-6. The Junior High is composed of 7th and 8th grades under the guidance of separate teachers. The students are exposed to other teachers and classrooms throughout the school day.

The kindergarten program is designed to prepare children spiritually, academically, socially, and emotionally for grade school. The student begins many of the basic learning skills such as reading, math basics, and Bible memorization. The reading program is largely based upon the phonics approach.

The elementary and junior high programs are designed to develop learning skills in all subjects including Bible, English, Spelling, Reading, Art, Math, History, Music and Physical Education.

High School Curriculum and Graduation Requirements

The High School consists of grades 9-12. Although we cannot offer as great a variety of courses that a larger school can field, our smaller classes allow for great flexibility and attention to individual student needs. For high school students, Kentucky law requires 22 credit hours to graduate, of which the following 15 credits are mandatory.

English -4 credits	Mathematics - 3 credits including Algebra 1 and Geometry
Science-3 credits	Social Studies- 3 credits
Health- ½ credit	History of the Visual and Performing Arts- 1 credit
Phys. Ed. - ½ credit	

In addition, Bible is required while enrolled at Riverside (1 credit each year).

The remaining credits needed for graduation may come from the following electives offered as staffing allows: music, shop, art, home economics, computers, speech, journalism, and foreign language classes.

Pre-college curriculum requirements include the above and 2 credits of foreign language and 3 credits from rigorous electives (one or more of which develop computer literacy).

Homework

Homework is an integral part of the school program at Riverside. Such work is designed to supplement and reinforce classroom work. Homework will be assigned by each teacher daily and is designed to:

1. Reinforce and enrich school learning by providing the necessary practice, integration, and application through the related home activities.

2. Stimulate voluntary effort, initiative, independence, responsibility, and self direction.
3. Enrich the school experience through related home activities.

Teachers will make assignments as clear as possible. Each student has the responsibility to understand and complete the assignments in the time prescribed.

The amount of time a student needs to homework varies from day to day and from student to student. The faculty attempts to assign a reasonable amount of homework in light of the subject matter and the abilities and needs of the students. The school faculty urges that each student plan out of school activities wisely so that adequate time is provided for homework assignments as well as for the development of personal responsibility.

Field and Class Trips

Field trips are an integral part of the academic program. Parental approval is required for each trip. When a trip has been planned, a letter will be sent home with each student that will notify parents of the exact place to be visited along with a permission slip which must be signed by the parent or guardian and returned prior to the trip. Small fees may apply to cover trip expenses such as entry fees, trip insurance, lunch, etc. Participation by the members of a class is required unless prior approval is given for absence. A student who stays home in order to skip the trip will receive an unexcused absence.

Students are responsible to the supervising teacher for their behavior and safety from they time they leave school until their return. Students who cannot control their behavior (or who dress inappropriately) may not be allowed to participate. Only members of that class will be permitted to attend. Other students, siblings, or friends of class members may not attend without special permission from the principal.

ASSESSMENT

Report Cards and Midterm Grades

The purpose of report cards is to inform parents and students of academic progress or deficiency. Each student's ability, attitude, and application are prayerfully taken into consideration by teachers when grades are computed. Report cards will be issued at the end of every nine-week grading period for grades 1-6 and every six weeks for grades 7-12.

The following apply to grades 7-12.

Low grade notices. Parents /guardians have the option to be contacted on Friday of each week with any low grade notices. With the implementation of GradeLink, parents/guardians have access to grades 24/7. Weekly phone calls will only be made if specifically requested (in writing) by the parents/guardians.

Incompletes. A student will only be given an incomplete in the case of extended illnesses, funerals of family members, and serious illness of family members. A student receiving an incomplete on a report card must complete the required work within two weeks of the grading period. If not completed within the allotted time, the incomplete work becomes a zero and will be averaged in for the grade. The purpose of incompletes is to allow students extra time to complete assignments due prior to the end of the grading period. The administration reserves the right to take into consideration other situations on an individual basis.

Loss of eligibility. Any student receiving an F on their weekly progress report is not eligible to participate in or attend any extracurricular activities for one week. After that time, the student will be deemed eligible once the failing grade(s) have been improved to passing grade(s).

K.H.S.A.A. eligibility. Any student participating in our sports program is subject to Kentucky High School Athletic Association rules. Rule books can be found in the school office for anyone concerned.

Failing/Failed grades

Definition: Failing grades are cumulative grades recorded weekly between the six week grade periods resulting in an F. This period runs from Friday to Friday of the following week.

Failed grade are cumulative grades recorded on report cards given out at the end of the six weeks which are lower than a 63, resulting in an F.

Grading Scale 93-100 A 85-92 B 74-84 C 63-73 D 0-62 F
For Failing Grades:

Any student athlete who receives two (2) average grades lower than 63(F's) (considered failing grades) in any one (1) week grading period shall not participate in the athletic program for one week. This includes playing in games, practicing for games, and attending games.

Grades are to be recorded on Friday of each week with suspensions to begin on the following Monday. The student and athletic director will be notified of these grades on the Friday they are recorded.

For Failed Grades:

Any student receiving an F on their report card is not eligible to either participate or attend any extracurricular activities for a period of two weeks. After the two weeks, the student will be deemed eligible at the time the failing grade(s) has been improved to a passing grade. It will be the student's responsibility to present a signed statement from the appropriate teacher (s) to the principal in order to be reinstated (see student handbook page 9 regarding loss of eligibility).

K.H.S.A.A. Ruling

Bylaw 5. Minimum Academic Requirement

Sec.2) Continual Progress During the School Year

On a weekly basis, a student shall also be passing (cumulatively for the credit period) in at least four hours of instruction as defined by the Kentucky Board of Education regulations (of the six hours of instruction required) or the equivalent of four hours of instruction acceptable to graduation in order to be eligible to participate in athletics, during the subsequent week (Monday through Sunday period) and through the next opportunity to examine grades in the manner. On its membership form, each member school shall designate the day of the week, approved and documented through local policies, that the grades shall be examined for the student athletes within that school in order to make this determination. Absent any other determination, this weekly check of grades shall be conducted on each Friday of each grading period or on the last day of classes preceding that particular Friday if no classes are conducted on that particular Friday. No special tests or recitations are to be given for the purpose of making the student eligible.

How this ruling applies to Riverside's Six Period Day:

Therefore two (2) F's during the weekly grade assessment will prevent the student-athlete from participating in athletics as described above in KHSAA bylaws.

Parent-Teacher Conferences

Parent -teacher conferences will be scheduled by teachers when needed. Parents wishing to have additional conferences are encouraged to contact the school office to set up an appointment with

the teacher involved in advance of the meeting. This will ensure that everyone will be available for the meetings. (Please see parental grievance procedures on page 32)

Promotion and Retention

Grades K-4: Promotion or retention is determined primarily by reading ability and maturity in school related skills.

Grades 5-8: To be promoted to the next grade level a student must pass all classes. No more than two failed subjects per year may be made up through arrangements for summer school or tutoring. Exceptions can be made by Administration.

Grades 9-12: To be classified as the following, the corresponding credits must have been completed: Sophomore -5 credits, Junior - 11 credits, Senior - 17 credits.

Standardized Testing

One of the best ways to compare schools is to examine the national achievement test results. Since these tests are given to students in public and private schools across the country, the results are an excellent way to evaluate the academic health of a school

Riverside administers the Terra Nova McGraw Hill Test to all grades in the spring of each year. The test results become part of each student's permanent record and are available to parents upon request. In addition, during the 8th and 10th grades, students may be required to take the Explore and Plan exams. During the junior year in high school, all students will have the option to take the ACT exam.

Grading and Grading Policies

Grading Scale Grades 7-12 are evaluated for academic progress by the following percentage grading scale.

93-100 =A
85-92 = B
74-84 = C
63-73 = D
0-62 = F

Percentage grades, written on report cards on each grading period and semester, will be the basis for class standing and honor roll.

Penalties for Late Homework If the homework is not ready to turn in at the start of class the day it is due, it is considered to be late, including work that is completed during class the day it is due. The number of points deducted from the student's grade on the assignment for each day it is

late is determined by the teacher. Assignments more than three days late will receive a grade of zero.

Make-Up Work Students are responsible to see that homework is made up following any absence.

Teachers will assist students in making up work. However, it is the parent and student's responsibility to determine what work has been missed and see that it is made up. Students are not permitted to miss regularly scheduled classes in order to make up work.

Excused absences Students with excused absences will be allowed to make-up work within a reasonable length of time. Normally, for each day absent, students will be given the same amount of days plus one to make up the work missed. Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before a test. Consideration will be given to students missing several days in a row or those who obviously are too ill to prepare for school.

Unexcused absences. (Refer to "Consequences of Excused or Unexcused or Excessive Absences" in the Attendance Policies and Procedures section.)

Extra Work Requests Extra work is not permissible at the end of a grading period as an effort to improve a low grade in a subject. Students often ask for extra assignments in order to improve their grades. There is a fallacy in this request. If the regular work is unsatisfactory, how can the student do better with a greater quantity of work? Therefore, extra work is not permitted for the express purpose of improving grades. Teachers may, at their discretion, allow a student to repeat an assignment, do an assignment in a different format, or otherwise individualize a previous assignment in order to replace a low grade. The repetition of an assignment, however, must be completed within a short time of the original assignment.

Cheating Cheating is a serious offense and is defined as copying homework, handing in another person's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. Since each student's record is to reflect his or her own individual effort, students should not give nor receive assistance on tests or assignments unless the teacher has specifically granted permission. Plagiarism involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. Adults are prosecuted and sent to prison for these kinds of crimes. Therefore, students must come to understand the seriousness of an act of cheating.

First Offense: If it is determined that a student has indeed cheated, the following actions will be taken:

- 1.) The student will receive a zero on the assignment or test.
- 2.) The principal will be notified.
- 3.) The student will confer with the principal.
- 4.) The student will confer with the disciplinary committee.

- 5.) The parents will be called.
- 6.) Any sort of leadership position the student holds in a club, class, or athletic team will be suspended for a period of time specified by the disciplinary committee. Cheating is a violation of honor and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand.

Second Offense: A second offense will cause the student to automatically fail the six weeks in the class where the offense occurred. The student will receive the lower grade of either a 62% or their actual grade with the zero factored in. A conference with the parent, student, teacher, and principal will be held.

Third Offense: A third offense will result in the *permanent expulsion* of the student from Riverside Christian School.

HONORS AND SPECIAL AWARDS

Honor Roll

The Honor Roll for grades 7-12 is published every grading period in the school and local newspapers. The Honor Roll is determined according to the following three levels of academic achievement:

Principal's list- 95-100 percent range, with no grade below "A"

Honor Roll- 91-94 percent range, with no grade below "B"

Honorable Mention- 87-90 percent range, with no grade below "C"

The Honor Roll for the elementary grades will consist of High Honors and Honors.

Other Special Awards

The following awards are presented to our students based on achievement and/or faculty vote:

1. Citizenship Award, given to one student in each grade K-12.
2. Curriculum Area Winners, given in grades 7-12.
3. Athletic Awards and Certificates, given by the coaching staff.
4. Attendance Awards both in perfect and outstanding attendance
5. Academic Achievement Awards (Most Improved).
6. Scholarship awards

7. Matthew 6:33 Awards, given to elementary, junior high, and high school students who exemplify "seeking first the kingdom of God."

8. Elementary Honors Awards

ATHLETIC PROGRAM

Riverside is a member of the Kentucky High School Athletic Association. We offer participation in cross-country, basketball, cheerleading, baseball, and softball, provided there are enough interested participants in that field. Riverside's limited enrollment allows a unique opportunity for all students who so desire, to participate in athletics. Over half of Riverside students are involved in athletics. Junior High students have opportunities to participate at junior varsity or varsity levels, as well as at the junior high level. There are elementary teams in basketball.

Athletics has a long tradition as an integral part of the educational program at Riverside. Character building became the heart of Riverside athletics as principal/athletic director/coach Doran Hostetler led dedicated staff and volunteers in expanding competitive opportunities for both boys and girls. Four cement block walls and a dirt floor became a fine gymnasium. A pasture became a quality baseball field. Teams were formed and worked hard to proudly wear the purple and white. The original Ramblers became the Rams and Lady Rams.

With Coach Hostetler at the reins, a small-school conference was formed that gave our young people a better chance to be competitive. A spacious trophy case displays some of the fine accomplishments of the Rams and Lady Rams, yet doesn't begin to tell the story of the enduring spirit engendered by the participation in athletics at Riverside. In the words of a former student athlete, "Doran Hostetler made everyone want to be a better person. He taught us patience, fairness, sportsmanship, trust, and most importantly, **FAITH** in God." These values continue as a top priority in Riverside's athletic program.

An active Booster Club of parents, teachers, and community members support all the athletes through their attendance of athletic events, their personal encouragement, and volunteer services. In addition, the Booster Club holds various fundraisers throughout the year to provide for special needs of the athletic program.

Besides inter school competition, traditional Purple and White games contribute to school spirit by providing intramural competition at a recreational level.

SECTION III- POLICIES AND PROCEDURES

Admissions and Withdrawals

Admissions

Parents of prospective students should request an application, a handbook, and parent contract. After reading these materials, parents should make arrangements for an appointment to meet with the administration. The parent(s) and student will meet with the administration to discuss commitment to a Christian education at Riverside. Decision regarding enrollment will follow.

Students with Special Needs

Because of the nature of RCS, Special Education teachers are not guaranteed each school year. The staff will do everything possible to accommodate any students with special needs but in the event Riverside Christian can't provide the necessary accommodations, the administration will meet with parents/guardians to discuss the student's educational options.

Withdrawals

Withdrawal from school must be made through the school office. All tuition charges continue until the withdrawal process is completed. The following procedure must be followed for withdrawal.

1. The parent should visit or call the school principal.
2. The withdrawal form must be taken to each teacher to be signed, signifying books and any other school materials or equipment have been turned in.
3. The parent will be informed of the present financial status of their account. Tuition and fees are not refundable.
4. No report cards or records will be released until all bills are paid.
5. Any student that has withdrawn from RCS will only be able to return if all outstanding bills are paid.
6. Re-enrollment will be at the discretion of the administration.

Health and Medical Policies

We desire to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases, and to anticipate unsafe situations in our school by providing an environment that is as free of potentially dangerous areas as possible.

Current Health and Immunization Records.

If a student becomes ill or has an accident during school or a school event, every effort will be made to contact the parent or guardian as soon as possible. We may need to call 911 or take the child to the nearest emergency room. Therefore, it is very important that current health records be readily available in the school office and on emergency cards carried by teachers on school trips. Emergency numbers and changes in a student's health needs must be reported to the school office so records can be kept current. Cell phone numbers are also needed and appreciated in the event we cannot contact you at home.

Immunization Records. Kentucky State Law requires every student have a current immunization record on file prior to enrollment in the school. Contact the local Health Department for immunization requirements.

Prevention of the Spread of Communicable Diseases

Parents should not send their child to school if he or she is vomiting, has a temperature above normal, or is suspected to have a minor contagious condition (i.e. Lice, impetigo, ringworm, pinkeye, measles, strep throat, etc.) or is not sufficiently recovered from an illness. Call the school so that make up work can be provided.

A communicable disease is defined as an illness which arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. Students or school personnel with a communicable disease for which immunization is not required or available by law shall be temporarily excluded from school while ill and during recognized periods of communicability. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student/employee to verify the diagnosis. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school environment.

Dispensing of Medicine and Related Services

Medicine. School personnel, including teachers, by law, are not permitted to dispense any kind of medication without written permission from the parent/guardian. It is illegal for any student to have medication in school unless required by a physician. A note of permission from a parent or guardian must accompany the medication stating what the medication is, the dosage, the time of administration required, and the length of time the student is to take it. Medication must be sent in its original container. This applies to either prescription or nonprescription drugs. An entry is made into a "medication log" each time medication or medical assistance of any kind is given to a student.

Related Services. The state of Kentucky does not allow school personnel to provide ointments, cream, inhalants, or nasal sprays for your child to use. Dressing changes cannot be made by school personnel, nor can injections be given by our staff.

Emergencies Procedures

The school is equipped to give basic first aid. In the event a student is injured or becomes seriously ill, parents or emergency persons will be notified to provide transportation. If the condition is considered serious or life threatening by the school staff, the student will be taken by ambulance to the nearest hospital and parents will be notified to meet the child there. **A hospital emergency room cannot provide care for your child unless it has parental permission to do so.**

Special Needs. If your child has a special health related need or an allergy, please alert the office staff and the child's teacher with information on handling emergencies. Please, don't assume that they will know how to handle this situation. **We do not have a nurse on duty.**

TRANSPORTATION POLICIES

Bus/Van Rules

Riding the bus/van is a privilege. The following rules are meant to facilitate safe traveling for the student and driver. Violators of the bus/van rules will face disciplinary action, which may include loss of bus/van riding privileges.

1. Do not block the entrance to the bus/van and once you have found a seat, remain in that seat until ready to leave. The aisles must be clear at all times when the bus/van is in motion.
2. Do not place any part of your body out of a bus/van window, or throw anything out a window or on the floor. Place trash in the box provided by the door as you exit or take it home.
3. Horseplay and loud music while the bus/van is in motion will not be tolerated.
4. Boys and girls are not allowed to sit together unless they are siblings.
5. Enter and exit the bus only by the front door, in the van by the side door. Move to or from a seat quickly but without running or jumping.
6. The emergency door must remain closed at all times except in an emergency, in which case student leaders will help the driver evacuate the bus/van as safely as possible as practiced during evacuation drills.
7. Use of profanity, obscene gestures, and writing on the exterior of the bus/van is prohibited.
8. Music determined inappropriate by the administration is prohibited.

Student Driving Policy

We have an obligation to ourselves and to others around us to drive carefully, cautiously, and safely at all times. We have therefore instituted the following driving regulations.

1. Any junior or senior who has their Kentucky driver's license may drive to school.
2. All student drivers must have a Driver's Permission Form on file in the school office. This form must be signed by his or her parent/guardian, giving permission for the student to drive a vehicle to school. Forms must be approved by the administration. Approval is contingent upon proof of driver's license, a safe driving record, and proof of insurance.

Regulations for student drivers:

1. Anything displayed on vehicles must be inoffensive and uplifting to the Lord.
2. All student drivers must park in assigned areas only. They are expected to drive safely and slowly while on campus and all the way out to Hwy 15. Violators risk disciplinary action.

3. Vehicle keys must be turned in to the front office first thing as the student driver enters the building.
4. Students are not to be near vehicle during regular school hours unless special permission is obtained.
5. Drivers leaving at regular dismissal time must wait until busses/vans have left.
6. **Student drivers will not transport other students to or from school for any reason unless they have obtained special permission** from their own and the other student's parent/guardian with office approval. Parents, not the school, are responsible for any emergencies involving the transportation of students to and from school by their student driver. (please see #8)
7. Students will be held accountable for any damage they may cause to vehicles on campus.
8. The state of Kentucky's transportation laws will be followed at all times for drivers and passengers.
If approval is granted, parents and students should understand that Riverside Christian School is not responsible for students once the vehicle has left campus. In addition, any vehicle on school property is subject to search by administration.

Dress Code Policy

In I Thessalonians 5:22, we are instructed to "abstain from all the appearance of evil." Our desire as a Christian School is to set a Christian standard of conduct in every area, including our dress. Our goal is to have students and staff who dress in a God-honoring manner. The three major areas that are stressed are CLEANLINESS, NEATNESS, and MODESTY. In the Christian life, we find the lack of modesty (tight fitting, excessively short, low cut or sheer garments), sloppiness, and uncleanliness offensive and dishonoring to our Heavenly Father as well as to other people. **The following dress code applies to all students in grades K-12. All visitors to class also show respect for our dress code by dressing accordingly.**

Dress Code for Monday through Friday (and school events)

Elementary (Grades K-6)

Pants

1. It is preferred that all students wear khaki/dockers style pants (made of cotton, chino, twill, etc.) but jeans are acceptable as long as they do not have holes in them, and the jeans fit well without being too tight or too baggy.
2. Athletic pants and shorts are acceptable.

3. All pants must be worn at the waist and neatly hemmed, with no holes in the garment. Pants should not be of a ragged appearance.
4. There is no restriction regarding color of pants.
5. No fully camouflage outfits are permitted.

Shirts

1. Polo-type shirts are preferred, but other shirts, including T-shirts, are acceptable if neat and appropriate.
2. If the shirt is not tucked in, an undergarment must be worn tucked in. The midriff must be covered at all times, even when bending over or raising arms.
3. Small logos, such as the brand, are permitted on shirts providing they are appropriate and inoffensive.

Dresses and Skirts: Girls may wear dresses, skirts (with shirts as noted above) or jumpers anytime as long as the following guidelines are met.

1. Dresses/skirts should be A-line or fuller, with no slits above the knee. Dresses/skirts must come to the top of the knee. (You can measure this by kneeling on the floor with your back straight. If your skirt does not touch the ground, it is too short.)
2. Dresses may be sleeveless but NO thin, "spaghetti straps".
3. Shirts may be any style, including T-shirts, as long as they are not see-through, and do not show skin in the tummy or midriff area.

Junior High and High School (Grades 7-12)

Pants

1. It is preferred that all students wear khaki/dockers style pants (made of cotton, chino, twill, etc.) but jeans are acceptable as long as they do not have holes in them, and the jeans fit well without being too tight or too baggy. (Measure the tightness of your jeans by pinching the fabric along your upper thigh, if you can "pinch an inch", then your pants are fine, if you cannot, your pants are too tight.)
2. No leather or sweatpants will be permitted.
3. All pants must be worn at the waist and neatly hemmed, with no holes in the garment. Pants should not be of a ragged appearance.
4. There is no restriction regarding color of pants. (The use of the term "khaki" above is to designate style of pants, not color.)

5. No fully camouflage outfits are permitted.

6. No jeggings or stretchy jeans.

Shirts

1. Polo-type shirts are preferred, but other shirts, including T-shirts, are acceptable if neat and appropriate.

2. If the shirt is not tucked in, an undergarment must be worn tucked in. The midriff must be covered at all times, even when bending over or raising arms.

3. There is no restriction regarding color, but shirts must have sleeves.

4. Small logos, such as the brand, are permitted on shirts providing they are appropriate and inoffensive.

Dresses and Skirts: Girls may wear dresses, skirts (with shirts as noted above) or jumpers anytime as long as the following guidelines are met.

1. Dresses/skirts should be A-line or fuller, with no slits above the knee. Dresses/skirts must come to the top of the knee. (You can measure this by kneeling on the floor with your back straight. If your skirt does not touch the ground, it is too short.)

2. Dresses must have sleeves or be worn with a top with sleeves; this applies for all school occasions, including banquets or graduation. Exceptions are only with administrative approval.

3. Shirts may be any style, including T-shirts, as long as they have sleeves, are not see-through, and do not show skin in the tummy or midriff area. Shirts should also not be worn too low. You can measure this by putting your thumb in the indent of your clavicle (the v-shaped bone at the bottom of your neck) and lining your fingers below. If your shirt does not come to the bottom of your pinky, then it is too low.

4. Slips are a must and undergarments should not show through or be immodest in a way that might draw undue attention.

5. Leggings may be worn under skirts and dresses as long as the skirt/dress are still the appropriate length.

Other Dress Code Regulations (All Grades)

1. Plain white T-shirts or tank tops are permissible only for athletic or recreational events while under coaches supervision.

2. Shorts are only appropriate providing they are loose and of a longer length. Spandex and biker shorts are permissible only under another pair of loose fitting shorts.
3. Boys are not allowed to be bare-chested for any activity inside or outdoors.
4. Boy's hair will be well groomed and clean. Administration holds the authority to require a haircut. Mustaches and beards are permissible, but must be kept neatly trimmed.
5. Girls may only wear makeup and earrings as long as it is in good taste and not gaudy. (Lip rings, nose rings, and belly button rings are not permitted.)
6. Hair may not be dyed any distracting colors. Only natural hair colors are permitted.
7. Any and all tattoos must be covered at all times.
8. Only girls 7th grade and up may wear heels, makeup and perfume, (if in good taste and modest.)
9. Flip Flops and shower shoes are allowed for both boys and girls. No one is permitted on the gym floor for PE or other sports activities wearing flip-flops. School administration will make the determination of whether footwear is appropriate or not.
9. Only gym shoes are allowed on the gym floor (no boots, socks, or bare feet).
10. No hats or caps may be worn indoors. If you are wearing a hooded sweatshirt, you must keep your hood down while indoors.

Consequences for Violation of Dress Code

First Violation If a student comes to school dressed in an item of clothing that is inappropriate, he or she will be provided with something appropriate to wear for the day. If the student is in violation of the hair code (for boys) or other neatness or modesty problems, appropriate action will be taken. Also, there will be documentation of the written warning placed in the student's file.

Second Violation Parent will be notified and be responsible for correcting the violation. The student will be required to sit in the office with a loss of academic credit in missed classes until the parent/guardian arrives with appropriate clothing. If parent/guardian cannot be reached or cannot come, clothing will be provided and the student will serve one day of in-school suspension.

Third violation Student will meet with parents/guardians and the administration and possibly receive a suspension.

Additional violations Any additional violation after the third violation will possibly result in expulsion from school.

ATTENDANCE POLICIES AND PROCEDURES

Students are expected to attend class regularly, punctually, and to be prepared. State law requires children between the ages of six and eighteen to be enrolled in school. Any child who will be five years old before October 1st will be eligible to attend Kindergarten. A child who is age six on or before October 1st may not enroll in the first grade unless he or she has completed a private or public school kindergarten program.

Parents and guardians are legally responsible for the education of their children and wards. Riverside Christian School is committed to providing teachers every school day as required by law. We expect parents and guardians to be sure that their students are present.

Procedures to Follow When Absences Occur.

1. In cases where absences are foreseen, they should be cleared with the principal in advance. Doctor and dental appointments should be made for times other than school hours whenever possible. You may call the front office to notify the school of any foreseen absences and the secretary will notify the principal. Students are responsible to make arrangements with teachers to complete work.

2. If an absence is not prearranged, parents are to notify the school office by 8:30am each day of absence.

3. Students returning from being absent must bring a note from a parent or guardian and/or doctor's note. The note must contain the date of the absence and the specific reason for the absence. The note is to be written and signed by a parent or guardian. **We will only accept three notes from a parent during the course of a semester.** Any additional absences will require a doctor's note (maximum of 7) upon returning to school.

If no note is presented, the absence will be counted as unexcused.

Elementary students who are returning from being absent must give the notes to their teacher. Their teacher will notify the office of their return and turn in those notes when attendance is reported for the day.

Students in grades 7-12 returning from being absent must:

1. Take note to the front office where an "admission slip" will be issued.
2. Take the admission slip to each class missed. (Each teacher must sign the slip, with the last period teacher returning it to the office.)
3. Arrange to make up work that was missed.

****If absent from school, the student will not be permitted to attend or participate in any school events after school hours (sporting events, practice, fundraisers, etc.). They may only attend if they've been at school for at least 4 hours that day.** If a student goes home sick, they may not participate in any extra-curricular events even if they attended school for 4 hours.

Consequences of Unexcused or Excessive Absences

For each unexcused absence, the student must make up work missed but receive no credit. A grade of zero will be assigned for the work and averaged with the other grades. Any unexcused absence or excessive absence may require that student to attend detention to make up missed work.

One of the most severe consequences of excessive absenteeism may be retention in elementary grades or failure of secondary classes.

Designation of Excused or Unexcused Absences

Any notes brought from home will be kept on file for the school year. Notes will be marked "EXCUSED" or "UNEXCUSED" depending on the reason.

Excused absences, late arrivals, or early departures from school are limited by the Riverside Board of Directors and state law to the following:

- 1. Sickness or injury. Three (3) or more consecutive days require a doctor's note.**

2. Serious illness in the immediate family that requires the student's presence (maximum 3 days.)

3. Death in the immediate family including grandparents

4. Court appearance when a student has been subpoenaed or cited

5. Pre-arranged absence (must be cleared by administration)

6. Pre-approved college visit

1. Limit of 3 excused college visit days per year
2. You must be passing ALL of your classes to be eligible for an approved absence for a college visit.
3. You must bring back a **signed** form/brochure/business card/etc from a representative at the college.
4. You are responsible to make up any work you missed while gone.

7. Participation (with proof) in 4-H events.

8. Natural disasters.

9. Mission Trips (with approval from administration and proof from the organization)

10. Educational family trips (please see guidelines below)

All other absences will be considered unexcused

***For students with chronic and diagnosed medical conditions (or other special situations), the administration will make the final decision about absences.**

Educational family trips: we understand family vacations have the potential of being educational. In these situations, there will be several guidelines students must follow.

1. The trip must be pre-approved by administration through the Educational Family Trip Request Form that can be found in the office.
2. Proof of an extensive educational experience (dated brochure, dated pictures, museum fliers, etc.)
3. Student must get all of their homework assignments before the trip and turn them the first day back to school
4. Student will be required to do a follow-up assignment about their experience (the assignment will be determined by each teacher)
5. A maximum of 2 days will be excused (those days will still be counted as absences)
6. All requirements on the form must be followed.

Unexcused

These include the following: shopping trips, oversleeping, family vacation, working, out of town guests, missed rides, absences with no written excuse, and absence without the knowledge or consent of the parent/school (truancy), leaving school without permission, missing all or part of a class without permission of the teacher.

After 1 unexcused absence: parents/guardians will receive a warning letter

After 2 unexcused absences: scholarship student will enter into financial probation

After 3 unexcused absences: student will lose their scholarship for the semester

After 4 unexcused absences: the administration will make arrangements for a home visit to deliver a final warning notice

After 5 unexcused absences: student will be reported as truant* (please note: if a student is reported as a truant, the school is not responsible for the court fees)

***After 3 unexcused absences, students will not be permitted to participate in extracurricular activities (sporting events, field trips, practice, etc.) for the remainder of the semester.**

Students are required by law to attend school. When a student has an excessive amount of absences this violates the compulsory attendance laws (KTS 159).

POLICIES ON TARDINESS

Procedures to Follow When Tardiness Occurs

Students who are late to school must get a tardy slip from the office in order to be admitted to class. Students who are late to school must bring a note from home, or tardiness will be considered unexcused. (A note does not guarantee an excused tardy, it insures that the parent/guardian knows about it).

Consequences of Unexcused Tardiness

**If a student misses more than half a class because of unexcused tardiness, it will be treated as an unexcused absence for that class. See "Consequences of Unexcused or Excessive Absences."

Students in grades K-12 will be subject to the following penalties for tardiness:

Habitual tardiness to school

1. 5 unexcused tardies = 1 unexcused day absence
2. If student drivers are tardy more than 5 times, they may have their driving privileges revoked.

Unexcused tardies to class

Secondary students have four (4) minutes between classes to socialize, get their books, use the restroom, and get to the next class. Students should be in their seat ready for the next class before the bell rings. When students are tardy, teachers have the option to deduct class points or take away the student's break time to make up for the lost class time.

Disciplinary Policies and Procedures

The Purpose of Good Discipline

Our desire is to set a standard of Christian conduct, which will lead to the development of a Christian lifestyle in our students that can be a Godly example for our world. Our goal is to establish, by using the word of God, self-discipline, respect for authority, and submission to Godly principles of personal conduct.

Attendance at Riverside Christian School is a privilege, and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of the work and life of the school. Therefore, it is essential to institute some guidelines to help students keep their behavior within acceptable boundaries. Romans 14:7 tells us, "For none of us lives unto himself."

Our motive is not to inflict punishment, but to train the student by the use of consistent discipline. Discipline needs to focus on future correct deeds, not on present misdeeds. We feel that is necessary to have good discipline in school in order for teachers and students to be able to perform their tasks well. Suitable disciplinary measures will be administered at the discretion of school officials.

Role of Parents in Establishing Good Discipline

Riverside Christian School expects full cooperation from both students and parents in the education of the student. Discipline should basically be training in a positive direction. Proverbs 22:6 tells us, "Train up a child in the way he should go, and when he is old, he will not depart from it." Students who show repeated behavior problems will meet with parents and the administrative council to discuss the course of action needed to correct the problems. This will be an indication that parents need to take action at home so that the teacher's time is not consumed with behavioral

problems but with academic instruction. If at any time the school feels that this cooperation is lacking, the student may be asked to withdraw.

Where/When Our Discipline Policies Apply

Our discipline policies apply to students while they are on campus, on school transportation, and at official school functions. Their behavior at other times or places falls under parental responsibility, and not the school's. However, behavior that negatively affects the testimony of the school cannot be ignored. Therefore, offenses that occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation.

General Expectations for Student Behavior

Good behavior, self-discipline, common courtesy, kindness, and respect for others are expected at all times, including obedience to all school rules and respect toward staff members. Students are also expected to conduct themselves in a responsible manner at all times. **Conduct and/or language not in keeping with the Christian standards set by the administration or interfering with the educational process are prohibited whether specifically stated in this policy or not.**

Expectations for Student Behavior in the Classroom

Students are expected to be in the proper place at the proper time, and properly prepared to receive instruction. The following list is illustrative of reasonable classroom expectations:

1. **Be on time**, take your seat promptly and quietly.
2. Speak when recognized by the teacher.
3. Bring the proper textbooks, pens, pencils, paper, homework, etc. to class.
4. Maintain cleanliness around your desk.
5. Listen carefully to the instructions given by the teacher.
6. Enjoy yourself, but not at another's expense or by disrupting class.
7. Eat at designated times and places, not in the hallways or classrooms, unless special approval is given.
8. **Keep your hands to yourself.** We maintain a six-inch rule, expecting that students will respect one another's space.
9. Be respectful of the teacher at all times as the authority in the classroom, whether or not you agree with a teacher's decision or procedure.
10. Be and stay in your assigned class unless you have permission from the teacher to be somewhere else.
11. Wait to leave until the teacher dismisses you at the end of class. **Students are dismissed from class by the teacher, not by the bell or clock.**

Examples of Unacceptable Behaviors

Violations of the following or similar offenses may result in extra work, detention, suspension, and/or ultimately expulsion from school if such behaviors persist. This is not intended to be construed as an all-inclusive list.

1. Improper use of class time (passing notes, wasting time, disrupting class, etc.)
2. Talking in class without permission or creating a disturbance.
3. Disturbing a teacher's classroom while it is in session.
4. Horseplay or throwing objects which could cause harm in the classrooms or hallways.
5. Public displays of affection.
6. Being out of class without a pass.
7. Tardy to class
8. Unprepared for class (homework not done, no books or materials, etc.)
9. Violation of food and drink rules.
10. Failure to carry school communications to parents/guardians and return forms requiring parental signature.
11. Using someone else's property without permission.
12. Leaving campus without permission from the office.
13. Displaying behavior that would reflect poorly on the reputation of the school.
14. Use of profanity, vulgar language, or using the Lord's name disrespectfully.
15. Bringing prohibited articles to school without special permission from the administration.
16. Lying, cheating, or copying someone else's work, including plagiarism.
17. Critical or derogatory remarks toward an individual or the school.
18. Use of social networking where dishonor is brought to the student and/or school.

Consequences of Unacceptable Behavior

Grades K-6: Classroom teachers will handle discipline problems as they deem best within school guidelines. Warnings and loss of privileges will be administered first. If necessary, the student will be taken to the principal for further counseling/and or action. Paddling is possible.

Grades 7-12: Any staff member may alert a student to a violation of school rules. The following procedures will be followed for misbehavior within a semester.

First Offense: Verbal warning and recorded incident report filed.

Second Offense: Parents/Guardians are notified by the principal and recorded incident report filed.

Third offense: Parents/Guardians come in for a meeting with the administration. Possible punishments include (but are not limited to): detention, suspension (in-school suspension or out-of-school), or removal from extracurricular activities for the remainder of the semester.

Fourth offense: Expulsion from Riverside Christian School.

Additional repetition of offenses and or offenses of a more serious nature will be referred to the administration for possible action by the school administrative council. These actions may include disciplinary probation, suspension, expulsion, and/or notification of appropriate law enforcement agencies.

Disciplinary Probation

Probation is a trial period in which a student undergoes a critical examination of behavior to determine whether further disciplinary action such as expulsion is warranted. Disciplinary probation is invoked when a student has a serious problem. Probation allows opportunity to correct his or her problem. If a student does not improve to a satisfactory level, he or she will be asked to withdraw from the school.

Reasons for Disciplinary Probation include, but are not limited to:

1. A rebellious spirit that is unchanged after significant effort by teachers and the administration.
2. A continued negative attitude deemed a negative influence on other students.
3. Continued disobedience deemed willful.
4. The commission of a serious breach of conduct inside or outside of school which is deemed to have an adverse effect upon the school's testimony or effectiveness in the community.
5. Failure of the parents to comply with the disciplinary procedures of the school.

Invoking Disciplinary Action

1. Probation shall be issued by the administration after reviewing the student's disciplinary record and a discussion with the administrative council.
2. A written letter of notification explaining the nature of and reasons for the probation and its consequences shall be sent to the parents/guardians, with a copy placed in the student's file.
3. Disciplinary probation will be assigned for a period designated at the discretion of the administration. During this time, the student will meet with the principal each week.
4. Students on disciplinary probation will be ineligible to participate in any extracurricular activities during the probationary period.

Suspension: Suspension is the temporary removal of students from classes. Suspension may be in-school or out-of-school. In either case, missed work must be made up but no credit is given. Any work not made up in the specified time will become a zero (0).

Expulsion: Expulsion is the loss of the privilege to attend Riverside Christian School.

Serious Misconduct

The following violations or similar serious offenses will be referred to the administration for possible action by the school administrative council. These violations may result in immediate suspension and can lead to expulsion from school. This is not an all inclusive list.

1. Destruction or defacing of school/church property. Students will also be required to perform repairs or reimburse for repairs or replacement.
2. Acts of theft. Restitution will also be required.
3. Sexual immorality. (See Christian lifestyle expectations and School Policy for Dealing with Premarital Sex and Pregnancy)
4. Physical Violence. Corporal punishment may be administered.
5. Committing a serious breach of conduct inside or outside of the school that may have an adverse effect on the testimony of the school in the community as determined by the school board.
6. Extortion. Restitution will be required.
7. Setting of fires or false alarms.
8. Acts of defiance or disrespect toward school personnel.
9. Acts of rebellion against school norms.
10. Skipping school or cutting classes.
11. Bringing pornographic materials or other related offensive materials that are not supportive of our Christian lifestyle or philosophy.
12. Harassment of others, including intimidation, exploitation, and sexual harassment.
13. Internet policy infraction/misuse.
14. Bullying or cyberbullying.

Special Warning About the Use of Tobacco and Illegal Possession of Drugs and Weapons (KRS 438.050)

The use of possession of tobacco or tobacco products is prohibited and any student who violates this rule is subject to discipline according to the student conduct rules. The rules apply anytime a student is on school transportation or at any school activity.

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property shall be (1) expelled from the school and (2) reported to the appropriate law enforcement agencies for possible legal action.

Use, sale, or possession of a weapon, including bringing pocket knives, martial arts paraphernalia, or other aggressive weapons to school is strictly prohibited.

SCHOOL POLICY FOR DEALING WITH STUDENT PRE-MARITAL SEX AND PREGNANCY

Procedures for Dealing with Pre-Marital Sex

Scriptural guidance. "It is God's will that you should be sanctified: that you should avoid sexual immorality: that each of you should learn to control his own body in a way that is holy and honorable." (1 Thess. 4:3-4 NIV)

"You shall not commit adultery" (Ex 20:14 NIV)

"Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted. Carry each other's burdens, and in this way you will fulfill the law of Christ. (Gal 6:1-2)

"Jesus answered them, "It is not the healthy who need a doctor, but the sick, I have not come to call the righteous, but sinners to repentance."" (Luke 5:31-32 NIV)

Steps for dealing with students involved in premarital sex When there is substantial evidence that a student is involved in premarital sex, the administration reserves the right to confront that student. If such activity is confirmed, we will initiate the guidelines outlined below in the light of the scripture above.

1. Students involved will immediately discontinue involvement in the athletic program and other extracurricular activities. Other exclusions will be determined by counseling results and the administration.
2. Counseling needs to be agreed to first by the student(s) involved, then by the parents. If no cooperation is forthcoming, than expulsion will be necessary.
3. Initial counseling, for a minimum of three sessions, will take place in school by school counselors. Counseling will be approached from a Biblical standpoint, that is, that sin is wrong and must be dealt with in love for the purpose of correction and restoration through the Word.

4. If there is no recognition of wrong, no sorrow for sin, no sign of repentance, and only a continued spirit of rebellion, we cannot help and help is not wanted. Therefore, we reserve the right to ask such individuals to leave.

Pregnancy Testing As a school, we reserve the right to insist on a pregnancy test if pregnancy is strongly suspected by the administration. If pregnancy is confirmed, the policy outlined above will be initiated.

PARENTAL GRIEVANCE PROCEDURES

Christian schools are not exempt from complaints against school staff. It is important that these be handled politely and promptly. The following steps are based upon the biblical principles set forth in Matthew 18:15-18 of God's Word. This procedure will govern all school personnel, parents, and students when conflict arises.

In Matthew 18 the Lord Jesus gives a model for resolving conflict. We encourage the offended person to go to the offending party in order to give opportunity to clarify the problem, and if necessary, seek forgiveness. In all cases we strongly encourage the handling of problems in a professional, charitable manner. It is a great temptation to talk with others (gossip) about the problem, but that is not God's way.

The procedure will be as follows:

1. The parent meets privately with the teacher and principal to seek a resolution to the problem with a spirit of reconciliation and understanding.
2. If the problem persists, the parent meets with the teacher, principal, and the administrator to seek resolution.
3. If the problem still persists, the case may be appealed to the school board in writing. The board will then review the case, meet with the parties concerned if necessary, and make a final decision.
4. The parent will need to either submit to the decision or withdraw the student.

Cell Phone Policy

Cell Phones, Electronic Games, Music Players, or any electronic device or entertainment material not related to class work

These items are not permitted on school grounds without special permission from the administration. They will be confiscated. We are not responsible for theft or damage.

Cell phones, if brought to school, are to be turned in to the front office as soon as students arrive at school.

If a student is caught using a cell phone during school hours, the student must turn in the phone to the front office. A warning will be issued to the student and the parent/guardian MUST pick up the phone at school. The student will not get the phone back at the end of the day.

The second time a student caught with a cell phone, there will be a fine of \$5.00. Again, the student's phone will not be returned to them at the end of the day, and must be picked up by a parent/guardian.

Each additional time a student is caught with a cell phone, the price will increase by \$5.00.

General School/Campus Information

Emergency Drills (Fire, Tornado, Earthquake, Bus and Lockdown)

Fire drills will be held at monthly intervals throughout the school year as required by the Fire Marshall. A fire evacuation plan is posted in each classroom. When the fire alarm sounds, students will leave the building in an orderly, quiet fashion according to the prescribed evacuation plan. No one reenters the building until the Administrator gives the all clear signal with the school bell. Tornado, earthquake, bus and lockdown drills will also be conducted.

Use of School Phone by Students. Students are not permitted to make outgoing calls from the office telephone unless an emergency exists, and then office personnel will make the call. **Problems such as forgotten homework, books, gym clothes, transportation, or the like are not valid emergencies.** Parents are asked to give routine instructions to their child prior to school to avoid unnecessary calls during the day. Students are not allowed out of class to take a phone call, but the office will get a message to the student. Teachers are not permitted to leave the classroom to speak with parents on the telephone when a class is in session; however, they will return the call when free.

Student Sales Students are only permitted to sell merchandise at school which is directly related to class or school-sponsored activities. Sales other than that must be cleared ahead of time by administration.

Search & Seizure Any teacher, accompanied by a witness, may legally search a student's desk, locker, bag, purse, books, vehicle, or person if the teacher has reasonable suspicion that the student is engaging in activities violating school rules or state laws. Reasonable suspicion is defined as having testimony from an adult or two students, or seeing a student trying to hide something in a desk, locker, or vehicle. Any items that are prohibited in the handbook, present a safety hazard, or exhibit vulgarity may be confiscated immediately by a staff member, who will turn it into the Principal.

Lost and Found Found items should be turned in to the front office. Students should notify the office staff of lost items and check to see if the articles have been turned in.

Use of Energy Drinks or Stimulants No energy drinks (Red Bull, Monster, etc) or energy stimulants of any kind will be permitted at any school function, either during regular school hours or during any extracurricular activities.

Riverside School Song

There's a pleasant little valley
 By a quiet peaceful stream,
 That is loved by men and maidens far and wide,
 And 'tis there amid the mountains in the little valley green,
 Stands the school we love the best,
 dear Riverside.

Chorus:

As old Troublesome doth glide
 Past our dear Riverside,
 It reminds us that our lives speed swiftly on.
 So we'll labor while we may,
 And improve each passing day,
 For our days at Riverside will soon be gone.

Hark we hear the old bell calling,
 Duty's call we must obey,
 Though it's chimes fall now on many a thoughtless ear.
 Hours of sweetest joy past quickest,
 Let us cherish while we may,
 All that's ours now to bless each coming year.

In the years of life before us,
 There will come many a day,
 When both duty's call and pleasure's seem so strong.
 When tempted and discouraged,
 Our Christ will send the ray,
 That will light our feet away from paths of wrong.

Pledge of Allegiance to the American Flag

I pledge allegiance to the flag
of the United States of America
and to the republic for which it stands,
one nation, under God, indivisible
with liberty and justice for all.

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag,
and to the Savior to whose Kingdom it stands.
One Savior, crucified, risen and coming again
with life and liberty to all who believe

Pledge of Allegiance to The Bible

I pledge allegiance to the Bible, God's Holy Word,
I will make it a lamp unto my
Feet, and a light unto my path,
and will hide its words in my heart
that I might not sin against God.