

RA



2024-25 Student Handbook

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RA Mission Statement

"Our mission is to develop every student into becoming a lifelong learner, to support students as they mature into responsible and moral individuals, and to dedicate ourselves to maintaining the highest academic standards in a family-oriented environment."



-GENERAL PHILOSOPHY-

Children are the most precious assets of a family and our school. Riverside Academy is built upon the triple foundation of – *scholarship, Christian character development, and education through dedication.*

-NON-DISCRIMINATORY POLICY-

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

-IMPORTANT INFORMATION-

Our handbook addresses the policies and procedures of the daily functions of Riverside Academy; however, it cannot address every situation or incident that may occur. Consequently, it is the responsibility of the administration and the school board to govern Riverside Academy in the best interest of the entire student body.

NOTE: Pre-K & Kindergarten students and parents will be given a handbook which better addresses their needs.

-FOREWORD-

Riverside Academy was established in 1970 to fill the educational needs of students in St. Charles, St. James, and St. John the Baptist parishes. It is a combination school - Pre-School (2, 3 and 4-year olds) through 12th grade. The school site covers 20 acres and consists of eleven permanent buildings. The school facilities include a library, music building, elementary and high school science labs, a cafeteria, computer labs, athletic training facilities and a gymnasium.

The Riverside Academy academic curriculum is designed to meet the needs of all students, whether they are college bound or on their way to vocational-technical training. The school is fully approved by the Louisiana State Department of Education. Our school employs over 60 full time faculty members, who are dedicated to offering an excellent educational experience for all students.

We are proud of our academic programs which include many dual enrollment, honor, academic, business, technology, performing arts, visual arts, and foreign language courses.

The school's athletic programs have been very successful. Many of our athletes are dual sport athletes and are involved in many other extracurricular activities.



REBEL EXPECTATIONS

- R**espect everyone
- E**levate your standards
- B**elieve in yourself
- E**xcel in your attempts
- L**earn something new every day
- S**trive to be the best



REBEL PLEDGE

I have **REBEL PRIDE;**
By these principles, I abide:
RESPECT,
RESPONSIBILITY,
HONESTY,
& POLITENESS

It's the **RA** Way!

GENERAL INFORMATION



DAILY BELL SCHEDULE

7:42 - 7:45	Arrival Bell/Tardy Bell
7:45 - 7:49	Homeroom
7:49 - 8:41	1st Period
8:44 - 9:36	2nd Period
9:36 - 9:46	Recess
9:50 - 10:42	3rd Period
10:45 - 11:37	4th Period
11:37 - 12:07	Middle School Lunch
11:40 - 12:32	5th Period for High School
12:10 - 1:02	5th Period for Middle School
12:32 - 1:02	High School Lunch
1:05 - 1:57	6th Period
2:00 - 2:55	7th Period
2:35	PK ONLY Dismissal (*for families with only a student in PK)
2:45	K - 6th Dismissal
2:55	MS - HS Dismissal



ACADEMIC RESPONSIBILITIES

In order to help students fulfill their greatest academic potential parents, students, and teachers must work together. Whereby, it is essential for parents to attend parent/teacher conferences and parent meetings. Parents have access to the portal and can check grades and see student progress on a regular basis.

Students are responsible for fulfilling their academic potential through the participation of class and homework opportunities. We believe that students are developing work habits that will impact their adult lives. Because of this importance it is the student's responsibility to complete class and home assignments, and it is the teacher's responsibility to hold them accountable.

ATTENDANCE AND ABSENCES

A parent who knows of a student's absence should notify the office especially if the parent knows in advance. The school will make efforts to confirm the student's absence via email, text and or automated phone call. If a student does not bring a note, the student will be given an unexcused absence. Parent notes will count against the total days of attendance. Parents are allowed 3 written notices for absences that will be considered excused absences. If the student is absent for three consecutive days, the student must provide a physician's note.

Louisiana State Law requires that all students must be in attendance 160 days. Any student with 20 or more absences (**excused or unexcused**) is subject to retention and/or summer make-up seat time in order to be promoted.

A student is allowed four (4) excused absences for a death in the immediate family (parent, sibling or grandparent). The only excused absence is a doctor's note. Vacation, haircuts, etc. are not excused absences.

A student must be present at school, or have his/her absence excused by school administration in order to participate in any extracurricular activities or practices after school.

Students must adhere to the teacher's policy for making up work when absent. Absences due to suspension will be considered **unexcused**. A student will be allowed to make up a missed test or quiz given on the day of suspension with the deduction of one letter grade from their earned score. Missed classwork and/or homework may or may not be assigned at the discretion of the teacher.

-TARDY/LATE POLICY-

TARDY (to class)

- A student is **TARDY** if he/she arrives to class after the class has begun.
- 1st period tardies- Students should be inside of their Homeroom class by **7:45am**.

LATE (to school)

- A student is marked **LATE** if he/she arrives to homeroom after 7:55am.
- After 7:55am, students will not be allowed in homeroom without a pass from the office.
- 5 Lates = 1 Absence. Multiple absences may result in summer make up seat time

CONSEQUENCES *Note: Tardies/Late consequences will reset each quarter, but YTD totals do not reset*

1st – 3rd	Warning	
4th – 6th	K-6th = Recess Reflection	7th-12th = After School Detention
7th on	K-6th = After School Detention	7th-12th = Suspension

-CHECKOUTS-

A student who becomes ill during the day should report to the office to phone his parent/guardian to receive permission to check out. **Students PreK-6th grade may not be signed out after 2:30 p.m.** Students are not allowed to use cell phones for this purpose (see cell phone usage). The student must remain in class until he is paged by the office. The student will be counted absent for any class missed after the time of checkout, and these absences will be counted as part of his total absences.

Checkouts and tardies will prevent a student from receiving perfect attendance. Most checkouts are conditionally unexcused until further verification. Failure to adhere to the checkout guidelines may result in disciplinary actions.

-PHONES - TELEPHONE-

The office phone may be used before school, recess, lunch, and after school to inform parents of cancellation of meetings, games, or practices. If a student checks out because of illness, they must use the front office phone only.

ACADEMIC INFORMATION

RIVERSIDE ACADEMY GRADING SYSTEM

Academic Classes

100 – 93	A
92 – 85	B
84 – 75	C
74 – 67	D
66 & below	F

Honors Classes

100 - 89.5	A
89.4 - 79.5	B
79.4 - 69.5	C
69.4 - 59.5	D
59.4 & below	F

(Letter grades are computed to determine report card grades.)

The number of quality points needed to determine the final grades are as follows:

# OF POINTS	FINAL GRADE
0, 1, 2, 3	F
4, 5	D
6, 7, 8, 9	C
10, 11, 12, 13	B
14, 15, 16	A

- 1. Any student who fails the fourth quarter fails the subject for the year, even if the other three quarters were passing grades.**
- 2. Any student who fails 3 core classes in one academic year is subject to retention.**
- 3. Students in the 4th through 12th grade may attend an approved summer school by Riverside Academy for a maximum of 2 subjects.**

CONDUCT AND ENRICHMENT CLASSES

- Elementary: Music and PE will receive grades of S for Satisfactory, N for Needs Improvement, or U for Unsatisfactory.
- Conduct grades will be given in the form of A, B, C, D, or F. A student achieves the Honor Roll by receiving all A's or all A's and B's in all academic subjects. Students with a C or lower in conduct will still qualify for the Academic Honor Roll.

EXAMS AND GRADING

The scholastic year is divided into four quarters. A numeric grade is given at the end of each quarter for middle and high school students. A letter grade of A, B, C, D or F is given at the end of each quarter. All students will take a quarter cumulative exam each quarter. These cumulative exams are 20% of that quarter's final grade. There are no exemptions from any exams for any reason.

Quarterly grades will be calculated in the following manner:

Assessments (Test, Major Projects, Essays, etc)	40%
Daily Work (classwork, quizzes, participation, bellwork, homework)	40%
Quarterly exam	20%

MIDDLE SCHOOL VALEDICTORIAN/SALUTATORIAN

An RA Middle School Valedictorian and Salutatorian will be selected according to the following procedure:

1. Only students taking English I, Algebra I, & Science Honors during middle school will be considered for either award. Only students attending RA in 6th, 7th, and 8th grades will be considered for our RA Middle School Valedictorian and Salutatorian.

2. The student with the highest-grade point average, (**numerically**), (from 6th – 8th) will be named Valedictorian. The student with the second highest grade point average will be named Salutatorian.

In case of a tie, students with the most "A's" each 9 weeks for 6th-8th grade will be used. The second tie breaker will be the ACT or preACT composite score. A scholarship committee will determine the four-year Riverside High School Scholarship winner.

MIDDLE SCHOOL PROMOTION

A middle school student who fails three academic subjects will be retained in that grade with no summer school eligibility. A middle school student who fails one or two academic subjects may be promoted to the next grade provided he attends and passes summer school or 70 hours of private summer school per subject as required by the administration of Riverside Academy.

Students who must attend summer school in order to be promoted will not be allowed to participate in the 8th Grade Ceremony. All subjects are considered academic subjects except enrichment classes. If an eighth grade student fails a high school course, he/she may be promoted to the ninth grade but must make up the deficient class during his/her freshman year. The final grade in all other middle school courses will be averaged with the grade received in summer school.

HIGH SCHOOL GRADUATION REQUIREMENTS

All the graduation requirements will follow the current State of Louisiana TOPS UNIVERSITY DIPLOMA. Administration reserves the right to add further required coursework in addition to the requirements of the TOPS UNIVERSITY DIPLOMA.

All students are required to take English, Math and Science classes their senior year, regardless if they have already taken all four required by the state. If a scheduling conflict arises a course waiver may be granted by the Administration.

High School Students must have the following number of units in order to be promoted to the next grade level:

- Freshmen need to earn 6 units to become a Sophomore
- Sophomores need to earn 12 units to become a Junior
- Juniors need to earn 18 units to become a Senior

TOPS/LOUISIANA PUBLIC UNIVERSITY MINIMUM ADMISSIONS CORE CURRICULUM

More information on the TOPS Program can be secured from the counselor's office or by visiting <https://mylosfa.la.gov/>.

COURSE CREDIT

In order to earn a high school credit, the student must score at least one quality point for the fourth quarter and have accumulated 4 quality points for the year.

HONORS/ACCELERATED PROGRAM HONORS GRADING SYSTEM

The Honors curriculum provides a rigorous subject matter often comparable to college level courses. The program is designed to challenge even the highest-level student; thereby, utilizing a more flexible grading system will enable the teachers to further challenge and increase the difficulty on the upper end.

VALID FOR 2021 GRADUATES AND THEREAFTER:

Beginning with the graduating class of 2021 (entering freshman 2017-2018) we will follow the state guidelines for quality points. It is as follows:

Academic and Honors	
A	4
B	3
C	2
D	1

Dual Enrollment	
A	5
B	4
C	3
D	2

HONOR GRADUATES

To be recognized as an Honor graduate, students must complete the following:

- A. a minimum of 16 honors credits which will include the four core areas: four English, (I,II,III,IV, must be taken-DE English classes are elective only, English III or English IV can not be replaced with a DE English) four Math, four Social Studies, and four Science.
- B. take a full-load of classes all four years as prescribed in the RA Handbook,
- C. have a minimum of a 3.50 overall GPA based on a 4-point scale for all courses. NO honor graduate can have a D or lower on his/her report card during any nine weeks.

TOP 10 GRADUATES

In order to be considered a TOP 10 Graduate, a student must take at least 3 Dual Enrollment courses, (9 College Credits), and meet the requirements for Honor Graduates.

HONORS CLASSES

To remain in honor classes, students must maintain all 3 requirements (subject specific)

- 1) Maintain 3.0 or above in the class – a student may not receive a final average of a C
- 2) Be recommended by the previous teacher
- 3) Must have taken the ACT-and obtained the appropriate score to continue honors coursework for the following school year:
 - Current 8th grade – 15 Composite – ACT or preACT
 - Current Freshman – 16 Composite – ACT or preACT
 - Current Sophomore – 17 Composite – ACT or preACT
 - Current Junior – 17 Composite -ACT

*Any student who does not meet the criteria to remain in an honors course may be subject to committee review for placement.

HIGH SCHOOL VALEDICTORIAN/SALUTATORIAN/HONOR GRADUATES GUIDELINES

1. Must be an Honor Graduate.
2. Mandatory core courses which are accelerated must be taken. In the event an accelerated course is not available, the principal and counselor must be consulted. The administration will determine if a waiver may be granted due to a core academic conflict. Accelerated classes are not offered for every course.
3. In the event of a tie, there will be more than one valedictorian and/or salutatorian.
4. Any transfer student entering Riverside Academy must have followed a similar curriculum and advanced level courses at his/her previous school and must continue in this program in order to be eligible for these honors. Students that did not have an Honors program available must have a 4.0 GPA upon entering Riverside Academy.
5. A student competing for Valedictorian/Salutatorian honors cannot have a 'C' or lower in any grading period including exams on his or her report card.
6. A student competing for Valedictorian/Honor Graduate must take a full schedule of classes (7) for four consecutive years of high school, excluding summer, extension, Driver's Ed, and correspondence classes. College courses may be taken in lieu of electives during the junior or senior year. A student must be on campus at least 5 class periods, if he/she is attending a college,

university, or NOCCA. All adjustments to a typical seven-hour RA class schedule must have prior administrative approval.

7. High school credits taken in middle school will be used to fill high school requirements. A student must accumulate the maximum amount of credits (28) during the 4 typical years of high school. The grades obtained in eighth grade for high school courses will count toward the student's overall GPA, but not toward the Valedictorian/Honor Graduate GPA.
8. A student competing for Valedictorian/Salutatorian Honors must have taken at least 5 Dual Enrollment classes (15 College Credits)

SCHOLAR GRADUATES

(Beginning with the 2025 graduating class)

To be recognized as an Scholar graduate, students must complete the following:

1. A minimum of 16 academic or honors credits which will include the four core areas: four English,(I,II,III,IV, must be taken-DE English classes are elective only, English III or English IV can not be replaced with a DE English) four Math, four Social Studies, and four Science.
2. Take a full-load of classes all four years as prescribed in the RA Handbook
3. Scholar graduates must have a minimum of a 3.25 overall GPA based on a 4-point scale for all courses. NO scholar graduate can have a D or lower on his/her report card during any nine weeks.

DROPPING AND ADDING

Generally, dropping and adding is not permissible. Schedules are completed by the student and parents and should be adhered to. In case of extenuating circumstances, the last date to drop/add is the fifth day of the beginning of school. The Administration has the final decision whether a student is allowed to drop and add a course. (A \$20.00 fee will be assessed for each dropped course.)

TEACHER CONFERENCES

Parent/Teacher conferences are listed on the school calendar. Additional conferences should be scheduled by contacting the teacher that the parent would like to meet with. Drop in conferences are not acceptable. If a student receives a failing grade, attendance is mandatory for the parent and student. Parent teacher conferences will only be held with the teachers, administration, and the student's parent or legal guardian; no other persons will be allowed to attend. Parents must check in to the office and be issued a visitor's pass if a conference must be held in a teacher's classroom.

ACADEMIC PROBATION *(upated 9/9/2024)*

Academic probation is a temporary status that provides a student the opportunity to acknowledge his/her academic difficulties while working toward academic success. A student is placed on academic probation if he/she fails two or more subjects in any semester.

A student on academic probation will meet with a counselor or an administrator and discuss a plan to improve his/her academics. The length of academic probation is at the discretion of administration. If a student remains on academic probation for two or more quarters, the student may be dismissed from Riverside Academy.

TEXTBOOKS & WORKBOOKS

All textbooks must be covered at all times. Book Sox are available in the bookstore. Most books destroyed, lost, or damaged will cost **\$90.00** to replace. There are some exceptions. The replacement workbook fee is **\$30.00**. Removable contact paper or regular contact paper is **not** allowed for book covers. Book Socks that are too small for a book will damage the bindings, and the student will be responsible for the book. Students should label Book Socks before putting them on the textbook. The student will be responsible for the cost of the book if it is defaced or damaged. Class sets of textbooks are assigned to students in classes. Any damages left by the previous owner should be reported to the teacher. Students are accountable for their assigned books while in the classroom.

CAMPUS POLICIES

BOOKSTORE

During the school year, the bookstore is open from 7:15AM to 3:00PM. Summer hours are posted in the summer bulletin. Students are allowed to purchase from the bookstore before school, at recess, during lunch, and after school.

BUS RIDER GUIDELINES

Spots on the bus are on a first come first serve basis. It is a privilege to ride the school bus, and students may lose the privilege to ride if they do not follow the guidelines. In the event that a student has a guest rider, both students must present written permission notes to the office prior to 7:45AM. The bus driver may use his/her discretion as to the guidelines listed; nevertheless, school guidelines apply.

DO:

1. Cooperate with the driver—your safety depends on it!
2. Be on time—the bus may not wait.
3. Cross the road cautiously when waiting for and leaving the bus.
4. Follow driver's instructions when loading and unloading.
5. Remain quiet enough not to distract the driver.
6. Have written permission and be authorized by the principal to get off at a stop other than your own.
7. Be courteous; be safety-conscious; protect your riding privilege—Enjoy your ride.

DO NOT:

1. Stand when a seat is available or when the bus is in motion.
2. Extend arms, head, or objects out of windows or doors.
3. Throw objects either in the bus or out windows or doors.
4. Use the emergency door except for emergencies.
5. Eat or drink on the bus.
6. Damage the bus in any way.
7. Use the following items on the bus—tobacco, matches, cigarette lighters, and obscene materials.

NOT ALLOWED ON THE BUS:

1. Alcohol and drugs
2. Pets (cats, dogs, etc.)
3. Glass objects (except eyeglasses)
4. Weapons (including knives)
5. Objects too large to be held in your lap or placed under your seat
6. No music without headphones

A Disciplinary Referral and/or suspension from the bus may be given for bus behavior infractions.

CAMPUS PARKING

Students who will be driving to school must register their vehicle with Riverside Academy. Students will be assigned a reserved parking spot in the front Riverside Academy parking lot. Each student will receive a parking permit which must be displayed on their windshield. This pass will cost \$10.00. Cars must remain in the front parking lot, unless given specific administrative approval to move. Assigned student parking spaces will be issued on a first come first serve selection.

Students are to refrain from playing loud/vulgar music upon entering the parking lot, and must enter the school building once they arrive at school. In order to increase the security of our parking lot, cameras are located on each side. Students are not allowed to drive golf carts or 4-wheelers on campus during school hours. No traffic is permitted beyond the high school building before school or during regular school hours. Riverside reserves the right to revoke on campus driving privileges for failure to follow these guidelines.

EMERGENCY INFORMATION

During any emergency, (hurricanes, etc.) please listen to radio WWL-AM or TV-WWL, WVUE, WGNO, WAFB, WDSU for updates regarding school closures. If the school has an emergency evacuation, the students will be brought to either Lutchter Park or St. John Civic Center in LaPlace unless otherwise noted. **Should an emergency occur, parents will be sent a message by text, or via our automatic phone messaging system.**

WATER BOTTLES and other FOOD ITEMS

Riverside Academy has portable refillable filling stations for cool, filtered water for the students. Clear, plastic bottles filled with water are allowed in class. Any other liquid containers will be confiscated. Teacher discretion will be used to determine when students may use water bottles.

While students are allowed to bring their lunch to school, no outside food can be dropped off or delivered to the front office for delivery. Additionally, students are not allowed to eat in school buildings, except for class sanctioned events.

Gum is prohibited on campus. No food or water bottles are allowed in the computer labs.

LIBRARY REGULATIONS

No students may go to the library on an individual basis during class time. Appropriate behavior is expected in order to facilitate an environment conducive to study and investigation. Students may be given consequences for inappropriate behavior or usage of the library. No student will be allowed to go to the library without teacher supervision. The library is not a location for makeup work for class assignments missed. The librarian is NOT here to give retakes or makeup work for teachers. Makeup tests must be given by the teacher or it is their responsibility to arrange for another staff or faculty member to help them.

LOCKERS

High school and middle school students are assigned lockers. Lockers may be opened and searched at any time by school personnel. Locks on student lockers are optional; however, the school is not responsible for any lost or stolen items. Personal locks will be allowed.

HEALTH POLICIES

As part of the registration/re-registration process, a parent or guardian must provide Riverside with a current State of Louisiana Universal Certificate of Immunizations that is updated, complete and signed or stamped by a physician's office.

Students must be picked-up within 30 minutes of being contacted by the school for fever(100.4 or higher), nausea, vomiting, diarrhea, or any other illnesses deemed necessary by the school.

Children should be free of fever, nausea, vomiting, and diarrhea for 24 hours (without the use of medication, e.g. Tylenol, Advil, Motrin, or an anti-diarrheal medication, that would mask these symptoms), before returning to school. Students being picked up from school with these symptoms may not return until they have been free of symptoms for 24 hours.

If seen by a physician for a contagious illness, the student must have a note from the physician stating when the student may return.

Contagious illnesses include, but are not limited to:

Strep – Student may return 24 hours after first does of antibiotic and at least 24 hours symptom free (without the use of medication, e.g. Tylenol, Advil, Motrin, or an anti-diarrheal medication, that would mask these symptoms)

Pink Eye/Conjunctivitis If the infection is bacterial, from the time the child's eyes are red and oozy until 24 hours after the child starts antibiotics. Viral conjunctivitis is contagious for five to seven days.

Student may return after seeing a Doctor and providing a Dr. note

Molluscum Contagiosum- Should not prevent a child from attending school. Bumps not covered by clothing should be covered with a watertight bandage at all times. Covering the growth will protect other children from getting Molluscum. If the growths cannot remain covered, a parent will be contacted to pick up the student.

Flu/Covid – Student may return once they are free of fever, nausea, vomiting, and diarrhea for 24 hours (without the use of medication, e.g. Tylenol, Advil, Motrin, or an anti-diarrheal medication, that would mask these symptoms)

Staph – Student may return if there is no drainage and the wound can remain covered. Student should also be 24 hours symptom free (without the use of medication, e.g. Tylenol, Advil, Motrin, or an anti-diarrheal medication, that would mask these symptoms)

Head Lice: Head lice are a common occurrence among school-age children. It is spread through direct contact and the sharing of personal items. Parents must notify the school if their child has lice. Upon return, student must be checked by the school and found to be lice and nit-free and must bring a Dr. note or the treatment box used for treatment before being allowed to return to class.

Hand/Foot/Mouth – Student may return if/when they are fever free for at least 24 hours, have no uncontrolled drooling with mouth sores, and have no remaining open sores.

Ringworm – The student may be in school as long as the rash is covered and is able to remain covered. If a student cannot keep the rash covered, a parent will be contacted to pick up the student.

MEDICATION POLICY

According to State Law, a student may not be in possession of any type of medication at school. Teachers and school administrators have the right to take any medication from the student and contact the parent for appropriate action. If a student needs to take medication during the school day, it must be administered through the office following proper guidelines. (see below) Students needing occasional prescription medications such as penicillin for colds, ear aches, and sore throats are to take those medications at home.

Proper procedure for medication will be followed or medication will not be administered. No exceptions will be made. Medications may be brought to school by a parent or guardian and given to the student in the presence of the school secretary.

Prescribed Medication that is to be administered at school must be brought to school by parent or guardian. A Parental Consent Form for Medication Administration, physician's form, and medication side effects form(available at the school office and in this packet) must be completed and signed by the parent and the physician for each medication. The physician's portion of the form must include the child's name, diagnosis, name of the medication, time/frequency to be administered at school, dosage and length of time to be administered. This form must accompany the medication. A new physician's order is needed at the beginning of each school year. For long term medications, the forms must be completed every 3 months throughout the school year. Prescribed medication must be in the actual bottle/container. The label must include the name of student to be administered medication, name of medication, and amount and time it is to be administered.

Prescribed over-the-counter medications must be brought to the school in the original container with all appropriate forms completed as stated above.

PARENTAL INVOLVEMENT AND RESPONSIBILITY

Parental and family involvement is a vital part of RA school life. Just as students are expected to maintain appropriate sportsmanship and good character, family members are also expected to respect these social norms. Inappropriate behavior of family members may result in that person being asked to leave an event and/or a

suspension from the school campus. Parents are expected to display appropriate behavior that represents Riverside Academy and our beliefs. If a parent fails to display the appropriate behavior, this includes online/social media posts, the student may be dismissed from the school.

SCHOOL AFFILIATED EVENTS OR ACTIVITIES

Students are expected to maintain appropriate behavior when attending or representing RA (banquets, conventions, athletic events, prom etc.). Consequences may be given for inappropriate conduct which reflects poorly on the school's reputation. Students must follow the appropriate dress code provided by their teacher and administration to participate in events.

SCHOOL PICTURES

Romaguera Photography takes school pictures in the fall. Pictures are taken in school uniforms, and students must pay in advance if they want to purchase pictures. A student, not satisfied, will have his or her money returned providing he or she turns in his or her pictures. Romaguera Photography also takes spring portraits. Students take these pictures in regular clothes. These pictures are on a voluntary basis. There is no obligation to take the spring pictures; however, if a student dresses in "regular" clothes, the student must take his or her picture. Group, athletic, and class pictures will be set up by school personnel and must be taken on these dates.

SCHOOL TRIPS

If RA school buses transport students to an event, only the school bus or the student's parent may bring the student back. Exceptions may be granted to ride with another family member, or in special circumstances; written permission is required from the parent/guardian contingent upon administrative approval. Permission slips must be completed and turned in to the sponsoring teacher by the assigned date and time. Any special circumstances must be turned in no later than 8 hours prior to departure. Permission will not be granted if these guidelines are not followed. Students are to abide by all school rules on all trips and will be subject to disciplinary action if a violation occurs. Students must be in school appropriate attire and follow dress and grooming guidelines to attend any school trip.

HALL PASSES

The teacher will use discretion as to the appropriateness for a student to leave class. Student movement in the hallways during instructional time should be kept to a minimum. Students must obtain permission from the teacher; upon receiving permission, the student will wear the HALL PASS LANYARD. Permission must be granted by the teacher for the student to leave instructional time.

STUDENT I.D. CARDS

I.D. cards and lanyards are issued at the beginning of the school year. Students in grades 5-12 MUST wear their IDs throughout the school day. Students in grades 5-12 will be responsible for bringing their ID to and from school daily. If a student does not have his/her I.D. at any point during a school day, he or she will be sent to the office and issued a temp ID at the student/parent's expense. Student I.D. cards are part of the school uniform policy– please review the uniform violation consequences on page 23. IDs that are defaced or broken must be

replaced at the student's expense. **Students will be issued a temporary ID at the cost of \$3.00 each. The temporary ID will only be valid for the day it is issued.**

DRESS CODE

Pre-K 2:

Boys	RA Lil Rebels t-shirt (bookstore) Navy or Red elastic (pull on) shorts or pants <ul style="list-style-type: none"> ● Pants need to be solid colored Black or Navy Velcro shoes White or Black ankle socks
Girls	RA Lil Rebels t-shirt (bookstore) Navy or Red elastic (pull on) shorts or pants <ul style="list-style-type: none"> ● Pants need to be solid colored Black or Navy Velcro shoes White or Black ankle socks

PreK-3 and PreK-4:

BOYS	-Navy Pants or Shorts with elastic waist purchased from approved uniform vendor (sizes begin with toddler) -Red RA collared shirt
GIRLS	-Plaid Jumper with white -peter Pan collared shirt or -Plaid walking shorts with red RA collared shirt Or -Plaid smocked dress

All Preschool:

Undershirts and leggings/tights may be worn on cold days.

Undershirts must be white

Leggings/tights black, navy, or white

Jackets- Plain navy, no hood, no emblems

Sweatshirts – RA regulation sweatshirt(sold in the Bookstore)

Any style raincoat is allowed.

**BOYS UNIFORM
K through 5th GRADE**

Item	Color	Description	Comments
Pants	Navy with RA Logo	Pants or shorts with belt loops (belt required) Pants or shorts with elastic pull-up waist -recommended for PK- K (no belt required)	Pants must be worn at the waist, no lower and MUST be purchased from approved uniform store with RA logo. No joggers, elastic at the ankle, or drawstring
Belts	Black or Brown dress belt (no designs)	Leather or canvas	
Shirts	RA regulation Red polo shirt	Red Shirt with RA logo (approved uniform store or bookstore) All sizes available.	Shirts must be properly tucked. Uniform shirts with the school crest are not permissible.
Undershirts	White	Plain shirts only, no visible logos	
Shoes (1st-5th)	Black	Solid black tennis shoe NO MARKING OF ANY KIND!	Solid black , Non-marking sole Solid black top, middle and sole.
Shoes Pre-K/Kindergarten	Black or navy <u>VELCRO ONLY</u>	Solid black or navy low quarter - NO MARKING OF ANY KIND!	
Socks	White or Black	White or black socks only; No other colors allowed	No markings
Outerwear			Only items purchased in the bookstore are allowed.

GIRLS UNIFORM
K - through 5th GRADE

Item	Color	Description	Comments
Jumpers Skirts Shorts Smocked Dress	RA Plaid design	RA regulation jumper with white Peter Pan collared shirt RA regulation plaid skirt w/Red Shirt RA regulation plaid shorts w/Red shirt -RA regulation smocked dress with bloomers(allowed for PK - K ONLY)	Skirt must be worn at the waist -The length must be appropriate. Blue or black shorts required under skirt and jumper. Short length must be no more than 2 inches above the knee. The width of the legs of shorts should not be altered. Plaid Bloomers, navy, or black shorts required under the smock dress.
Shirts	Red	Red Shirt with RA logo purchased from an approved uniform store or bookstore. All sizes available.	Shirts must be properly tucked. Uniform shirts with the school crest are not permissible.
Undershirts	White	Plain shirts only, no visible logos	
Shoes (1st-5th)	Black	Solid Black tennis shoes NO MARKING OF ANY KIND!	Solid black , Non-marking sole Solid black top, middle and sole. <i>NO BOOTS</i>
Shoes PreK/ Kindergarten	Black or navy <u>VELCRO ONLY!</u>	Solid black or navy low quarter - NO MARKING OF ANY KIND!	
Socks	White or Black	White or black socks only; No other colors allowed	No markings
Tights	Black/Navy/ White	Solid Black, navy, or white	Must be full length and may be worn year round
Outerwear			Only items purchased in the bookstore are allowed.
Hair Accessories	Red, White or Navy	Ribbons, headbands, barrettes	All hair bows/ribbons/etc. - must be school colors.

BOYS UNIFORM & GROOMING
MIDDLE & HIGH SCHOOL

ITEM	DESCRIPTION	NOTES
Pants	<ul style="list-style-type: none"> ● Khaki with RA Logo ● Long pants, worn with <u>khaki, brown or black belt</u>. ● Pants must be properly sized and worn as purchased. ● Pant length must meet the shoe and may not be altered to be skinny fit 	<ul style="list-style-type: none"> ● Pants must be worn at the waist-no lower ● No faded pants, pants with holes, elastic pull on pants, or pants with unfinished hems. ● Purchased ONLY from School Time or Krewe
Belt	<ul style="list-style-type: none"> ● Canvas, Khaki, Black, or Brown 	<ul style="list-style-type: none"> ● Canvas cloth belt from bookstore or School Time are available for purchase
Shirt	<ul style="list-style-type: none"> ● Navy Knit Shirt with RA logo ● Dri-fit shirts in the bookstore. 	<ul style="list-style-type: none"> ● Shirts are sold in the RA Bookstore only. ● Must be tucked in at all times.
Undershirts	<ul style="list-style-type: none"> ● White ● No visible logo. 	<ul style="list-style-type: none"> ● Only plain white
Shoes	<ul style="list-style-type: none"> ● Solid black tennis shoe ● NO MARKING OF ANY KIND! 	<ul style="list-style-type: none"> ● Solid black, top, middle, & non-marking sole ● Hey Dudes are NOT permitted.
Socks	<ul style="list-style-type: none"> ● White or black socks only; No other colors allowed 	<ul style="list-style-type: none"> ● No Markings
Jackets*	<ul style="list-style-type: none"> ● Navy Jackets with RA logo ● Pull over or zip up ● RA Letterman jackets 	<ul style="list-style-type: none"> ● Only solid navy jackets purchased in the bookstore or RA Letterman jackets are permitted.
Sweatshirt	<ul style="list-style-type: none"> ● Navy with RA Logo 	<ul style="list-style-type: none"> ● Only those sold in bookstore are permitted.
Jewelry	<ul style="list-style-type: none"> ● Earrings, facial piercings, and bracelets are NOT allowed while on school grounds, or while participating in any school activities, sports, band, plays ,etc. Band-Aids may not be worn over earrings- they must be removed, ● Necklaces <u>must</u> be worn inside shirts. 	

BOYS PERSONAL APPEARANCE – GRADES PRE-K-12

***Any deviation in the policy due to religious/cultural beliefs must be submitted in writing & pre-approved by the school board.*

Hair	<ul style="list-style-type: none"> ● Hair must be neatly groomed, clean and of a natural color. ● Hair must be blended evenly from sides and back to the top; no noticeable or abrupt change from sides/back/top. ● Hair must not exceed 1.5 inches in height & width, must not be long enough to touch the eyebrows or shirt collar. ● The following hairstyles are NOT permitted: wedges, undercuts, layered hair, twists, braids, mohawks or faux-hawks. ● Sideburns should not pass below the bottom of the earlobes. ● Hair colors must be conventional. No bleached hair (gold, yellow, orange, white, etc.). Designs/lines shaved into the hair and/or scalp are not allowed.
Facial Hair	<ul style="list-style-type: none"> ● Students must be clean-shaven at all times and no altering of the eyebrows. ● Absolutely no mustaches or goatees allowed. ● Students' not clean shaven will receive a disciplinary infraction and consequence. ● Students' may be granted 24 hours to shave or be sent home. <p style="text-align: right; color: red; font-size: small;">*updated 9/9/2024</p>
Body Graffiti & Tattoos	<ul style="list-style-type: none"> ● Body graffiti and tattoos are not allowed, (i.e. writing on self or others). ● Students are not allowed to have tattoos that are visible. ● All tattoos must be covered at all times, this includes when participating in any school activity. (sports, band, plays, etc.)

Anything that the administration deems unconventional and/or distracting to the educational process will not be accepted at school. Flagrant disregard of uniform guidelines will result in a dismissal from school that will be counted as an absence until the student returns with the correct uniform. ***At the discretion of the administration, a student may be granted no more than 24-48 hours to correct hair & grooming infractions. After the granted timeframe, the student will not be permitted to return to school until the issue is corrected.***

GIRLS UNIFORM & GROOMING MIDDLE & HIGH SCHOOL

ITEM	DESCRIPTION	NOTES
Skirt	<ul style="list-style-type: none"> ● RA Plaid regulation skirt ● Blue or black shorts must be worn underneath 	<ul style="list-style-type: none"> ● Skirt length must reach to the knee level, & must be worn at the waist-no lower. ● Skirts may not be hemmed or rolled to be shorter than the knee
Shirts	<ul style="list-style-type: none"> ● Navy Knit Shirt with RA logo ● Dri-fit shirts in the bookstore. 	<ul style="list-style-type: none"> ● Shirts are sold in the RA Bookstore only. ● Must be tucked in at all times.
Undershirts	<ul style="list-style-type: none"> ● White with no visible logo. 	<ul style="list-style-type: none"> ● Only plain white
Shoes	<ul style="list-style-type: none"> ● Solid Black tennis shoe ● NO MARKING OF ANY KIND! 	<ul style="list-style-type: none"> ● Solid black, top, middle, & non-marking sole ● Hey Dudes are NOT permitted.
Socks	<ul style="list-style-type: none"> ● Solid White or black socks only 	<ul style="list-style-type: none"> ● No Markings or any other colors permitted
Tights	<ul style="list-style-type: none"> ● Solid white, black, or navy full length tights allowed 	<ul style="list-style-type: none"> ● Tights may be worn year round.
Jackets	<ul style="list-style-type: none"> ● Navy Jackets with RA logo ● Pull over or zip up 	<ul style="list-style-type: none"> ● Only solid navy jackets purchased in the bookstore or RA Letterman jackets are permitted.
Sweatshirt	<ul style="list-style-type: none"> ● Navy with RA Logo 	<ul style="list-style-type: none"> ● Only those sold in bookstore are permitted.
Jewelry & Misc.	<ul style="list-style-type: none"> ● Conventional, modest jewelry is allowed. A maximum of two earrings in each ear. Any additional earrings must be removed. Earrings may not extend past the jaw line and may not detract from the educational process. ● Facial piercings are not allowed, (i.e. tongue, nose rings). ● Band-Aids may not be worn to cover any piercings. ● No wild-eye or unconventional contact lens. 	

GIRLS PERSONAL APPEARANCE – GRADES PRE-K-12

***Any deviation in the policy due to religious/cultural beliefs must be submitted in writing & pre-approved by the school board.*

Hair	<ul style="list-style-type: none"> ● Hair must be neatly groomed, clean and of a natural color & length. No colored or bleached hair allowed. ● Hair extensions/braids must be natural in length/style. Braids/Extensions may not pass the middle of the back. ● Hair should be designed not to attract attention, bangs out of eyes. ● Hairstyles and color must be more natural looking and not distracting to the educational process. ● No hair ornaments allowed in extensions or braids. ● Hair feathers, flower style headbands/barrettes, wraps, or bandanas are not permitted. ● Barrettes, hair bands or ribbons must be school colors. Blue, or Red. ● Small bows may be blue or white.
Make-Up	<ul style="list-style-type: none"> ● Conventional cosmetics are allowed for girls only. ● Unconventional lipstick and/or nail polish are not allowed. ● Nails should be a reasonable length. ● Only black or brown mascara is allowed. ● Glitter may not be worn anywhere on a student's clothes or body. ● Students should not have excessively long eyelashes.
Body Graffiti & Tattoos	<ul style="list-style-type: none"> ● Body graffiti and tattoos are not allowed, (i.e. writing on self or others). ● Students are not allowed to have tattoos that are visible. ● All tattoos must be covered at all times, this includes when participating in any school activity. (sports, band, plays, etc.)

Anything that the administration deems unconventional and/or distracting to the educational process will not be accepted at school. Flagrant disregard of uniform guidelines will result in a dismissal from school that will be counted as an absence until the student returns with the correct uniform. **At the discretion of the administration, a student may be granted no more than 24-48 hours to correct hair & grooming infractions. After the granted timeframe, the student will not be permitted to return to school until the issue is corrected. Extensions will not be given for upcoming appointments.**

P.E. UNIFORM
Middle and High School

Item	Color	Description	Comments
Shorts	Navy Blue	RA regulation only	Purchased through school book store.
T-Shirt	Gray	RA regulation only	Purchased through school book store.
Socks	White or Black	Solid Color	Solid only
Shoes		Tennis shoes	Can be worn in the gym and outside

** Students in athletic PE may wear an RA Tshirt and school appropriate shorts in the school colors.*

UNIFORM VIOLATION CONSEQUENCES

(Uniform/ID Violations will reset each quarter, but the consequences will remain the same.)

The following violations will result in the consequences listed below.

	Elementary	Middle & High School
1st – 2nd	Written Reminder	Warning
3rd	Parent Communication	Parent Communication
4th – 5th	Recess Reflection	After School Detention
6th on	After School Detention	Suspension

SPECIAL DRESS DAYS

Spirit days: Any Riverside Academy clubs, sport, organizations, and fundraiser t-shirts and or/jackets/outwear (no hoodies) may ONLY be worn on Fridays. Deviation from this policy must be cleared with an administrator. Spirit shirts must be school colors (Red, Navy, Gray, or White).

Dress down days will be announced throughout the year.

K-12 Dress Down Guidelines:

- ★ Shorts must be worn with leggings underneath if they do not reach the knee
- ★ Leggings or tights may not be worn as outerwear- if worn, they must be covered by shorts
- ★ No holes or rips in jeans
- ★ No spaghetti straps
- ★ Closed toe shoes must be worn
- ★ Slippers, Crocs, Slides are not allowed unless specifically stated in guidelines
- ★ No caps, hats, wigs, unless specifically stated in guidelines
- ★ Themed spirit days are not free dress days. If participating, outfit and accessories must be school appropriate and follow the theme.

Note: Additional guidelines may be sent out for dress down days.

DANCE ATTIRE

	Girls	Boys
HOME-COMING	<ul style="list-style-type: none"> ● No jeans ● No immodest bare backs, no low necklines, no visible midriffs, no two-piece or cut-outs ● No strapless dresses ● Dress shoes must be worn. 	<ul style="list-style-type: none"> ● No jeans ● Dress pants, shirt, tie, and dress shoes must be worn. ● Do not have to wear a sports coat or jacket.
PROM	<ul style="list-style-type: none"> ● May wear a long or short evening dress, appropriately fitting and modest ● NO visible midriffs, NO two piece ● Backs must be covered below the traditional waistline. Material from the front of the dress must be visible when viewing the dress from behind. ● No front or side cut outs below the traditional bra-line will be allowed unless they are covered by sheer material. Back cut outs do not have the waistline fully on the back (not wrapping to the side). ● Necklines must be moderate. Strapless dresses are acceptable if the neckline is moderate. ● Dress shoes must be worn. No casual sandals, tennis shoes, boots, or slippers. 	<ul style="list-style-type: none"> ● Traditional Tuxedo or suit (no sport coats and slacks, no commercial themes) ● Dress shoes and dress socks must be worn ● NO TENNIS SHOES ● No pierced body parts or tattoos are to be visible. ● Shirts must be tucked in at all times.

SCHOOL CLIMATE AND DISCIPLINE

Riverside Academy students are held to a high standard of respect for self, others, and the environment. Students are accountable for their behavior and appearance anytime they are on campus, at a school function, and/or representing RA. Students are accountable to uphold all rules and regulations and consequences may be given for any offenses.

DRUG TESTING POLICY (MIDDLE & HIGH SCHOOL)

Riverside Academy does not condone the sale, use, possession, and/or distribution of alcohol or illegal drugs by students on or off the campus. Riverside Academy reserves the right to require drug-screening tests of its students. This policy also involves being in the presence of others who have used or who are under the influence of either. If a student is enrolled at Riverside Academy, it is understood that the parent has agreed to allow his or her child to be drug tested following the policy of Riverside Academy.

DRUG-TESTING PROCEDURES

Students who are randomly selected will be notified and will report to a designated area. The administration reserves the right to test any additional students if warranted. Additionally, if a parent desires to have his or her child checked monthly if not selected randomly and is willing to pay for the sample, the school will accommodate the request. A cosmetically undetectable snip of hair will be taken from each student and sent to the laboratory for testing which will detect illegal drug use during the past 90-day period. All results will be returned to the principal or assistant principal in charge of discipline and remain confidential.

Once a student has been selected and tested, the student's number is returned to the collective pool for further "random plus" selection. A student, who has removed all appropriate hair so as to hinder the facilitation of the hair sampling drug test, will participate in a urine test equivalent to the hair sampling and to the life expectancy of the five tested drugs in the body. Excess costs of the urine test will be borne by the parents.

Drug-Testing Results:

By the end of the week following the testing, the Principal will notify the parents concerning the testing. Students testing negative will receive a letter outlining the results, and the student's number will return to the "random plus" pool.

Parents of students testing positive will receive a phone call to set up a conference. The results of a positive test will be confidential between the parents and the administrators. To remain in school, the parents must seek assistance outside of the school. Any student, shown to be using drugs, is expected to receive professional assistance while remaining in school. The student will be retested each 9-week period from the initial meeting and retested frequently (as requested) at the expense of the parents for at

least the next twelve months and thereafter or until the student graduates. A second positive test, without a decreasing baseline number, during the student's tenure at Riverside will result in dismissal from school.

Psyche Medics Corporation is the nation's leading drug testing company using hair to detect drug use. The test is designated to detect the presence of illegal drugs in the cortex of the hair. Laboratory procedures are designed to show drug use and eliminate the possibility of a positive test result from outside sources. Psyche Medics' test detects illegal drugs used in the past approximate 90 days and can provide information of the type, quantity, and historic pattern of individual drug use.

Psyche Medics' hair analysis has consistently proven to be more effective than urinalysis and other methods in correctly identifying drug users. This superior detection ability makes Psyche Medics the most cost effective and efficient method of drug testing.

DISCIPLINE POLICY AND PROCEDURES

A student who engages in conduct prohibited by school policy may be disciplined. Discipline may include, but is not limited to, any one or any combination of the following: verbal reprimand, parent/guardian conference, confiscation of personal property, loss of privileges, loss of credit, detention, home assignment, withdrawal from class, out of school suspension, or expulsion.

★ **All students are accountable to all RA faculty and staff members regardless of their position. See each section for specific discipline regulations.**

★ **After school detentions will not be rescheduled or arranged and must be served as scheduled before participating in any extracurricular after school programs or practices.**

Levels of conduct violations:

Level I

Teachers will handle these offenses:

- talking out of turn, walking around without permission, chewing gum, missing necessary supplies, etc.
- Classroom management
- Uniform/Grooming Violations
- Tardy to class

Level II – Written referrals will be issued for the following infractions. Infractions include but are not limited to:

- iPod/iPad, Cell phone use during school hours (Cell Phone confiscated for 24 hours)
- Bus violation
- Cafeteria violation
- Habitual violation of class rules/procedures
- Profanity
- Lying or misrepresentation

- Minor misuse of technology
- Parking violations, speeding, loud music
- Inappropriate behavior
- Leaving class without proper hall pass
- Harassment (minor)

1st Offense – 3rd Offense – **after school detention**, a referral must be signed by a parent

4th–5th Offense – **1-2 day suspension (either in school or out of school)**

6th Offense – **2-4 day suspension (Out of school suspension)**

7th Offense – **possible dismissal from Riverside Academy**

Level III – Parents will be contacted and notified of the situation. Consequences range from suspension to expulsion. Should a student be suspended he/she will not be allowed to participate in after school activities.

Infractions include but are not limited to:

- Cyber bullying, texting/social media use - **suspension to dismissal**
- Lewd or sexually explicit behavior or language - **suspension to dismissal**
- Gambling- **suspension to dismissal**
- Intimidation- **suspension to dismissal**
- Bullying- **suspension to dismissal**
- Serious misuse of technology- **suspension to dismissal**
- Battery- **suspension to dismissal**
- Plagiarism, forgery-**suspension**
- Scholastic dishonesty-**1-day suspension, Zero on tests taken**
- Extreme classroom disruption-**suspension**
- Verbal abuse, racial slurs- **suspension to dismissal**
- Inappropriate materials, actions- **suspension to dismissal**
- Fighting - **suspension to dismissal**
- Arson - **dismissal**
- Smoking, tobacco use, vaping, alcohol use or possession on campus - **suspension to dismissal**
- Vandalism - **suspension to dismissal**
- Stealing - **suspension to dismissal**
- Leaving school without permission or failure to report to class - **suspension to dismissal**
- Disrespect of authority - **suspension to dismissal**
- Possession of firearms/weapons - **dismissal**
- Indecent exposure - **dismissal**
- Off campus notorious conduct that would tarnish the school's name - **suspension to dismissal**
- Sexual harassment - **suspension to dismissal**
- Use, possession, buying, selling or under the influence of drugs - **dismissal**
- Harassment (Major) - **suspension to dismissal**

K-6th Grade

CONSEQUENCES FOR DISCIPLINARY REFERRAL

(In the event a student does not respond to the classroom management plan, a Disciplinary Referral will be issued by the teacher. Disciplinary Referrals may be given by the Elementary Supervisor for level II or III infractions.)

- 1st Offense – Warning/Parent communication
- 2nd Offense – Parent Communication/Recess Reflection
- 3rd Offense – 2 day recess reflection
- 4th Offense – After school detention
- 5th Offense – One day in school suspension
- 6th Offense – Two to three days of out of school suspension
- 7th Offense – Possible dismissal

Any offense considered a serious offense may be considered as a 4th, 5th, 6th, or 7th offense on the disciplinary referral guidelines, depending on the severity of the offense and any extenuating circumstances. This is determined by the administration. Some of the more serious offenses are: bathroom graffiti, fighting, vandalism, stealing, hitting, disrespect to a teacher, or obscenities (words: verbal, written or gestures, or drawn pictures).

Failure to serve the assigned detention will result in a make-up of this missed detention, plus the next offense on the Disciplinary Referral Chart. Obviously, all offenses cannot be listed. Any offense not listed deemed serious enough will be brought to the Administration.

DISCRETIONARY CLAUSE

Obviously, not all offenses can be listed. Any offense not listed deemed serious enough by any school personnel will be brought before the Discipline Committee for a decision. Parental consent does not supersede a school rule. Ignorance of the rules is no excuse for breaking the rules. These guidelines should be followed for all school functions and any time the student is on the school campus.

SOCIAL MEDIA POLICY

When using social networking sites, virtual reality sites, email or text/picture/instant messaging systems of any kind, students, parents, and their family members must consider the impact on themselves and on other members of the community and be mindful of the rules, mission and values of Riverside Academy (also referred to as “RA”, “Riverside”, or “School”). Failure to adhere to Riverside’s Social Media Policy may result in disciplinary action. Posts that do appear and do not abide by this policy are expected to be removed immediately if requested by the Administration.

Any posting that creates, directly or indirectly, an uninviting/threatening atmosphere for any member of our community or creates an environment that is contrary to the values of the School, its mission, or policies as set forth in this Handbook, or as set forth in the examples below will be investigated and, if such

occurred, be considered a serious violation of the School's policies in the sole discretion of the Administration no matter when or on what system it was created or transmitted. This includes but is not limited to the following:

- Think before you post.
- Students, parents, and family members may not use disparaging digital video records of the RA community members either on campus or at off-campus events without the participant's consent.
- Students, parents, and family members should not post anything personally compromising that could be linked to the School.
- Students, parents, and family members should not post any behavior that might embarrass themselves, their families, their teams, and/or RA. This includes activities conducted online, before, during or after school hours.
- School administration may investigate postings on anonymous sites that violate School norms and rules. Such postings undermine the atmosphere of trust that is essential to building a healthy school community. The School may hold the perpetrator responsible for any inappropriate posting.
- Students, parents, and family members should keep in mind that most college admissions offices and future employers examine the postings and social networking sites of applicants. Understand that anything posted online is available to anyone in the world. Any text, photo or video placed online is completely out of your control the moment it is placed online, even if you limit access to that posting.
- Students, parents, and family members who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the School.
- Students, parents, or family members posting information on any website, social networking site, bulletin board, chat room, email or other messaging system related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person, inappropriate references about the school and/or its students, faculty, staff, administrators or any member of the school community on any public internet site will be subject to disciplinary action, including suspension or expulsion of the student.
- Students will not post content or tagged locations to social media during school hours due to the safety and consideration of themselves and others on campus.
- Current students are not allowed to send "friend" or "link" requests to faculty or staff at RA.
- This policy will be reviewed biannually to address arising issues and to stay current on the ever-evolving world of social media.

CHROMEBOOK AGREEMENT

Riverside Academy will provide a loaner of Dell Chromebooks to students in grades 6-12. 6th grade and Middle School students are required to use school issued Chromebooks. As part of the terms of use, all students must obey the policies listed in regard to the use of the Riverside Chromebook loaner.

In the event a school issued device is broken or damaged, the student/parent is responsible for payment of the following:

- \$250.00 for screen replacement of the Chromebook (A replacement Chromebook will be provided to your child after all fees are paid.)

- \$300.00 for broken/ Damaged Chromebook (A replacement Chromebook will be provided to your child after all fees are paid.)
- \$100.00 for replacement of Chromebook Power Adapter
- Damaged Chromebook must be presented to the Front Office as soon as the damage has been discovered. (Disciplinary action will be taken if the student's Chromebook is revealed broken and he/she has not taken action as soon as possible.)

Due to privacy laws, Riverside Academy may NOT be able to track or locate a Chromebook; consequently, if the Chromebook is lost, the student/parent shall be responsible for the replacement cost of the Chromebook and/or Charger.

Student Chromebook Expectations:

- School issued apps will be applied to your Chromebook. Additional apps will be approved by the Administrators and installed by the Riverside Academy IT Staff.
- Games must not be loaded to the Riverside Academy Chromebook that was loaned.
- Earphones, earplugs, and any other listening devices are not to be used during school hours unless school personnel have given distinct permission to do so for academic purposes.

CELL PHONES, IPODS, CAMERAS & INTERNET/SMART WATCHES

Student cell phones should and must not be visible during school hours. If a teacher sees or hears a cell phone, it will be taken from the student and brought immediately to any administrator. Parents should not call or text a student's cell phone during school hours. Parents should call the office at 985-536-4246. Absolutely, no earbuds or headphones are allowed in the school building, regardless of learning style. Music and other electronic devices are also not allowed. Violations may result in level 2 referral. Administration will contact the parent, and the parent (not the students) may pick up the phone 24 hours after the contact. Wearable communications devices such as "apple watches" are prohibited. Riverside Academy reserves the right to examine the contents of a confiscated cell phone.

STUDENTS RESPONSIBILITY FOR SECURING VALUABLES

Students are responsible for securing valuables such as wallets, cash, cell phones, etc. A lock may be purchased at the school's bookstore and placed on the student's hall locker. Students participating in after school practices who are in need of securing items should discuss this issue with their coach. Riverside Academy is NOT responsible for personal items brought to school for personal use.

CYBERSPACE

A student and/or parent who submits any cyberspace post detrimental to the school, or detrimental to another student and/or parent may be subject to dismissal.

RACISM

Racism in any form will not be tolerated at Riverside Academy. In keeping with that policy, students, parents, and visitors will not be welcomed on campus while displaying symbols, words, pictures or phrases that are offensive and/or represent racism and hatred. Any symbol that is widely known to be a symbol of racism or hate will be handled the same way. Violation of this policy can or shall result in an individual's removal from campus temporarily or permanently barring an individual from campus.

RIGHT TO SEARCH

School or parish property does not belong to the student. The school/parish is co-tenant of lockers and desks and reserves the right to search them and/or student's belongings at any time without notice. School officials may search a student's belongings, including but not limited to purse, briefcase, cell phone and book bag or any mode of transportation parked on the Riverside Academy campus.

BULLYING/CYBER BULLYING

Bullying is defined as unwanted, aggressive behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Riverside Academy will not tolerate any bullying on school grounds, school sponsored activity, on social media, or in the community. Consequences for students that bully others shall depend on the results of the investigation. Examples include but not limited to:

- Physical intimidation or assault
- Extortion
- Oral or written threats
- Teasing
- Putdowns
- Name calling
- Threatening looks
- Gestures or acts of aggression
- Cruel rumors or false accusations
- Social isolation
- Cyber-bullying

HARASSMENT

Harassment is defined as unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history). Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Each student must have a wholesome respect for fellow students, faculty members, and staff members. There must be no racial, ethnic, sexual, or religious statements made in reference to students, faculty and staff. There should be no derogatory or demeaning comments made about students, faculty, and staff members. Anyone with information may make an anonymous report. Under no circumstances would Riverside Academy allow the reporter to be threatened or intimidated. Students and/or family members of students may not use social media sites in a negative manner. Students will be held responsible for all texts, videos, images and any other electronic content that they receive, post, forward, or may currently have on their phone.

Dissemination of Policy: This policy and related regulations shall be disseminated as follows:

1. This policy and related regulations shall be provided to students as part of any orientation program for new students.
2. All administrators and supervisors shall be knowledgeable of the school's policy and their responsibilities for its implementation.
 - a. Counsel the alleged victim and outline the options available.
 - b. Assist in follow-up investigation, interviewing the accused, witnesses, and supervisor, as appropriate, and recommending the disposition of the complaint.

Formal Resolution Process

1. If the complaint is not resolved by the informal process to the satisfaction of the alleged victim, the following formal procedures are available:
 - a. The alleged victim may request that the complaint be reviewed by the School Board.
 - b. The School Board shall then take action deemed appropriate to resolve the situation including but not limited to discipline, training, or other remedial measures.
 - c. An effort will be made to protect the privacy of the parties involved in a complaint. Files that pertain to complaints handled under the informal process shall be kept confidential and will not be made available to the general public.
 - d. No retaliation of any kind will occur because a student made a sexual harassment complaint.
2. The Principal, Director, or Disciplinarian will review the factual information collected to determine and authorize appropriate action.

Obligations of All Employees

1. All employees shall report to their immediate supervisor any sexual harassment/bullying by or of students. Employees shall take appropriate action to stop any sexual harassment/bullying of students, including discipline of students involved and notification of the incident(s) to the appropriate administrator.
2. All employees shall cooperate with any investigation of an alleged act of sexual discrimination/harassment conducted by the school or by an appropriate State or Federal Agency.
3. No employee of the school shall take any action to discourage a victim of harassment from reporting such an instance.

ATHLETIC INFORMATION

- A physical is required before any student participates in a practice or game for any sport.
- A yearly one time **Athletic Fee** of **\$100.00** is required for all 7th-12th grade students participating on a high school athletic team and **\$50.00** for 3rd-6th grade. This covers uniforms, equipment, transportation and athletic training. Checks are made out to Riverside Academy and must be paid before the **1st athletic event**. **6th – 12th grades summer workouts are required to be eligible for athletic PE.**
- Drug testing for athletes: The LHSAA has adopted a policy for student athletes concerning drug testing. A permission slip for consent to random drug testing **MUST** be signed by the parent/guardian as well as the student in order for the student to participate in athletics. Ten percent (10%) of each athletic team will be tested for the use of illegal substances. Students will be randomly chosen by an administrator unless suspicion by an administrator or a parental request is made.
- Admission for athletic events: Riverside welcomes all students and parents to attend all athletic events to help support our athletes. Advance football tickets will be available in the main office for all home football games. RA students are admitted free of charge to all regular season athletic events. A student ID is not valid during playoff games, jamboree, or hosted tournaments. Prices for playoff games will be advertised.
- If a student athlete does not have health insurance, he or she may enroll in the school offered policy. Coaches will provide information.

ATHLETIC ELIGIBILITY (2024 - 2025 school year)

Scholastic Requirements Rule

a. To be eligible for the first semester of 2024-2025, a student must have passed six units AND have earned a 1.75 GPA as determined by Riverside Academy. First semester eligibility is based on the final grades of the previous year.

b. To be eligible for the second semester of 2024-2025, a student must have passed six units during the first semester of 2024-2025. A GPA of 1.75 is required in the second semester.

c. Eligibility of SENIORS ONLY:

1. To be eligible for the first semester of 2024-2025, a senior must have passed six units AND have earned a 1.75 average as determined by Riverside Academy for the previous school year. Additionally, in the first semester, a senior must take at least five (5) units.
2. To be eligible for the second semester of 2024-2025, a senior taking five (5) units in the first semester must pass all five (5) units, and a senior taking six (6) or more units in the first semester, must pass six (6) units.

EXTRA CURRICULAR ACTIVITIES, TRIPS, EVENTS, ETC.

It is considered a privilege, not a right, for a student to participate in any and/or all special activities, (i.e. dress up days, field trips, sports, clubs, dances, or events). Some of the special activities will require students to maintain or achieve goals to participate, (i.e. GPA, behavior). Sponsors of the said activity or trip will set the requirements in which students will be held accountable in order to participate. Restrictions of such activities and/or fines may be used as consequences for inappropriate or lack of adherence to guidelines. Students MUST follow all school guidelines for dress code, grooming, and behavior when at a school sponsored event.

2024-2025 CAFETERIA LUNCH ACCOUNT POLICY

All students are required to use QSP, which is a system of pre-paying for your child's lunch and/or snacks. Each student has a separate account and student number.

MONEY FOR LUNCH ACCOUNTS: Students must drop their deposits into the locked deposit box located on the information table by the front office. PLEASE HAVE STUDENTS' FIRST NAME AND LAST NAME ON ENVELOPE OR CHECK. Deposits that are turned in by 8:30 AM will be applied to the students' accounts by recess. Deposits dropped in the deposit box after 8:30 AM will not be applied to the students' account until the next school day. We can accept one check for several students' accounts. Please write each student's name on the check and the amount you would like deposited to each student's account on the check or a separate piece of paper. If your student had money in his/her account at the end of the school year, that money will be in his/her account at the start of the next school year.

Parents may access their child's account to pay online or view activity by logging on to: www.payschoolscentral.com. Your child's unique student number will be needed to sign up (Unique Student # starts with 9850). TECH SUPPORT: 1(800)572-6642.

Students will also be responsible for keeping track of their account balances. low balances below \$10.00: an email will be sent to the student's guardian on file when their account balance reaches \$10.00.

Negative accounts: once a student's account accrues a negative balance of \$25.00, recess items, second lunches, or snacks may not be purchased. In the event, a student's account reaches a negative balance of \$75.00, and the parent hasn't attempted to pay on the lunch account, the parent will receive an email or text stating they have one week to pay on the account. If an attempt to pay is not made, riverside academy will ask you to send the student a lunch from home and the student will not be allowed to make any purchases in the cafeteria until the account has been brought current.

RESTRICTIONS: Elementary students are only allowed ONE SNACK/DAY. In the event you wish to allow the student to have more than one snack, please put this on the enrollment form. Also, if you would like to set a \$ limit per day, please note in the space below.

FOOD ALLERGIES: Please note any food allergies on the enrollment form.

BALANCES: If you would like information on your child's lunch account, please contact Lee Dupepe, Cafeteria Supervisor at 985 536 4246 ext 219 or email ldupepe@riversideacademy.com.

RIVERSIDE ACADEMY COLLECTIONS POLICY

Version 1.0	New Policy	July 2024
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The following policy details the collections process of handling overdue tuition payments and fees. Some segments of this policy shall be included in the Student Handbook and shared with parties responsible for payments. This policy is subject to change upon approval of the Principal and Board of Directors.

Tuition

Tuition may be paid in full by May 31 for the subsequent school year beginning in the same calendar year and must be paid by this date to receive the lower, paid in full tuition price. If tuition is not paid in full by this date, the full, non-discounted tuition may be paid or monthly tuition based on the non-discounted tuition amount is due on the 5th of each month, beginning in June and ending in May of the following calendar year (12-month period). Bus tuition, if applicable, is also due on the 5th of each month, beginning in September and ending in May of the following calendar year (9-month period). Monthly tuition payments may be paid by bank draft, credit card on file to be charged each month, or check. All credit card payments will be assessed a processing fee at a percentage determined each year and is subject to change with prior notice. Each NSF draft payment or check will be subject to a service charge at an amount determined each year and is subject to change with prior notice.

Each month for which a monthly tuition payment is not paid in full by the 5th, a late fee of \$25 will also become due. All partial payments will be applied to the earliest month of tuition due. Additional actions will be taken as outlined in the Overdue Payment Actions Table below.

Fees

Various fees, including but not limited to those listed below, are due during student registration and as stated throughout the school year. Each month for which outstanding fees are not paid in full by the 5th, a late fee of \$25 will also become due. All partial payments will be applied to the earliest month of outstanding fees due. Additional actions will be taken as outlined in the Overdue Payment Actions Table below. All credit card payments will be assessed a processing fee at a percentage determined each year and is subject to change with prior notice. Each NSF draft payment or check will be subject to a service charge at an amount determined each year and is subject to change with prior notice.

Initial Fees

Initial Fees include all fees due at the time of student registration. These Initial Fees include, but are not limited to, registration, bus registration (if applicable), and capital improvement fees. All Initial Fees due at registration must be paid to register a child in a class for the next school year. All Initial Fees must be paid prior to any child beginning school or participating in any school extracurricular activities or programs, including during the summer months of June, July, and August.

The late registration fee amount for existing families will be due after the due date stated during the registration window, typically in March, and is included with Initial Fees due.

Student Fees

Student Fees include, but are not limited to, class fees, athletic fees, parking, etc., and are due on sign-up day. All Student Fees must be paid prior to the beginning of the school year. If any Student Fees are outstanding by September 5th, the actions as outlined in the Overdue Payment Actions Table below will apply, including the \$25 late fee.

Other Fees

Other Fees, including Fundraiser Fees, may be required during the school year and must be paid as due by the date communicated during the school year. If Other Fees remain outstanding by the 5th of the month after the established due date, the same actions as outlined in the Overdue Payment Actions Table below will apply, including the \$25 late fee.

Overdue Payments

Each monthly tuition payment is due on the 5th of the month to be considered on time. Outstanding fees are also due on the 5th of the month. Each overdue payment is due on the 5th of the subsequent month. For each payment due not received in full by the 5th, the action noted in the Overdue Payment Actions Table below will be assessed. Any overdue payment amount may trigger the action. Any partial payments received will contribute to the most overdue amounts first and then to the more recent overdue payments.

Overdue Payment Actions Table		
Payment Due	Level	Action
Due on the 5 th of the month, Up to 1 Month	1	\$25 late fee will be added to the amount due if any payment due is not received by the 5 th of the month.
2 nd Month due on the 5 th of the month	2	Additional \$25 late fee will be added to amount due (\$50 total), plus: (a) Exams and tests during exam days at the end of the quarter will not be given. All overdue amounts, including late fees, must be paid before (a) listed above no longer applies.
3 rd Month due on the 5 th of the month	3	Additional \$25 late fee will be added to amount due (\$75 total), plus: In addition to the Level 2 Action above: (a) Student may not participate in any extracurricular activities or special events. If payment has been submitted for a special event and the student(s) cannot participate due to 3(a), the payment will go towards the outstanding balance.
Over 3 Months	4	Additional \$25 late fee will be added to amount due (\$100 total), plus: In addition to Level 2 and 3 Actions above, student is no longer allowed to attend school until all overdue payments, including late fees are paid. If there is a waiting list for the student's grade, the student will be removed from the class to provide a spot for an awaiting student. After the established number of days of non-attendance as per state regulations, the student will be reported as truant and dropped from enrollment. The student would require a new application for approval prior to returning to school.
Over 6 Months	5	In addition to Level 2, 3, and 4 Actions above, overdue payments, including late fees remain due for the time the student was in attendance. If any payments are overdue by 6 months, the school may take further action to obtain outstanding amounts or submit information to a collection agency or other outside sources.

At the end of the school year, all financial obligations must be paid in full prior to final exams for the student to complete their final exams or tests given during final exam days for elementary grades. Final exams are required for the student to complete their current grade and pass to the next grade. For any graduating students or any students attending end of year banquets, ceremonies, or special events, all financial obligations must be paid in full prior to the graduation, ceremony, or special event for the student to participate and to receive awards.

At the end of the school year, all financial obligations must be paid in full by May 31 of the ending school year to register children for the subsequent school year. Any registration or school fees paid for the next school year will first be applied to outstanding balances of the prior school year. All financial obligations for the prior school year must be paid in full prior to any child participating in any school extracurricular activities or programs during the summer months of June, July, and August.

Notices of outstanding amounts will be sent by the 15th of the month, stating the outstanding balance, late fees, and current and next action upon non-payment. A Level 1 notice will be a text and email from the Controller, and Levels 2 and above notices will be an email from the Principal.

Employee Tuition and Fees

Any tuition or fees owed by employees must be paid as due. Any outstanding payments over 2 months will be deducted from the subsequent paycheck.

Partial Attendance

If a student withdraws from school prior to the end of the school year, no portion of tuition or any fees will be refunded. If a student is withdrawn from school with outstanding payments, payees will still be notified and if payment is not received within 6 months, the school may report the payee to a collections agency or other outside sources to obtain payment.