



Parent / Student Handbook

**2011 – 2012
Grades K – 8th**

*Pastor Wes Tanksley
Administrator April Fortin*

A Ministry of RiverWalk Church

801 W. 22nd Street
Sanford, FL 32771
407.321.2723
Fax: 407.322.7627
www.RiverWalkChurch.org

*RCA reserves the right to adjust the policies and procedures
in this manual if mandated.*

Table of Contents

Message from Pastor.....	3
Message from Administrator	4
Statement of Faith.....	5
Philosophy and Accreditation.....	6
School Calendar	7
Admission Policies	8
Health Forms	
Registration	
Payment Policies	9-10
Payment Schedule	
Fees/Discounts	
Attendance Policies	11-13
Absences (Excused – Unexcused)	
Student Drop-off and Pick-up	
Tardy Policies	
Parent Visitation	
Early Check Out / Withdrawals	
Discipline Policies	14-17
Detentions	
Suspension	
Expulsion	
Disciplinary File	
Parent Response to Discipline	
Authority of the Teacher	
Dress Code	17
Academic Policies.....	17-19
Report Cards	
Grading Scale	
Homework	
Awards	
Student Procedures	19-20
Medications	
Student Health Procedures	
Computer Usage	
Hall and Restroom Procedures	
Chapel Services	
Afterschool Care	
Emergency Closings	
Lunch Services and Summer School	

Message from our Pastor

Dear Students and Parents,

Thank you for choosing RiverWalk Christian Academy for your educational needs during this season of your life. Our mission is to educate children in a positive atmosphere and provide a safe environment while preparing for the future.

All of our students may be at different ability levels, but all have the ability to do their personal best. Our desire is to give help and encouragement to succeed and be the best you can be. That can only happen when we partner together as staff, student, and parents.

By attending RiverWalk Christian Academy, we want you to learn and know that God has a plan and purpose for your life and that you experience His Grace. If you do not have a home church, you are always welcome to attend and worship together with us at RiverWalk Church of God.

God bless you and may you have the best school year you have ever had.

May You Be Blessed With God's Grace,
Pastor Wes Tanksley
Sanford – RiverWalk Church of God

Message from our Administrator

Greetings!

*Welcome to the beginning of another super fantastic year at RiverWalk Academy where we're **SOARING TO NEW HEIGHTS WITH GOD!** We are very excited to have your child/children in our school this year! We are looking forward to a year full of learning, growth, and development.*

As we embark upon this new and exciting school year, as educators we pledge to provide your children with a quality education that will produce great thinkers, innovators and future leaders.

Now you may ask the infamous question how I can help my child. You can help your child by becoming involved with their learning, establishing homework routines, and getting to know your child's teacher and other staff members that are qualified to help you and your child with their education. Together we will help your child find success in their educational journey.

Sincerely,

Mrs. Fortin ED.S.

Statement of Faith

- In the verbal inspiration of the Bible.
- In one God eternally existing in three persons; namely, the Father, Son, and Holy Ghost.
- That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead. That He ascended to heaven and is today at the right hand of the Father as the Intercessor.
- That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.
- That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
- In sanctification subsequent to the new birth, through faith in the blood of Christ; through the Word, and by the Holy Ghost.
- Holiness to be God's standard of living for His people.
- In the baptism with the Holy Ghost subsequent to a clean heart.
- In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.
- In water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.
- Divine healing is provided for all in the atonement.
- In the Lord's Supper and washing of the saints' feet.
- In the premillennial second coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.
- In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

Philosophy

The philosophy of RiverWalk Christian Academy emphasizes the interrelationship of three institutions the home, the church, and the school – working together for the betterment of the child. First at RiverWalk Christian Academy, it is our firm conviction that proper training begins at home. The home was the first institution that God set on earth, and it is where the child first learns set patterns of behavior. Each child learns to respond to discipline and authority as he reacts to the controls and guidelines of the mother and father. He also learns how to respond to other individuals either by playing with the other children in his family or with those who live nearby. It is in the home where the child learns a value system of right and wrong. When a child is taught proper discipline and respect in the early years at home, he is then ready to be educated and to develop the skills necessary for him to face life successfully.

Second, it is the conviction that God has also established His Church as the institution directly responsible for the winning of the unsaved to Christ and the exhorting and training of the saved. This includes the teaching of Biblical principles of living as found in the Holy Scriptures. We believe that the Bible describes the local church as a body of born again believers led by a pastor under the guidance of the Holy Spirit. Therefore, we affirm that Christian children must be taught respect for God, His Word, and the Biblical principle of His Word, and that children should live by these principles.

Third, it is our conviction that a school is an institution for the educating and training of children. A school should provide both an environment and a curriculum conducive to effective learning. We believe that, as a Christian school, it is our responsibility to build Christian character in our students. It is our philosophy that the traditional approach to education is the best method of education and we practice traditional education in all of our classes.

We believe that a child should be trained to do right because it is right to do right and not do so just for rewards. We believe that is a natural need of children to be disciplined and corrected and that they need well defined boundaries governing their behavior. The teachers in our classrooms are the authority and must be upheld and respected by the students and their parents. We expect our students to be honest and to exercise personal initiative in class work and homework. Every student must show respect and must obey in attitude and action certain definite rules which are set forth in this handbook.

Please read and familiarize yourself with the rules and policies set forth in this handbook and make sure your student does the same. If you cannot support and practice these policies, we advise you look for a school whose policies and programs you can support.

RiverWalk Christian Academy reserves the privilege of setting and maintaining its own standards for student conduct, dress, cleanliness, and scholarship. The school maintains the right to suspend or expel any student who violates the rules, policies, or standards of conduct outlined in this handbook, or any other rules of conduct as defined by the administration.

Accreditation

RiverWalk Christian Academy is a non-public private school registered with the Florida Department of Education and the Seminole County Board of Education.
We are a member of the Church of God Association of Christian Schools (CGACS).

School Calendar 2011 – 2012

August 8-12	Teacher Workday
August 12	Open House @ 7pm
August 15	First Day of Student Attendance (Start of 1 st Quarter) School Closed
September 5	Progress Reports
September 16	Parent Help Night @ 7pm
September 22	End of 1 st Quarter
October 14	Start of 2 nd Quarter
October 17	K-8 Parent Conference 5-7pm
October 24	Progress Reports
November 18	School Closed – Thanksgiving Holiday
November 23– 25	Student Early Dismissal
December 15-16	End of 2 nd Quarter
December 19	School Closed – Christmas Break
December 20 – January 2	Classes Resume – Start of 3 rd Quarter
January 3	K-8 Parent Conference 5-7pm
January 12	School Closed
January 16	Progress Reports
February 1	School Closed
February 20	End of 3 rd Quarter
March 8	School Closed – Teacher Workday
March 9	Start of 4 th Quarter
March 12	School Closed – Spring Break
March 19-23	K-8 Parent Conference 5-7pm
March 29	School Closed
April 6	Progress Reports
April 18	Early Dismissal
May 22-25	Last Day of School
May 25	

***Calendar Subject to Change**

Admission Policies

Applications for admission will be accepted and processed without regard to race, color, sex, or national origin. It is the policy of RiverWalk Christian Academy that students must reside with parent(s) or a legal guardian in order to remain in the school. Students are admitted conditionally on a nine weeks trial period. Continued enrollment will be denied if the child fails to make acceptable progress, does not adjust to the program of the school, or parent or child fails to adhere to policies as set forth in the student handbook.

The school reserves the right to place a child in a lower grade if it is deemed necessary. Additional probation may be set for not completing homework or meeting any other set academic requirements of the various grades or subject. Acceptance into a grade does not mean automatic acceptance into the next grade the following year. Each student's record is reviewed every year for re-enrollment, and placement.

Health Forms and Certificate of Immunization

Florida law requires all students attending school in Florida for the first time to have a physical examination by a Florida physician within the twelve month period prior to entering a Florida school. All students must have on record a Florida Certificate of Immunization (HRS 680), a physical examination form, a birth certificate, and a social security number. Any child failing to present current records will not be allowed continued admittance to the school.

Registration

Parents may register their children at the school office between the hours of 8:00am and 3:00pm, Monday through Friday. The registration fee is due upon registration and is non-refundable. The material fee covers the cost of textbooks and other materials provided by the school. The fee is due the first week of July. Other materials, such as Bible, paper, pencils and notebooks, must be furnished by the student. Such supplies will be according to the student's grade workbooks, or library books. The student will be billed for the total price of replacement.

Parents' account must be current to enroll students for the upcoming school year or summer school. This includes any fees owed for after school programs or fees associated with daycare services. Accounts in good standing will be entitled to any pre-registering discounts or benefits. Any monies received for enrollments, field trip fees, or other designated payments may be applied to overdue debts with administration's approval.

Payment Policy

The first tuition payment is due on the first of August and subsequent payments are due on the first of every month for nine months thereafter. All late fees and service agreements will be posted and distributed to parents.

The report card of any student whose bill is not paid will be held at each nine weeks reporting period until payment is made. RiverWalk Christian Academy retains the right to refuse release of student records to accounts that are unpaid, or not in good standing. Any variance of this policy is to be addressed and approved by the administration, or school board. A student who attends any part of a tuition period will owe for the full period.

RiverWalk Christian Academy will adhere to the following guidelines as it pertains to delinquent account:

Accounts 10 days delinquent will have assessed late fee of \$25.00.

Accounts 45 days delinquent will receive notification, and request of contact to make payment arrangements that insure continued attendance by the student.

Accounts 60 days delinquent will result in the student not being allowed to attend class, or receive assigned work for that period. Re-admittance will be based upon full payment of the overdue amount, or payment arrangements approved by the administration or school board.

In addition to retention of all student records and grades, RiverWalk Christian Academy retains the right to pursue collection practices on all accounts that are delinquent, outstanding, or not in mediation.

A charge of \$35.00 will be made for each returned check. Accounts having two returned checks will require all further payments to be made in cash, or money order. Returned checks must be redeemed with cash.

Academy Fees and Discounts

RiverWalk Christian Academy will follow the below guidelines as it pertains to charges and discounts for enrolled students. Fees will be assessed to certain disciplinary actions to cover the cost of staffing that is needed to facilitate the discipline given. Changes or modifications to the pre-established guidelines will not be done without prior approval from administration. There may be other fees or credits assessed to your account for services, or activities that are not listed here.

Fees

- Students found in violation of the school dress code and uniform policy will have a \$1.00 fee assessed to their monthly bill for every day there is a violation.
- After school detentions will result in a \$10.00 fee that is required to be paid the day of the detention.
- In school suspension will result in a \$35.00 fee that is required to be paid the day of the suspension.
- If a student is expelled from the school all resources, books, records, and or files will remain the property of RiverWalk Christian Academy until the student's balance is completely paid in

full. No refund of any kind will be given to the student, parent, or guardian of the student. A full month's tuition will be charged regardless of the date of the expulsion.

Discounts

- Parents shall receive a onetime \$100.00 deduction from their tuition bill for every student that has been referred to RiverWalk Christian Academy and has remained for 90 days with a current balance. The credit shall be applied to the tuition billing statement after the referred member has completed the 90-day probationary period.
- A 10% deduction will be given to families that pay the year's tuition in advance.
- Multi-student discounts:

Book Fee, Instructional Technology Fee, Supplemental Academic Instruction Fee, Testing Fee and Registration are the same for each child.

First Child.....	\$3400.00
Second Child.....	\$3230.00 this is a 5% discount
Third and/or Fourth Child.....	\$3060.00 this is a 10% discount
Fifth and/or Sixth Child.....	\$2890.00 this is a 15% discount

- Church Member discount 10% off base tuition amount: See School Secretary for more information.

Attendance Policy

Regular attendance is required of all students enrolled at RiverWalk Christian Academy. Students missing more than 10 days during the school year will be in danger of failing. A student who misses more than half a day will be considered absent. All students are required to be present and to participate in special school programs.

Excused Absences

In order for an absence to be excused, a parent must submit a written note upon the student's return to school. The note must be signed by a parent or guardian and must state the child's name, the date of the absence, and the specific reason for the absence. Parents should call the school office the day of the absence and should send a written note upon the student's return to school. This note must be shown to each teacher whose class has been missed. A doctor's excuse is required for a long term illness of three or more days during a nine week period. Absences for the following reasons will be considered excused absences:

- Illness of the student
- Death in the family
- Appointments with the doctor or medical provider
- Any other reason excused by the administrator before the absence occurs.

Excused absences will permit the student to make up any work missed. A student will have as many days to make up work as the number of days he or she was absent.

Unexcused Absence

An absence will be considered unexcused if the student returns to the school without a written note from the parent or legal guardian. Absences for the following reasons will be considered unexcused:

- A foreseeable absence that was not prearranged
- Non-emergency absences or absences for the sake of convenience
- An absence without the knowledge and consent of the parent or school

- Leaving the school grounds during school hours without being signed out in the office by a parent

A student will be allowed to make up any work missed due to an unexcused absence. Students will receive a letter grade penalty for all assignments and tests missed during an unexcused absence. In cases of the student being suspended from the school he will be required to make up missed work with an assessed two letter grade penalty.

Pre-Arranged Absences

Foreseeable absences, such as trips with parents, must be pre-arranged and approved by the school administration to be considered excused. The student or parent must ask each teacher for all assignments that will be missed. All work should be completed and ready to turn in upon return to school.

Student Drop Off/Pick Up

Parents should not drop students off at school before 7:30am. If needed, before school care is available at the Child Care Center starting at 6:30am. Parents should follow the driveway up the front entrance and sidewalk to the school when dropping off their children. All students are required to immediately enter the school and go to their assigned areas and remain there until dismissed to go to class. No students are to be outside the school facility or in areas of the school other than those pre-designated or approved by administration. Parents wishing to may park their vehicles in a designated parking space and walk their children into the school between 8:00am and 8:10am. If dropping off, any students arriving late will be required to be signed in by a parent in the school office. Parents are asked not to use the morning drop off time as a conference time with the teacher. This allows the teacher to monitor student behavior and keep with the required classroom schedule.

****When dropping off or picking up students, please wait for the car in front of you to leave. Do not go around another car. Doing so could endanger the lives of our students.**

Student Pick Up

Parents should plan to arrive at the following times for dismissal:

- K5 children will be dismissed at 2:30pm.
- Grades 1 – 3 will be dismissed at 2:45pm.
- Grades 4 – 8 will be dismissed at 3:00pm.
- After school care begins at 3:15pm

Any student who is not picked up will be sent to after school care. There is a \$7.00 charge per day for this service or \$35.00 per week. Parents needing to use this service are encouraged to make arrangements ahead of time so staff is aware their child will be staying late. All fees associated with after school care will be included on your billing statement.

****Wednesday will be early dismissal. All grades will be dismissed exactly one hour before the above scheduled time.**

Vehicles and their occupants coming upon school ground are prohibited from smoking, playing loud music, open use of profanity or display of obscene and offensive material. All drivers are required to follow the pre-designated traffic pattern and operate their vehicle in a manner that exercises caution for pedestrian traffic. This includes no speeding, no spinning tires, no revving, or gunning of the engine, and following direction given by school authorities during drop off and pick up times. Parents are also required to remain inside the vehicle during pick up time. Anyone needing to enter the

school is required to park their vehicle in a designated parking space. Please do not go to the classroom to pick up the student. If you are picking up more than one student please plan to arrive at the dismissal time of the older child. If you arrive before your child has been dismissed you may be asked to circle around and get back in line to allow traffic through. Please do not park your vehicle and ask us to send your child to the parking lot. No vehicles are to be left unattended with keys inside the vehicle or running.

Tardy Policy

School begins at 8:00am. All students will be marked tardy at 8:10am and should be signed in by a parent explaining the reason why the student is tardy. Students will receive a tardy/admission slip before going to class. Because your student is required to be present during courses of instruction, excessive tardiness will result in an unexcused absence and may lead to disciplinary action:

- 1st: Verbal warning to student
- 2nd: Verbal and/or note to parent from teacher
- 3rd: Verbal and/or note from administration
- 4th – 6th: Parent charged \$2.00 per tardy per student
- 7th and beyond: conference with parent or dismissal

All fees are to be paid to the office.

Parent Visitations and Guest

In order to insure your child's safety RiverWalk Christian Academy will strictly adhere to the following policy as it pertains to parents, and visitors entering the student area of the campus during school hours. Any persons entering the school during school hours will be required to check in with the school office. They must receive approval before entering the student area of the campus and wear the provided identification. There is to be no exceptions to this policy. All un-registered guests will be removed from the campus. RiverWalk Christian Academy allows parents to observe the school activities in the following settings:

- Pre-enrollment observation: Parents wishing to observe their child's perspective grade may notify the school office with their request. The school office will notify the teacher who will schedule a date and time for the parent to attend. The observation time shall consist of no longer than two hours, and shall be during classroom instruction and interaction time. Parents wishing to participate in this program must have photo identification and complete a form containing their personal information.
- Classroom Assistant: During certain times of the year, your child's class will have special parties and classroom activities. Parents registered as a classroom assistant will be allowed to attend these functions and assist the teacher with preparations and activities. Parents wishing to participate in this program will be required to have completed the proper paperwork which includes photo identification, providing of personal information, and allow RiverWalk Christian Academy to conduct a background check upon their discretion. This process must only be completed once and will remain on file. This form should be completed prior to the request to attend and the parent will be notified of the acceptance or denial of the request. Denied request will be based upon falsification of information, or prior criminal activity deemed unacceptable by reviewing administration. These measures are in place to insure the safety of all children due to the prolonged contact with visiting parents.
- Scheduled visits: A parent will be allowed to attend their child's class upon making a request with the school office, the teacher, or administration. The purpose of these visitations is to

observe their child in regards to learning or behavioral activity. In order to avoid prolonged distraction to other students these visitations will be allowed for no longer than one day without prior approval from administration. All parents attending in this facet will also be required to have a visitor application form completed.

Checking Out of School

Any student who leaves the school ground during the school day must be signed out in the school office by a parent or legal guardian. The criteria for determining an excused check out shall be the same as for excused absences. If the parent plans to check a student out early, he should send a written note to the teacher explaining the reason why the student must leave school early and what time the student will be picked up.

Withdrawals and Transfers

Parents must notify the school office in advance if a student will be transferring to another school so that a withdrawal form can be made available. All accounts must be current before records will be released. Inquiring schools will be provided with student grades, attendance records, and student's disciplinary file.

Discipline Policy

This is a Christian School and therefore students are expected to model themselves after Christ like behavior and language. RiverWalk Christian Academy takes an aggressive stance towards providing a structured learning environment, and insuring the safety of all children attending our school. Disciplinary action will be taken for infractions of school rules and policies. Forms of disciplinary action at RiverWalk Christian Academy include classroom disciplinary measures, extra assignments, after school detention, discipline contracts, Saturday School, suspension and expulsion. We do not use corporal punishment.

Students will be expected to be kind, courteous, and respectful to all staff members and to one another. Students should never correct the teacher in front of other students in regards to a discipline problem. The student may discuss the matter privately with the teacher or discuss the issue with parents who may schedule a parent/teacher conference. The following acts of disrespect by the student will result in disciplinary action:

Level I

Level I offenses are to be handled within the classroom by the teacher. Teachers set the guidelines for their individual classrooms in alignment with the school expectations. Repeated Level I offenses will become a Level II offense. Expect four warnings with consequences and a parent contact before behavior becomes a Level II offense and an administrative visit is required.

Level I discipline infractions are, but are not limited to, the following:

1. Not following the teacher's instructions. (Insubordination)
2. Not following classroom/school rules or procedures. (Insubordination)
3. Name calling or teasing.
4. Making extraneous noise: yelling, talking during instruction or other times "no talking" is requested, making sounds with other body parts or materials.
5. Disobeying drop off or pick up procedures.

6. Inappropriate behavior during lunch period, chapel, pep rallies and assemblies.
7. Drink, food and gum in classrooms, hallways, chapel, and assemblies without permission.
8. Dress code violation.

Level II

Level II offenses require a visit to the school administrator. Parents will be contacted at the time of the visit and may be required to attend a conference with administration. The students will be actively involved in the resolution of the infraction and will receive a commensurate consequence.

Level II offenses are, but are not limited to, the following:

1. Repeated Level I offenses.
2. Bullying.
3. Disrespectful behavior: words (written or oral), pictures, actions, body movement.
4. Lying or cheating.
5. Inappropriate language: profane, abusive, sexual, insolent.
6. Inappropriate writing and pictures: defamation, profane, sexual, violent.
7. Major disruption of instruction.

Level II consequences may include the following:

1. Isolated lunches.
2. Fieldtrip restrictions.
3. Chores.
4. Trust building steps.
5. Loss of privileges.
6. Restitution actions determined by administration.

Level III

Level III offenses require a visit to the school administrator and a parent conference. Level III infractions are serious and will imperil the student's longevity at RiverWalk Christian Academy. If a student reaches Level III, he begins the continuum which will end with expulsion.

Level III offenses are, but are not limited to, the following:

1. Repeated Level I and Level II offenses.
2. Fighting or physical aggression.
3. Vandalism: defacing or damaging property.
4. Stealing.
5. Causing another injury.

Level III consequences advance along the following continuum. Counseling may be required: it will be the responsibility of the parents to secure a professional counselor. Reenrollment status will be impacted when students reach this discipline continuum.

1. One day in-school suspension (\$30.00 for supervision)
2. Two day in-school suspension (\$60.00 for supervision)
3. One day out of school suspension (becomes part of student's official permanent cum record)
4. Two day out of school suspension (becomes part of student's official permanent cum record)
5. Expulsion (becomes part of student's official permanent cum record)

Level IV

Level IV offenses are “no tolerance” and result in immediate out of school suspension or expulsion.

Level IV offenses are, but are not limited to, the following:

1. Drug/substance abuse: possession, use or distribution of drugs or alcohol.
2. Weapons: possession, use threat of use, distribution or attempted distribution of any type of operable or inoperable weapon such as firearms, knives, switchblades, tear gas, bullets, fireworks and other explosives. Items used as a weapon will be regarded as a weapon.
3. Threat to kill: verbal or written.

While enrolled at RiverWalk Christian Academy students will be prohibited from the following actions whether the student is at, or off the school grounds:

Acts of immorality, profanity, gambling, lying, cheating, stealing, smoking, use of alcohol, narcotics, and other dangerous drugs, possession of any form of weapon whether real or implied. Students shall not engage in any type of fighting, pushing, threats by words, actions, or writings, horseplay (tripping, shoving, practical jokes, etc.) or name calling in the building, upon school grounds, or at school functions. Any of the above violations will result in disciplinary action not to exclude immediate expulsion and removal from the school. Acts of serious nature can, and will be reported to local Law Enforcement as per state guidelines.

The public display of affection between students on campus or at any school function is not permitted. Couples are not permitted to sit together in chapel even if they are in the same class. Students are not allowed to be married, or engaged to be married.

Absolutely no gum is allowed on the school property at any time. Any student caught with gum will be given an automatic detention. No food or drink is allowed in the hallways or classrooms unless designated by a teacher or administration.

Students are not permitted to bring any items such as videos, games, literature, cards, characters, or materials that advertise or portray any form of witchcraft, magic, monster, ghost, or occult symbols. This includes, but is not limited to, Harry Potter, Goose Bumps, Poke-Mon, etc. Students are also prohibited from bringing beepers, radios, cassette players, CD players, cell phones, computer games or other electronic devices without administrative authorization. Ignoring this rule will result in the permanent confiscation of the article. There will be no expectation of privacy as it pertains to administration access to lockers, packaging, book bags, or any other items brought upon school grounds that are suspected of being used, or used to conceal prohibited items and materials.

Detention Policy

1. Teacher detentions are kept by teachers on Wednesday at a cost of \$5.00 per student.
2. Administrative detentions are kept by the secretary or principal or other designee at a cost of \$10.00 per student.
3. All fees are to be paid to the office.

Suspension

A student may be suspended for continued infractions or designated violations of school rules and policies. Suspension is considered the same as an unexcused absence. There are two types of suspension:

In School Suspension: The student will be required to do school work under supervision, but will only receive partial (half) credit for the work.

Off Campus Suspension: The student must be kept at home under the parent's supervision and the work missed for that day will be assessed a 2 letter grade penalty.

Suspension is often the final step just prior to expulsion. A suspended student is automatically on probation for the remainder of the school year. If the probation is broken, the student may be expelled.

*(In school suspensions will result in a \$30.00 fee which is to be paid the day of suspension.)

Expulsion

Continued infractions of the rules will result in expulsion from the school. The decision to expel a student is made by the administrator or the school board. A student may be dismissed if the parents will not cooperate with the school (whether following rules or paying monies owed), or if the student's conduct, attitude, or lack of effort make it inadvisable for the student to remain. A student may also be dismissed for excessive unexcused absences. Serious offences such as those listed within this policy subject a student to immediate expulsion. The establishment of reasonable guilt of such involvement is sufficient for dismissal. If circumstances dictate, a student may be placed on a disciplinary contract as a last result to avoid expulsion. Upon being placed in a disciplinary contract, no future violations will be permitted. Students being expelled from RiverWalk Christian Academy are denied future enrollments. This also applies to future enrollment of family members or siblings in cases where the parent's actions or dealing with school administration led to the expulsion.

Saturday School

Continued infractions to school rules and policies can result in a student being assigned to Saturday School. During this time the student will be expected to complete additional work from their teacher. Saturday School will result in a \$45.00 fee which will be due the day of service. Saturday School shall be from 8:00am until 12:00pm unless changed by administration.

Disciplinary File

Each student will have a permanent disciplinary file for the term of their enrollment. This information may be released to transferring schools upon their request. This file will record and keep all actions that have resulted in administration involvement. A parent will be allowed to review their student's file upon request, and meeting with administrator.

Parent Response to Discipline

Parents who are called upon to address situations with their student during school hours will be expected to respond and work with administration. Parents will also be required to sign and return all discipline forms issued by staff, and administration. Refusal to sign disciplinary paperwork or agreements will result in the immediate expulsion of the student. When there is a misunderstanding, the parent should contact the teacher quickly and respectfully. Parents wishing to discuss discipline concerns should schedule a conference with their teacher. Any parent or teacher wishing to may request administration also be present during the conference. All parents will be required to remain civil and conduct themselves in a professional manner upon the school grounds. This includes parent

communication with staff in person or in written contact. Any contact that is deemed hostile, disruptive, or open use of profanity is prohibited and will result in immediate dismissal of the student's enrollment, and removal from the school grounds. Parents will be expected to work with administration in a manner that is conducive to resolving issues in a non-threatening way. Any parent who deals with the school staff and administration in violation of these guidelines risks the immediate removal and denied enrollment of their child from the school.

Authority of the Teacher

Florida Statute 232.27 grants teachers and other school staff member's authority for the control and discipline of students assigned to them on campus, and in other places where they may be assigned to supervise students. Students are expected and required to follow the request and directives of all teachers, school staff members, school volunteers, and chaperones when they are under the supervision of school personnel.

Florida Statute 232.27(1) (l) authorizes teachers and other instructional personnel to use reasonable force to protect himself or others from injury. Reasonable force has been defined as "appropriate professional conduct including physical force as necessary to maintain a safe and orderly environment." Florida Statute 232.275 further provides that a principal, teacher, other staff member, or bus driver shall not be civilly liable for any action carried out in conformity with school rules regarding the control, discipline, suspension, expulsion of students, except in the case of excessive force or cruel and unusual punishment.

Dress Code

Students at RiverWalk Christian Academy are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hair style which is considered contrary to good hygiene, distracting or disruptive in appearance, and detrimental to the purpose or conduct of this school will not be permitted. Students are expected to follow and comply with the following dress code:

- All students are required to wear a navy, light blue or white polo style shirt with no markings or designs. The shirts must fit properly and must be tucked in neatly at all times. No oversized shirts will be allowed. Shirts may have short or long sleeves. Undershirts must be either white or the same color as the outer shirt with no design or writing on them.
- Boys may wear navy, black or khaki slacks or shorts. The slacks must be uniform style (polyester/cotton twill) slacks that fit properly – no sweat pants, no baggy pants, no cargo pants, and no extra pockets. Shorts cannot exceed four inches above the kneecap.
- Girls may wear navy, black or khaki slacks, shorts, skorts, or jumpers. The items must be uniform style (polyester/cotton twill) and they must fit properly – no sweat pants, no baggy or tight fitting pants, no cargo pants, and no extra pockets. Shorts cannot exceed four inches above the kneecap.
- A plain belt (brown, navy, or black) must be worn with attire that has belt loops.
- Tennis shoes are required. Students must wear socks.
- Jackets or sweaters worn in classroom must be solid colored with no pictures or writing on them, other than our school logo.
- Boys may not wear earrings.
- Girls may not wear more than 2 earrings in each ear. The earrings cannot exceed the size of a quarter.
- Body piercing and tattooing are prohibited.

- Boys must be clean shaved and their hair is not to exceed below the ear lobes or over their collar. Afro style hair cannot exceed 3 inches when fully combed. Ponytails are unacceptable for boys. Cornrow braids are acceptable, but must not contain beads or jewelry, or exceed over their collar. Extreme haircuts and hair colors are considered unacceptable. Hats may not be worn by boys or girls inside the school building. Jewelry and accessory items with offensive symbols such as peace symbols or pentagrams are unacceptable. Excessive amounts of jewelry are unacceptable. Any such item will be confiscated and released to the parent.
- Any violations by the student as it pertains to the dress code will result in a \$1.00 fine per violation and will be added to the student's tuition payments. Repeat violations will result in a disciplinary action.

Academic Policies

ABEKA: The ABEKA curriculum is used in all grades. This is a Christian curriculum made available by Pensacola Christian School. The ABEKA curriculum emphasizes the traditional approach to education. Bible study is recognized as being of fundamental importance and is a required subject. Knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study of God's Word.

BOB JONES: The Bob Jones curriculum is used in grades 4th-8th. This is a Christian Curriculum that offers a traditional Math program, and up-to-date Science and Social Studies program with a Godly emphasis and perspective, an intensive Language Arts program, and challenges the students to use critical thinking skills in Reading.

Report Cards

The purpose of our report system is to give parents and students an indication of the progress, which is being made. Each child's ability, attitude, and application is taken into account in grading. Our entire school functions on nine-week grading periods with four such periods in the school year. Report cards are issued at the end of each nine weeks period. Progress reports are issued periodically to keep the parent informed as to what the student is accomplishing. All such reports are to be signed by the parent and returned within two school days. If the report card is not returned, the parent will be contacted by the school.

Parents are encouraged to make an appointment with teachers through the school office if they have questions about the student's work or about grades received on reporting forms. Sometimes, it is necessary for teachers to request an appointment with the parents, and we ask you to cooperate with the teacher in this matter.

Grading Scale

A = 93 – 100

B = 85 – 92

C = 77 – 84

D = 69 – 76

F = 68 or below

Teachers may not lower any test or quiz grade that the student has earned because of disciplinary problems. Any student caught cheating on a test or quiz will be given a zero on that test or quiz.

Students who have been issued an out of school suspension will receive a two-letter grade penalty on all homework, class work, quizzes, and tests for that day. Students serving in school suspensions will be assessed a one-letter grade penalty.

Promotion: The student has a yearly average of a C or higher in all classes.

Assigned: The student has a yearly average of a D in Reading and/or Math. Summer School will be required for Intensive Reading and Math help.

Retention: The student has a yearly average of an F in Reading and Math. Summer School will be required. Possible grade assigned will be determined by administration.

Homework

Homework is an important part of each student's educational process. Assigned homework will be checked for completeness, accuracy, and neatness. Homework is given for the following reasons:

- For preparation – Students profit most from classroom explanation and discussion when preparatory reading assignments are given.
- For remedial activity – As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework may be given to supplement weak areas.
- For special projects – Book reports, compositions, special research assignments, and projects are some of the activities that broaden the student's perspective and are frequently the subject of homework.
- Teachers are encouraged to develop a weekly homework schedule. This allows students and parents to become familiar with upcoming assignments, quizzes, and tests. Teachers are to be mindful of the amount of homework they assign and consider other classes being attended by the student. Teachers are not to assign homework as punishment, or any homework that is considered busy work. Teachers are not to assign any homework on Wednesday, PTM, holidays, or program nights, and should modify their class schedule to avoid testing the day after such events.

Awards

Students must make the honor roll for all four quarters to qualify for a scholastic award at the end of the school year. Specific guidelines must be met to determine which honor rolls have been attained for the year.

- **Principal's List** – No grades lower than an "A"
- **Honor Roll** – No grades lower than a "B"

Student Procedures

Students are to move through the hallway in a single file line, and there should be no talking or horse playing permitted. Any teacher observing a student who is running in the hallways or violating these rules should address the student to gain compliance. Students should be made to keep their hands and feet off of the wall while standing or moving through the hallway. Students should wait at the door of the classroom until the teacher is there to supervise their entering into the classroom.

Medications

Students are not allowed to have medicine in their personal possession while at school. All medicine (prescription or non-prescription) brought to school must be in appropriately identified containers and must be brought to the school office. A note is required from a parent or guardian indicating the dosage and the time it is to be taken. We cannot dispense any medication to a student without prior notification and or permission from a parent or legal guardian.

Student Health Procedures

For the safety and health of the teacher and student body, the following procedures are to be followed. If your child has a fever, diarrhea, or has been vomiting during the last 12 hrs they will be required to remain at home for at least one day or until the symptoms are completely gone. If your child has had any of the above issues we will call you to come and take your child away from the facility. If your child has contracted head lice or any other parasite, you will be required to keep your child home until a directed medical procedure to eradicate the problem has been completed. If you do not know what to do, or how long to do it, please contact your local medical provider, the county health department, a pharmacist or your local physician for the correct procedures. Not following the correct procedures will result in a re-infestation.

Computer Usage

Students being allowed access to computers are not to use, or play with equipment unless first receiving permission from authorized staff members. No student shall access the internet, or use the school computers to send or receive email transmissions, purchase or order goods or services, or access websites that are not approved. Any student entering any website that is deemed inappropriate, sexually explicit, or racially offensive will be denied future use of the computers, and be subject to disciplinary action.

HALL AND RESTROOM PROCEDURES

Students are to move through the hallway in a single file line, and there should be no talking or horse playing permitted. Any teacher observing a student who is running in the hallways or violating these rules should address the student to gain compliance. Students should be made to keep their hands and feet off of the wall while standing or moving through the hallway. Students should be taught to stop at each corner and then proceed after indication from the teacher. Students should wait at the door of the classroom until the teacher is there to supervise their entering into the classroom.

Teachers are to follow the restroom schedule assigned at the beginning of the year. Students in grades 1 - 5 should line up in the hallway outside the restrooms and remain in that vicinity with the teacher until the entire class is finished. Students should be required to flush the toilets and wash their hands before returning. There should be no horseplay or loud talking inside the restrooms and teacher should inspect the restrooms at the end of the break to insure they have been left clean by their students.

Chapel Services

Chapel services will be held every Friday, or day noted by the administrator. Each week one class will be responsible for a short program. The program is not to exceed 15 minutes and should consist

of Bible verses, songs, etc. Teachers should send home notification to parents prior to the chapel service to allow parents to attend. When walking to chapel all teachers will be responsible to insure their class is walking in a single file line through the parking lot and into the sanctuary. Students are not to go unattended inside the Church and no horseplay or loud voices are to be allowed.

Afterschool Care

\$30 per week if paid at the beginning of the week

\$35 per week if paid at the end of the week

\$7 per day

\$110 per month if paid at the beginning of the month

After care services begin immediately following the scheduled dismissal times for each grade. These services are fee based and any student who is not picked up by the posted time will be required to attend aftercare. Aftercare is a school function and therefore all rules and guidelines set forth in this handbook apply to attending children. Parents picking up their children from aftercare will be required to sign their child out on the posted sheet.

Emergency School Closings

Emergency School Closings will follow the lead of Seminole County Public School System. The following will communicate the closure decision:

- TV Channels: WESH 2, WKHG 6, WFTV 9, Fox 35 and News 13
- Radio Channels: Z88.3, WDBO 580 AM, 107.7 FM
- RWCA Answer Machine: 407.321.2723

Lunch Services

Students bring their lunch from home or are able to purchase lunch through a catered service program. An order form is sent home each week and must be returned with payment by the due date for the order to be placed.

Summer School

During the latter part of the school year, teachers recommend students for summer school. Summer school is designed to remediate individual students in their area(s) of academic need. After teachers and principal have conferred on the summer school recommendations, a letter is mailed to parents. The student should attend summer school to remediate and drill specific skills in which satisfactory mastery has not been demonstrated on achievement tests and report card evaluation.

Students who do not act upon these recommendations will be in jeopardy of repeating the failed class or of being retained at the same grade level in the fall. Teachers/administration can give parents direction on how to provide for their students' remedial needs. Students who take summer classes at another school will need prior permission for courses outside of the RiverWalk Christian Academy program.

