

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."

Rebel Expectations

Respect everyone

Elevate your standards

Believe in yourself

Excel in your attempts

Learn something new every day

Strive to be the best

-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.*

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 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.

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.

GENERAL INFORMATION – SECTION I

BELL SCHEDULES

Normal Daily School Schedule

7:42 - 7:45	Arrival Bell/Tardy Bell
7:45 – 7:49	Homeroom
7:49 – 8:41	1 st Period
8:44 – 9:36	2 nd Period
9:36 – 9:46	Recess
9:50 – 10:42	3 rd Period
10:45 – 11:37	4 th Period
11:37 – 12:07	Middle School Lunch
11:40 – 12:32	5 th Period for High School
12:10 – 1:02	5 th Period for Middle School
12:32 – 1:02	High School Lunch
1:05 – 1:57	6 th Period
2:00 – 2:52	7 th Period
2:55	Bus Dismissal

MORNING ACADEMIC ACTIVITY SCHEDULE

7:42 – 7:45	Arrival Bell/Tardy Bell
7:45-7:50	Homeroom 5 minutes
7:50 - 8:35	1 st Period
8:38 - 9:23	2 nd Period
9:23- 9:33	Recess 10 min
9:36 -10:16	ACTIVITY Period
10:19 - 11:04	3 rd Period

11:07 - 11:52	4 th Period
11:52 – 12:25	Middle School Lunch
11:55 – 12:40	5 th Period for High School
12:28 – 1:15	5 th Period for Middle School
12:40 - 1:15	High School Lunch
1:18 – 2:03	6 th Period
2:06 – 2:52	7 th Period
2:55	Buses Depart

AFTERNOON EXTRACURRICULAR ACTIVITY SCHEDULE

7:42 – 7:45	Arrival Bell/Tardy Bell
7:45-7:50	Homeroom
7:50 - 8:35	1 st Period
8:38 - 9:23	2 nd Period
9:23- 9:33	Recess
9:36 - 10:21	3 rd Period
10:24 - 11:09	4 th Period
11:12 – 11:58	5 th Period
11:58 - 12:33	Middle School Lunch
12:01 – 12:48	6 th Period for High School
12:36 - 1:20	6 th Period for Middle School
12:48 – 1:20	High School Lunch
1:23 – 2:08	7 th Period
2:10 – 2:52	Activity Period
2:55	Buses Depart

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 will receive the progress report upon attending the conference.

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.

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 students participating on a high school athletic team, **\$100.00** for 7th – 8th grade teams and **\$50.00** for 6th grade and lower teams. This covers uniforms, equipment, transportation and athletic training. Checks are made out to Riverside Academy and must be paid before the **1st athletic event**. **9th – 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 (2020 - 2021 school year)

Scholastic Requirements Rule

a. To be eligible for the first semester of 2020-2021, 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 2020-2021, a student must have passed six units during the first semester of 2020-2021. A GPA of 1.75 is required for second semester eligibility.

c. Eligibility of SENIORS ONLY:

1. To be eligible for the first semester of 2020 - 2021, 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 2020 - 2021, 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.

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, and the student must take all tests required. Parent notes will count against the total days of attendance. If the student is absent three days, the student must provide a physician's note.

Louisiana State Law requires that all students must be in attendance 160 days. After 15 days of a student's absence, a mandatory meeting with the parents will be held by the counselor.

A student is allowed four (4) excused absences for a death in the immediate family (parent, sibling or grandparent).

Riverside Academy 2020 - 2021 Tardy/Late Policy

1 st – 3 rd	Warning
4 th	After School Detention -Contact Parents
5 th	After School Detention
6 th	One Day Suspension
7 th	One Day suspension
8 th	Two Day suspension
9 th	Meet with Principal and contact Parents

*Late for school and in between class tardies are documented separately.

The only excused absence is a doctor's note. Vacation, haircuts, etc. are not excused absences.

Parents are allowed 3 written notices for absences that will be considered excused absences.

A student must be present 5 class periods to participate in extracurricular activities or practices after school. This includes all extracurricular activities.

MAKE-UP WORK

Work missed on days absent must be made up within the number of calendar days missed. Responsibility for making up work lies **entirely with the student**. Tests must also be made up within the number of calendar days missed. In the event of extended absence or numerous tests missed during an absence, students must meet with the various teachers involved to schedule making up the work. Students who are absent more than 6 days in a semester will still be allowed to make up work, however, can earn a highest score of **70% on tests(Academic)-60%(Honors) and 50% on homework and classwork for days missed beyond the sixth.** **Students that do not complete make up work during the allotted make up period will lose credit for the missing assignments.** Continuous absences on

test days could result in a student losing the privilege of making up the test. **If a student is absent on the test day only and the test was announced in advance, the student must take the test upon returning to school.**

Any student suspended will receive a zero in all class work and on tests during the time of suspension.

CHECKOUTS

Any student planning to check out before the end of the school day should present a note from his parent/guardian to the attendance office prior to homeroom. The student and the person transporting that student from the campus must report to the office to sign out prior to leaving the campus. In order for a student to ride home with another student during the school day, it is required that both students submit written permission.

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 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.

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.

CAFETERIA

RIVERSIDE ACADEMY CAFETERIA LUNCH ACCOUNT POLICY 2020 - 2021

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 will continue to have separate accounts for each student. 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.net. Your child's unique student number will be needed to sign up (Unique Student # starts with 9850).

STUDENTS WILL ALSO BE RESPONSIBLE FOR KEEPING TRACK OF THEIR ACCOUNT BALANCES.

LOW BALANCES BELOW \$5.00: An email will be sent to the student's guardian on file when their account balance reaches \$5.00.

NEGATIVE ACCOUNTS: ONCE A STUDENT'S ACCOUNT ACCRUES A NEGATIVE BALANCE, RECESS ITEMS, ALA-CARTE, SECOND LUNCHES, OR SNACKS MAY NOT BE PURCHASED.

NEGATIVE ACCOUNT BALANCES OF- \$25.00: The student will be given a supplemental meal of a Peanut butter & Jelly Sandwich and Milk.

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.

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

CAMPUS PARKING

Students must park in the front Riverside Academy parking lot, and have a parking pass on their windshield. This pass will cost \$10.00. Cars must remain in the front parking lot, unless given specific administrative approval to move. Student parking will be on a first come selection for parking. Students 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 between 7:30AM-3:00PM, unless you sign in at the front office and receive permission. **Teacher parking will be located in the front row and a few selected spaces to accommodate faculty and staff. (These spots will be numbered.)**

DISCIPLINE POLICIES

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

DRESS DAYS- SPECIAL

Senior privileges: Seniors will be allowed certain dress privileges when only approved by administration.

Honor roll days: All students achieving the Honor Roll may wear the RA Honor Roll Shirt on Fridays. A neat appearance is required. Students must wear their Honor Roll t-shirt with regular uniform attire. Failure to comply may result in loss of participation privileges. This includes conduct honor roll for KD-5th grade.

Spring Picture Day: Only students who are taking pictures may dress up on this day. Students may wear special, yet modest clothing. Any students wearing inappropriate clothing (i.e. exposing stomach or cleavage and/or have holes), will be given consequences. For this day only, sandals with backs will be allowed. Shoes that flop are not allowed.

Spirit Shirt days: Riverside Academy clubs, sport, organizations, and fundraiser t-shirts may be worn on designated days assigned by administration. Deviation from this policy must be cleared with an administrator.

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.

Should an emergency occur, parents will be sent a messaged by text, or one via our automatic phone messaging system.

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.

Guidelines for participation: **In order for a student to participate in any extracurricular activity, the student must be present for at least five class periods.** Whether it is a checkout or a tardy, if the student is not present 5 class periods, the student may not participate or attend any extracurricular activities that day. This is not only for athletic events; it does include dances and ceremonies.

FINANCIAL INFORMATION

PAYMENT TERMS

Riverside Academy's tuition is based on a twelve (12) month schedule. The first month's tuition is due on June 10. Bus tuition begins in September.

Payment options include:

- 100% paid in full. (Full payment is due on or before June 1 prior to the coming school year).
- ACH Draft from checking, savings, or credit card account. (12 equal payments on the 10th of each month beginning in June and ending in May).

All financial obligations must be resolved prior to graduation or final exams. **Students will not be allowed to participate in graduation or awards day/night, until all balances are paid in full.**

- Credit Card tuition payments will be assessed a 2.5% handling fee.
- No reimbursements of registration, capital improvement, bus registration or school fees.

DELINQUENT TUITION AND FEES

On the occurrence of 2 consecutive NSF drafts or declined credit/debit card payments, other options available to administration will begin with one possibility of the student's being removed from classes until fees for the remainder of the semester are paid in full. Semester exams will not be administered; Parent portal will shut down;

records will not be completed; and end of the year ceremonies will not be attended. If a student is removed from school due to delinquent tuition/fees, the student will receive unexcused absences until they return to school.

LATE PAYMENT OF TUITION AND NSF CHECKS

- Past due balances due to NSF drafts or declined credit cards will be subject to a \$25.00 late fee.
- NSF drafts, checks or declined credit cards will be charged a maximum of a \$30.00 service charge.
- Late Fees will be incurred on the 20th if balances have not been cleared up.
- Payments for returned items are required to be paid in cash, money order or certified funds.

GRADING POLICY

RIVERSIDE ACADEMY GRADING SYSTEM

100 – 93.5	A
93.4 – 86.5	B
86.4 – 77.5	C
77.4 – 69.5	D
69.4 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 three subjects will fail for the year.
3. Students in the sixth through twelfth grade may attend an approved summer school by Riverside Academy for a maximum of 2 subjects.

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. It is not the responsibility of the librarian to administer 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 assist.

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.

MEDICATION IN SCHOOL

According to state law, a student may not be in possession of any type of medication at school. If a student needs to take medication during the school day, it must be administered through the office following the guidelines. Students needing occasional prescription medications such as penicillin for colds, ear aches, and sore throats, are to take those medications at home, if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. All medications (including over-the-counter) given at school must have a completed medication instruction form signed by a physician. Any medication sent to school without proper identification will not be given. A telephone call is not acceptable for dispensing medication.

PARENTAL INVOLVEMENT

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.

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.

CELL PHONES, IPODS, CAMERAS & INTERNET/SMART WATCHES

Student cell phones are prohibited 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 a student's cell phone during school hours. Parents should call the office at 985-536-4246. Absolutely, no ear buds or head phones are allowed in the school building, regardless of learning style. Music and other electronic devices are also not allowed. Violations may result in suspension and or expulsions. Wearable communications devices such as "apple watches" are prohibited. Riverside Academy reserves the right to examine the contents of a confiscated cell phone. Cell phones may only be picked up by the parents. **A student who submits any cyber space post detrimental to the school, or detrimental to another student may be subject for dismissal.**

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.

PRE-K & KINDERGARTEN

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

ELEMENTARY HANDBOOK

Elementary students and parents will be given a handbook which better addresses their needs.

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 of 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.

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.

BULLYING/CYBER BULLYING/ HARRASSMENT

Bullying and / or harassment is prohibited and is defined as one or more actions of abusive treatment of another. Riverside Academy will not tolerate any bullying on school grounds, school sponsored activity, or in the community. Each student must have a wholesome respect for fellow students, faculty member, and staff, members. There must be no racial, ethnic, sexual, or religious statements made in reference to students, faculty and staff. There should be not 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 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. 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

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 or Assistant Principal will review the factual information collected to determine and take 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.

STUDENT I.D. CARDS

I.D. cards and Riverside Academy lanyards are issued at the beginning of the school year. Students must wear their I.D. card and the Riverside Academy issued lanyard throughout the school day. If a student loses his or her I.D. card, he or she may purchase another I.D. card. The cost of a replacement I.D. and lanyard is \$12.00 and does not require the student to take a new photo. Students without a student ID must wait until all students with the proper school ID pass through the lunch line before they will be allowed to buy a lunch and will receive an afterschool detention. **Students who do not have their Riverside Academy I.D. or have a tattered or defaced I.D. must replace the I.D. Violations of no ID will receive afterschool detentions.** Student I.D. cards are part of the school uniform policy.

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.

TEXTBOOKS & WORKBOOKS

All textbooks must be covered at all times. Textbook covers can be purchased 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 Sox are MANDATORY and available in the bookstore.** 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.

WATER BOTTLES and other FOOD ITEMS

Riverside academy will have portable refillable filling stations for cool, filtered water for the students. Clear, plastic water 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. **No water bottles can be brought into the computer labs.** Consequences are given for infractions. **Outside food will not be allowed until after school hours. No outside food can be dropped off at the front office for delivery. If a student is found in violation of the water bottle rule, will result in an afterschool detention.**

DRESS CODE

BOYS UNIFORM Middle and High School

Item	Color	Description	Comments
Pants	Khaki	<p>Long pants</p> <p>Khaki long pants, worn with <u>khaki, brown or black belt</u>.</p> <p>Pants must be properly sized and worn as purchased.</p> <p>(Example: No slitting cuffs, or altering for style) NO Slim, Skinny Pants Will Be Allowed. Pants Must Be Full Cut, Children's World has proper pants. This will be administrative decision.</p>	<p>Pants must be worn at the waist-no lower.</p> <p>No denim jeans, cargo pants, or any other designer pants.</p> <p>No faded pants, pants with holes, elastic pull on pants, or pants with unfinished hems.</p> <p>If Khaki pants are purchased in other stores, it must be the RA Khaki color. Administration reserves the right to make sure the colors or the same.</p>
Belt	Canvas, Black or Brown Leather	Canvas cloth belt from bookstore or Children's World is allowed	No adornments and No Name Brand Belt Buckles
Shirt	Navy	Navy Knit Shirt with RA logo (Children's World), Dri-fit shirts in the bookstore. All sizes available.	<p>Must be tucked in at all times while on school property</p> <p>Shirts with the crest are not allowed.</p>
Undershirts	White /Gray	No Logos on undershirts/unless P.E. uniform shirt. White or Gray.	Only plain white/gray undershirts; sleeves may not be longer than sleeves on uniform shirt; no turtlenecks or long sleeves allowed
Shoes	Black	Solid Black NO MARKING OF ANY KIND!	Solid black , Non-marking sole Solid black top, middle and sole.
Socks	White / Black	RA logo socks, white or black socks only; No other colors allowed	No Markings
Jackets*	Navy Jackets Pull over or zip up from the bookstore only	RA regulation jackets	<p>Sold in bookstore</p> <p>Extra-Curricular or Team Jackets are NOT allow during school hours</p> <p>RA Shirt Collars must be visible at all times.</p>
Sweater	Navy color only	RA regulation only	Bookstore
Sweatshirt	Navy – sold in bookstore		

GIRLS UNIFORM

Middle and High School

Item	Color	Description	Comments
Skirt	RA Plaid	RA regulation skirt only. If the skirt is not long enough, you will be sent home or the hem will be let out	Skirt length must reach to the knee level, must be worn at the waist-no lower. Worn with blue RA Polo or Oxford cloth white blouse. Blue or black shorts underneath required. Shirts must be properly tucked.
Shirts	Navy Dri fit sold in bookstore or white oxford button up shirt with school logo	Navy knit shirt with RA logo (Children's World), Dri-fit shirts are in bookstore, all sizes available. Button Up Cotton Oxford blouse with RA logo also allowed.	Must be tucked in at all times while on school property Shirts with the school crest are allowed.
Undershirts	White//Gray	No Logos on shirts except for PE shirts	sleeves may not be longer than sleeves on uniform shirt; no turtlenecks or long sleeves allowed
Shoes	Black	Solid Black NO MARKING OF ANY KIND!	Solid black , Non-marking sole Solid black top, middle and sole.
Socks	White or Black	RA logo socks, white or black socks only; No other colors allowed	No markings
Tights	Black	Solid Black	May be worn under skirts on extremely cold days.
Jackets*	Navy Jackets-pull over or zip up sold in bookstore.	RA regulation only	Children's world or bookstore Extra-Curricular and Team Jacket are NOT allowed during school hours. RA Shirt Collars must be visible at all times.
Sweatshirt	Navy sold in bookstore	RA regulation only	Sold in bookstore
Hair Accessories		Barrettes, hair bands or ribbons must be school colors. Red, White or Blue.	

ATTENTION:

Please note that there will be no blue wrist bands issued for violation of dress code. Students will be sent home and marked as an unexcused absence until they return in the correct uniform, or they will sit on the white bench by the front office until the proper uniform is brought to them, still being considered absent until they are dressed correctly.

Blue wrist bands will only be issued for an I.D. infraction only. (Please see consequences below)

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 school regulation	RA regulation only	Purchased through school book store.
Socks	White or Black	Solid Color	Solid only
Shoes	Solid Black or Shoes for gym floor	Solid Black no colored markings. Tennis shoes can be worn in the gym and outside	Solid black , Non-marking sole Solid black top, middle and sole. It may have a brand mark, like Nike but it must be black.

Athletic P.E. Uniform

Shorts	Gray	Those specified on order form only.	Bookstore or online www.grundmanns.com •
T-Shirt	Navy or Red	Those specified on order form only.	Bookstore or online www.grundmanns.com •
Socks	White or Black	Solid Color	Solid only
Shoes	Solid Black or shoes for the gym floor		.

PERSONAL APPEARANCE

Item	Description	Comments
Hair	Boys	<p>Hair must be neatly groomed and should not extend below the top of the collar nor be excessively bushy. Hair must not stand higher than 2 inches on the head. Bangs must be above the eyebrows. The length of the hair must be above the collar. No wedges, undercuts, layered hair, or hair braids/twists of any kind are allowed. NO faux-hawks are allowed. There should be no Sideburns below the bottom of the earlobes. Hair colors <u>must</u> be conventional. No bleached hair (gold, yellow, orange, white, etc.).</p> <p>Students must be clean-shaven at all times and no altering of the eyebrows. Students' not clean shaven will be provided supplies to shave before attending class. If the student is tardy due to this issue, the tardy is unexcused. Refusal to shave at school will result in an unexcused class absence as the student will be sent home to shave. A second shaving violation will result in a suspension.</p> <p><i>Designs/lines shaved into the hair and/or scalp is not allowed.</i> The school reserves the right to discipline any student for any uniform violation that is not listed in this handbook. (no faux Mohawks – no headbands)</p>
Hair	Girls	<p>Neat, clean, designed not to attract attention, (not excessively bushy) bangs out of eyes. Hair styles and color must be more natural looking and not distracting to the educational process. Hair additions must be natural in length and style. No hair ornaments allowed in weaves or braids.</p> <p>No hair feathers. No colored, or bleached hair allowed. (Weaves / braids are to be no longer than the mid of ones back.)</p>
Make-up	Girls	<p>Conventional cosmetics are allowed for girls only. Unconventional lipstick and/or nail polish are not allowed, (i.e. black or white). Nails should be a reasonable length. Only black or brown mascara is allowed. No glitter may be worn anywhere on a student's clothes or body.</p>
Jewelry	Boys	<p>No earrings or bracelets allowed. All necklaces must be worn inside shirts. No Band-Aid's over earrings, they must be taken out while on school grounds, or while participating in any school activities, sports, band, plays ,etc.</p>
Jewelry	Girls	<p>Conventional, modest jewelry is allowed. A maximum of two earrings in each ear. Any additional earrings will be confiscated for the remainder of the school year. Earrings may not extend past the jaw line and may not detract from the educational process. Facial piercing is not allowed, (i.e. tongue, nose rings). No wild-eye or unconventional contact lens. You must not wear band-aids over earrings, they must be taken out while on school grounds, or while participating in any school activities, sports, band, plays, etc.</p>
Body Graffiti or Tattoos	Boys/Girls	<p>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 <u>must</u> be covered at all times, this includes when students are participating in any school activity. (sports, band, plays, etc.)</p>

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 an dismissal from school that will be counted as an absence until the student return with the correct uniform.

UNIFORM POLICY (MIDDLE SCHOOL AND HIGH SCHOOL)

RA uniform shirts, pants, and skirts are mandatory.

All Uniform attire must be properly sized and worn as intended.

UNIFORM VIOLATION CONSEQUENCES

ATTENTION:

Please note that there will be no blue wrist bands issued for violation of dress code. Students will be sent home and marked as an unexcused absence until they return in the correct uniform, or they will sit on the white bench by the front office until the proper uniform is brought to them, still being considered absent until they are dressed correctly.

Blue wrist bands will only be issued for an I.D. infraction. (Please see consequences below)

1st offense- warning

2nd offense- lunch detention

3rd offense- after school detention

4th offense- 1-day suspension

5th offense- 1-day suspension

6th offense- 2-day suspension

7th offense- 2-day suspension

8th offense- possible dismissal from RA

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 at any time. 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: oral 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.

- **After school detentions 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:
- ID's
- Classroom management
- Tardy to class

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

- iPod, Cell phone use during school hours (Cell Phone confiscated)
- Bus violation
- Cafeteria violation
- Habitual violation of class rules/procedures
- **Profanity- 1-day suspension**
- **Possession of e-cigarettes or material – 1-day Suspension**
- Lying or misrepresentation
- Minor misuse of technology
- Parking violations, speeding, loud music
- Inappropriate behavior
- Leaving class without proper hall pass

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

2nd referral – **after school detention**, a referral must be signed by a parent

3rd referral – **after school detention + lunch detention** referral must be signed by parent and parental conference with disciplinarian

4th referral – **after school detention + lunch detention** signed referral by parent and parental conference with the disciplinarian

5th Offense – **1-day suspension**

6th Offense – **2-4 day suspension**

7th Offense – possible dismissal from Riverside Academy

- Tardy - three or more times between classes.

1st referral – warning

2nd referral – warning

3rd referral – after school detention

4th referral – after school detention

5th referral – lunch detention and after school detention

6th referral – suspension

Level III – Parent will be called immediately to set up a conference with the discipline committee. The student will be sent home until conference the takes place. Consequences range from suspension to expulsion (to be determined by a committee). 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, lewd or sexually explicit behavior, texting - **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-**1-day suspension to 3-day suspension**
- Scholastic dishonesty-**1-day suspension, Zero on tests taken**
- Extreme classroom disruption-**1-day suspension to 3-day suspension**
- Verbal abuse, racial slurs- **suspension to dismissal**
- Inappropriate materials, actions- **suspension to dismissal**
- Fighting-**4 day out of school suspension with possible expulsion**
- Arson- **dismissal**
- Smoking, tobacco use, 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**
- Truancy- **2-day suspension to 4-day suspension**
- Disrespect of authority- **suspension to dismissal**
- Possession of fire arms/weapons- **dismissal**

- Indecent exposure- **dismissal**
- Off campus notorious conduct that would tarnish the school's name- **suspension to dismissal**
- Sexual harassment- **4-day suspension to dismissal**
- Use, possession, buying, selling or under the influence of drugs- **dismissal**
- Ejection from an athletic event
1-day suspension and ineligible next event if LHSAA determines the infraction to be sportsmanship related.
4-day suspension and ineligible for the next event following the suspension period if LHSAA determines the infraction to be fighting.
A student who is suspended on a Friday for more than 1 day will not be allowed to participate in any extracurricular activities or school activities during the weekend of the suspension.

- a). 1st referral – **1-day suspension**
- b). 2nd referral – **2-day suspension**
- c). 3rd referral – **3-day suspension**
- d). 4th referral – **4-day suspension or possible dismissal from Riverside Academy**
- e). **5th Offense – possible dismissal from Riverside Academy**

Students that are suspended will receive “0” in all class work and tests during the time of the suspensions.

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.

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. One of the most important aspects of hall passes is teacher discretion. Permission must be granted by the teacher for the student to leave instructional time.

ACADEMIC INFORMATION

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 be given 2nd quarter cumulative exam and 4th quarter cumulative exam. These 2nd and 4th quarter cumulative exams are $\frac{1}{4}$ of that quarter's final grade. **Tests Exemptions may be granted by the Administration only.**

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. 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.

Middle school social promotion requires the student to attend summer school and/or a minimum of 70 hours of Riverside Academy approved summer school determined by the school's administration and is based on the student's academic record.

VALEDICTORIAN/SALUTATORIAN FOR MIDDLE SCHOOL

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 the full 6th-8th Middle School Program 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 6-8 grade will be used. The second tie breaker will be the ACT composite score. A scholarship committee will determine the four-year Riverside High School Scholarship winner.

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.

English Requirements:

Honors:

- The student must complete the English honors curriculum offered.
- English I Honors, English II Honors, English III Honors, English IV Honors
- The student must have an A or B final average to graduate with Honors
- I,II,III,IV-must be taken –DE English classes are electives only-you may not replace any of these with DE English

Academics:

- The student must complete the English curriculum offered
- English I, II, III, IV

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.

TOPS/LOUISIANA PUBLIC UNIVERSITY MINIMUM ADMISSIONS CORE CURRICULUM

Contact LOSFA for more information on acceptable substitute courses or check the website- www.mylosfa.la.gov

More information on the TOPS Program can be secured from the counselor's office or by visiting www.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.

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

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 and Advanced Placement

A	5
B	4
C	3
D	2

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; whereby, utilizing a more flexible grading system will enable the teachers to further challenge and increase the difficulty on the upper end.

HONORS LEVEL

GRADING SYSTEM

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

HONORS CLASSES ELIGIBILITY

To remain in honor classes, students must maintain all 3 requirements for each subject that the student wishes to enroll in an honors class:

- 1) Maintain 3.0 or above in the class – you may not receive a final average of a C
- 2) 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:
 - 2019-20 Students have until December to get their ACT taken.
 - Current 8th grade – 15 Composite – ACT
 - Current Freshman – 16 Composite – ACT

- Current Sophomore – 17 Composite – ACT
- Current Junior – 17 Composite –ACT

HONOR GRADUATE REQUIREMENTS

Honor graduates will have to 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 electives only and do not qualify a student for honors graduate status) four Math, four Social Studies, and four Science. (b) honors graduates must take a full-load of classes all four years as prescribed in the RA Handbook, (c) honor graduates must 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.

GUIDELINES FOR VALEDICTORIAN, SALUTATORIAN, TOP 10 GRADUATE ELIGIBILITY

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 salutarian.
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/Salutarian 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 fulfill 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)

TOP 10 GRADUATES

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

GRADUATION WITH HONORS IN MATHEMATICS

Qualifications:

1. The student must complete the math honors curriculum offered: included but not limited to, Algebra I Honors, Geometry Honors, Algebra II Honors, Advanced Math Honors, 2-Dual Enrollment Math courses either Math 161, 162, 163, or 241.
2. The student must have a 3.75 GPA in the courses above. This GPA will be calculated from the final grade.
3. At least two years in mathematics have to be completed at Riverside Academy during the regular academic school year.
4. The student must be an active member in good standing for at least three years in Mu Alpha Theta.

Benefits:

1. The student will receive an honor cord and medallion to wear at graduation.

**The Math Department and Administration reserve the right to alter qualifications under extenuating circumstances.

EXAMS

Midterm and final exams will be taken on the scheduled days – 2 exams each day. No exceptions will be made for a student studying for the wrong exam or for not having the adequate materials to study for the exam. It is the student's responsibility to know when his or her exam is scheduled.

SUMMER SCHOOL

In order to be eligible for summer school, a high school student must have failed "F" for the final grade. The final grade from Summer School will be added to the transcript, but will never replace the failing grade. A student wishing to attend summer school must attend a Riverside Academy approved summer school.

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.)

Riverside Academy Course Curriculum

8th GRADE HONORS

English I H
Writing
Algebra I H
Biology I H
LA History 8
PE 8
Keyboarding 8 or Advanced Band

8TH GRADE ACADEMIC

ELA 8 (double periods)
Math 8
Science 8
LA History 8
PE 8
Keyboarding 8 or Advanced Band

FRESHMAN HONORS

English II H
Geometry H
Physical Science H
Civics H
Health/Physical Education I
Elective/Foreign Language I
Elective

FRESHMAN ACADEMIC

English I A
Algebra I A
Biology I A
Civics A
Health/Physical Education I
Elective/ Foreign Language I
Elective

SOPHOMORE HONORS

English III H
Algebra II H
Chemistry H
World Geography H
Foreign Language I or II
Health/Physical Education II
Elective

SOPHOMORE ACADEMIC

English II A
Geometry A
Physical Science A
World Geography A
Foreign Language I or II
Health/Physical Education II
Elective

JUNIORS HONORS

English IV H
Advanced Math H
College Algebra DE/Trigonometry DE
Biology II H
U.S. History DE
Elective/Foreign Language II
Computer or Art Elective

JUNIOR ACADEMIC

English III A
Algebra II A
Chemistry A
U.S. History A
Elective/Foreign Language II
Computer Elective
Art Elective

SENIOR HONORS

English 101 DE/102 DE
AP Calculus OR College Algebra DE/Trig DE
Biology 151 DE/152 DE
World History H
Speech DE
Elective
Elective
Elective

SENIOR ACADEMIC

English IV A
Algebra III A
Biology II A
World History A
Speech Elective
Elective
Elective

Note: If you meet all graduation requirements for English, Math, or Science by the end of your Sophomore or Junior year, you will be required to schedule a class in that completed subject during your Senior year. If a scheduling conflict arises a course waiver may be granted by the Administration.

