

RIVERFIELD ACADEMY



2024-2025

STUDENT HANDBOOK

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Welcome to Riverfield Academy and to a new school year! Riverfield Academy teachers, staff, students and parents work collaboratively to create a safe, caring, and supportive environment. At Riverfield Academy academic excellence is our top priority.

ACCREDITATION

Riverfield Academy is accredited and approved by the Louisiana Department of Education, Midsouth Association of Independent Schools, and Cognia

MISSION STATEMENT

Riverfield Academy is committed to our students' future success by providing a challenging academic foundation in a safe learning environment.

SCHOOL HISTORY

Riverfield Academy is a private, coeducational day school serving students in grades PreK-12. The school was established in 1970 to serve students in grades 1-11. The twelfth grade was added in 1971.

Located on a thirty-four acre campus in Rayville, Louisiana, the school draws students from more than a twenty mile radius with large numbers coming from Rayville, Mangham, Delhi, and Oak Ridge.

STATEMENT ON GENDER AND MARRIAGE

Gender is defined as the biological sex assigned at birth. Marriage is defined as marriage between a man and a woman based on the Biblical model.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Riverfield Academy admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students and makes no discrimination on the basis of race, color, national and ethnic origin in administration of educational policies, applications for admission, and extracurricular programs.

NOTICE OF RISK

We have taken enhanced health and safety measures for those who come to our campus-students, employees, and visitors. While on campus you must follow all posted instructions. An inherent risk of exposure to COVID-19 and other communicable diseases exist in any public space where people are present. COVID-19 is a contagious disease. If infected, you may exhibit no symptoms or mild symptom, or become severely ill, or die. According to the Centers for Disease Control and Prevention, senior citizens and persons with underlying health conditions are especially vulnerable. By visiting our campus, you voluntarily assume all risks related to the possible exposure to COVID-19 and other communicable diseases.

OBJECTIVES

Riverfield Academy conducts a basic educational program supplemented with selected elective courses designed to satisfy individual needs and interests. The school's program is planned to develop understandings, skills, attitudes, habits, and values in students who will:

1. Make moral decisions based on Christian belief and on the principles of the Holy Bible.
2. Understand the American democratic system and have a commitment to the principles of the United States.
3. Appreciate the American free enterprise system.
4. Respect authority and the rights of others.
5. Be self-disciplined and accept responsibility for their actions and decisions.
6. Have a wide range of information regarding careers and make tentative choices about their life work.
7. Be able to move with confidence to work and to further education.
8. Be innovative and resourceful enough to adjust to a dynamic economic and social environment.
9. Acquire the maturity to make vital decisions which will make their lives productive and fulfilling.
10. Look forward to learning as a lifelong endeavor.
11. Develop positive attitudes toward work and pride in good workmanship.
12. Value health and physical fitness and acquire concepts and practices to maintain them throughout life.
13. Be able to utilize various techniques for correct oral and written communication.
14. Respect and seek to understand your classmates.
15. Understand the needs of their communities and seek to serve them.

Essential to achieving these goals is the acquisition of faculty members and administrators with appropriate educational backgrounds and with enthusiasm for learning as a continuing process and the maintenance of a professional educational atmosphere. All staff members should live as to reflect Christian beliefs.

SCHOOL VISION

Riverfield Academy's vision for the future is one of growth and responsibility, training our young people through well rounded Christian education. We strive to prepare them for life as leaders who will choose character before career, service before self, and successfully face challenges in the 21st century.

Riverfield primarily offers a college-prep curriculum and plans to further offer educational opportunities by adding dual enrollment courses for college credit, honors classes, engineering, and foreign language.

The staff will utilize textbooks in content subjects to improve the critical thinking and writing process in grades 1-12. We will continue to strive for improvement in test scores (ACT, PreAct, and IOWA) by providing opportunities for students to practice and apply their learning.

Our teachers will continue to provide instruction in an environment that is knowledgeable, cooperative, inspired, and dedicated to the achievement of our mission. Students will have a broad academic background, adequate preparation and professional training, and a continuous desire to grow professionally.

ENTRANCE REQUIREMENTS

Students are admitted at the will of the Board of Directors and the Board reserves the right to remove any student at any time for actions deemed detrimental to our purpose.

Entrance requirements for new/transfer students at Riverfield Academy are:

- ❖ Complete required registration forms.
- ❖ Students will be tested using grade level tests created by teachers.
- ❖ High School students must have a cumulative GPA of 2.0.
- ❖ Students entering grades 8 to 12 will take and pass a drug screen test for illegal substances, including, but not limited to, synthetic cannabinoids (bath salts), marijuana, methamphetamine, and cocaine, at the parent's expense.
- ❖ Students entering from a Louisiana Public School must have passed the tests required from that school system or have received a waiver from the Board of Directors.
- ❖ Students cannot have been arrested for committing a crime. Parent may appeal to the Board.
- ❖ Students cannot have been expelled from any of their previous schools. Parent may appeal to the Board.
- ❖ Students cannot have an excessive number of discipline referrals from previous schools.
- ❖ Students cannot have excessive absences and/or tardies from previous schools.
- ❖ All prekindergarten students must be completely potty trained and without a pacifier.

Students who do not meet the above criteria will have their records reviewed by the Academic Committee, and a recommendation will be given to the Board of Directors concerning their acceptance for enrollment.

All new students are on probation for the 1st year and may be dismissed at anytime.

GENERAL

- ❖ The regular school day begins at 7:45 AM and ends at 2:55 PM. The tardy bell rings at 7:45 and class begins.
- ❖ Parents who bring children to school should unload and pick them up at the assigned location. When picking up students after school, parents should remain in the line of cars on Riverfield Drive and their children will be loaded. Parents should not block the circle driveway entrance and exit. Parents must display the tag on their mirror for names of students being picked up. **Parents should not park in the front circle or come in foyer to get their children.**

- ❖ The school provides hot lunches in the cafeteria. The cost is \$5.00 for pre-k- grade 5 and \$6.00 for grades 6-12. Lunches will be ordered on line through Renweb/ FACTS. Payments will also be made through Renweb/FACTS.
- ❖ Lost and found items left in buildings will be removed to the office where they may be claimed. All unclaimed items will be disposed of.
- ❖ Visitors will not be allowed during a COVID-19 outbreak. Visitors may come to the front office only and must wear a mask. **This includes visiting the lunchroom.**
- ❖ Motor vehicles driven by students should be parked in designated parking space. All students driving to school **must have a valid drivers' license**. Each student with a vehicle on campus is required to purchase a parking permit from the Student Council. Some students will be given a parking spot in the gravel parking if requested, but a parking permit is required.
- ❖ **Loud pipes should not be heard on campus. Speed limit is 10 miles per hour. If caught violating the speed limit or causing a disturbance with their vehicle, students will forfeit their driving privileges for a period of time.**
- ❖ **All students' lockers, backpacks, purses, bags, vehicles and their contents are subject to be searched while on Riverfield campus.**
- ❖ Students upon arriving on campus must remove his/her school materials and lock the vehicle. **Sitting in vehicles while on campus is not allowed.** Loud music from vehicles on campus will not be permitted. Safe, slow driving is required of all drivers. Students are not permitted to return to their vehicles during the school day without written permission from the administrator or assistant administrator.
- ❖ Students will not be permitted to carry backpacks to classes. All backpacks must be in lockers or hung in the halls.
- ❖ Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students that do not have hall passes may receive detention.
- ❖ Students must not be under the influence of alcohol/drugs at school or any school sponsored activities. All students are subject to random breathalyzer tests at any time during school or any school sponsored activity.
- ❖ **Students may not bring fidget spinners to school or any such type of toy or gadget.**

FIRST AID

No medicine will be administered from the office without proper documentation.

- If a student is prescribed medication, the parent must bring it to the office with a parent consent form giving specific instructions. See office for form.
- Students may not have medication of any kind including ibuprofen or Tylenol in their possession.
- Teachers cannot give medicine to students.

ATTENDANCE

The State of Louisiana requires a student to be in attendance a minimum of 167 full days per school year in each class taken. If he or she is not in attendance a minimum of 167 full days per year, he/she may not receive credit for the year. Secondary absences will be verified by class. If extenuating circumstances exist, parents may appeal to the Board of Directors. This means that a student may not miss more than 5 days per semester in any class. The attendance requirements apply to virtual and hybrid learning as well.

According to the Louisiana Department of Education, when a student misses school, their absence falls under these categories:

- **Exempted and Excused.** The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays. There is no limit to these excuses
 - **Non-Exempted and Excused.** The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note. The number of non-exempt and excused absences is based on the number of school days offered.
 - **Unexcused:** The student is not allowed to make up the missed work and the absence is counted against the attendance requirement. An example is skipping school.
1. Students attending Riverfield Academy functions as a participant on a team or academic representative are considered in attendance for the entire day. Students must contact their teachers before leaving campus to get their assignments.
 2. We do not recommend that parents allow students to leave school early for personal matters or family-related business (errands, job interviews, haircuts, clothes, driver's tests, etc.) as these types of things should be taken care of after school or on weekends.
 3. The only excuse for a student being absent from school is personal illness, illness or death in the family.
 4. Excused Absence –This includes parent and doctor written excuses for illness. A doctor's appointment does not automatically excuse a student for the entire day.
 5. Unexcused Absence- This includes anything other than personal illness or death of immediate family member unless otherwise excused by the administration.

A member of any varsity, junior varsity, or junior high team including cheerleaders, pep squad, drill team, and drum line must attend school at least 5 complete class periods during the school day to be eligible to participate in practice or a game held on that day. Exceptions can only be made by the administration and may be made in the case of funerals, doctors' appointments or at the discretion of the administration.

A student who has been absent and fails to bring an excuse to the office upon returning to school will receive an unexcused absence for the day(s) missed. It is the student's responsibility to handle these matters **within (3) school days of his or her return to school.**

TARDY POLICY

A student is allowed (2) unexcused tardies per semester to classes. Upon the third tardy a student will receive detention. Each tardy after 3 will result in a detention. The tardy bell will ring at 7:45 and class will begin. A missed detention results in an additional detention. Detention begins in 5th grade.

Students in Kindergarten through 4th will have their parents called on the 3rd tardy per semester. Students are missing valuable learning opportunities when they arrive late to school. In some cases this work may not be made up.

7 tardies in the same semester may result in a one-day suspension.

Students who miss detention and continue to have tardies may be subject to in school suspension or possible dismissal from Riverfield Academy.

PROCEDURES FOR ABSENCES

Grades 1-5- When the student returns to school following an absence, he/she should bring their teacher a note signed by a parent or guardian explaining the reason for the absence.

Grades 6-12- When a student is absent from school, the parent/guardian should telephone the school office that morning to report the reason for the absence. If no phone call is received, the secretary will call to confirm the student's parent/guardian is aware he/she is absent. The parent/guardian must send a signed excuse to the office with the student when he/she returns to school.

School work, including tests missed because of unexcused absences or tardiness cannot be made up by the student.

Tests and assignments missed because of an excused absence must be made up in a timely manner. If one school day is missed, the work must be completed within one day. If 3 days are missed, work must be completed within three days. If more than a week is missed the work must be completed within one week. Students are responsible for work missed. The exception to this is a student in attendance the day a test is announced and no new material is covered for the test, then the student should be ready to take the test upon returning.

An unexcused absence may result in a student losing exemption possibilities.

Any student with more than 4 tardies per semester may lose exemption possibilities.

COVID-19 Protocol

- If an employee/student exhibits symptoms (fever, cough, shortness of breath, loss of taste and smell, or sore throat among others) of COVID-19 they must see a doctor. This must be verified by a doctor's note/release.
- If an employee/student takes a test for COVID-19, they must wait to receive a test result before returning to campus.
- An employee/student who tests positive must stay home and contact the school nurse for requirements. The employee/student must notify the school.

DAILY PROCEDURES FOR HEALTH AND SAFETY (May change as requirements change)

- Students must be fever free for 24 hours without medication before returning to school.
- Students must be free of diarrhea and/or vomiting for 24 hours before returning to school.
- Desks and tables will be sanitized as often as needed.

EMERGENCY EVACUATION

For safety-education, emergency evacuation drills are conducted periodically. When the alarm sounds, each student will leave the building in an orderly manner through the nearest exit and

will remain at least fifty feet from the building until the all-clear has sounded. Parents are asked not to come to the campus during security threats as it impairs emergency vehicles.

COMMUNICATION POLICY

Major forms of communication: RenWeb, weekly folders, website, mass texts, morning announcements, Raider News,

Other forms: class generated text apps, radio stations, and local television stations

- Assignments and tests should be posted to RenWeb or Google Classroom daily.
- Daily phone calls are made by the secretary for absent students in grades 6-12.
- Texts and emails will be sent to parents and guardians when weather or other emergencies occur.

LEAVING CAMPUS

Riverfield Academy is operated as a closed campus. A student may not leave the campus for any reason without written permission from the administrator.

All students leaving campus must check out at the office and check in upon returning. Parents must sign students out.

STUDENT CITIZENSHIP

Each student is responsible for his or her conduct. Each student is expected to display good manners, respect for the rights of others, and respect for the property belonging to the school and fellow classmates. Students are reminded that their conduct reflects not only on themselves, but also on their parents and Riverfield Academy.

PERSONAL APPEARANCE

Riverfield Academy has established standards for the personal appearance of its students. Those standards require appearance, which is neat, modest, gender specific and appropriate. Clothing bearing advertisements for alcohol or tobacco products or which contain suggestive material is inappropriate and not permitted. Physical education uniforms are to be worn in physical education classes, not in classroom sections of the campus.

Dress Code

Boys

Hats, undershirts, tank tops, muscle shirts, cutoff jeans, **jeans with holes or stress marks**, earrings, body piercing, tattoos, body art, and bare feet **are not permitted. Only small chains or necklaces that aren't distracting may be worn.** Shirts designed to be tucked in must be tucked in and a belt worn. **No jogging pants of any kind. (including wind pants) No shorts with elastic. Example: Columbia type that look like swim shorts.**

Hair should be well groomed and neatly styled. Only moderate and conservative hair styles are acceptable. No multi-colored hair or hair streaks that are not the color of normal hair (pink, blue, etc.). In a modern style, the length of the hair should not exceed the eyebrows, middle of the ear and should not touch the top of a dress shirt collar when buttoned. Sideburns should not extend below the middle of the ear. Boys may not wear make-up or nail polish. **Facial hair is not permitted. No warnings will be given.**

Girls

Hats, undershirts, halter tops, tank tops, shirts with straps less than the width of the shoulder, **jeans with holes or stress marks**, body piercing, tattoos, body art, bare feet, or bare

midriffs are **not permitted**. **No see-through tops are allowed**. **No nose studs, tongue rings, or eyebrow studs are permitted**. **Only small chains or necklaces that aren't distracting may be worn**. Dresses or skirts must be **no shorter than 6 inches above the knee**. **Leggings may only be worn with a dress that is no shorter than 6 inches above the knee**. **No jogging pants of any kind**. **No shorts with elastic**. **Example: Columbia type that look like swim shorts**. Shorts may be worn by students in grades 6-12 only if they are **no shorter than 6 inches above the knee**. The shorts must be hemmed. No cut offs or shorts made to look like cutoffs. No multi-colored hair or hair streaks that are not the color of normal hair (pink, blue, etc).

Students must dress gender specific to their gender at birth as defined herein.

Students violating the personal appearance rule will be asked to correct the situation immediately or face suspension. Dress code tickets will be given out this year.

First and Second Offense-Dress Code and Personal Appearance Violations- Warning (recorded in student's discipline record), with immediate correction required.

Third Offense and Fourth Offense- same as above plus detention.

Fifth Offense- Required wearing of a specific uniform for 5 school days.

Specific Uniform for Dress Code Violations- Collared white dress shirt, gender appropriate khaki slacks, and dress shoes.

Special Occasion Dress (Award Ceremony, Athletic Banquets, etc.)

- Boys should wear khaki slacks and a dress shirt.
- Girls should follow the dress code and adhere to guidelines regarding dresses, shorts, and skirts.

Elementary Dress Code Grade K-5

Boys

Hats, undershirts, tank tops, muscle shirts, cutoff jeans, jeans with holes or stress marks are not permitted. Shoes must be worn at all times (no bare feet). Hair should be neatly groomed and must not extend past the top of the eyebrow. Mohawks are not permitted. Multi colored or streaked hair that is not the normal color of hair (blue, pink, green, etc.) is not permitted.

Only small chains on necklaces that aren't distracting may be worn. Grades 1-5 must have neatly groomed hair and it should be kept out of the eyes for all students. In a modern style, the length of the hair should not exceed the eyebrows, middle of the ear and should not touch the top of a dress shirt collar when buttoned.

Girls

Hats, undershirts, halter tops tank tanks with spaghetti straps, cutoff jeans, jeans with holes or stress marks are not permitted. Sleeveless shirts must have straps that are the same width as the shoulders. **Only small chains or necklaces that aren't distracting may be worn**. Shoes must be worn at all times (no bare feet). High heels are not permitted. Multi colored or streaked hair that is not the normal color of hair (blue, pink, green, etc.) is not permitted. Shorts may be worn only if the shorts are no shorter than 6 inches above the knee.

Leggings may only be worn with a dress that is no shorter than 6 inches above the knee. (4th and 5th grade)

DUE PROCESS

The Board of Directors mandates that all students be treated fairly and honestly in resolving grievances, complaints, or in the consideration of any disciplinary measure, particularly suspension or expulsion. Due process shall be defined as a fundamentally fair and reasonable approach to all areas of student grievance and discipline on the part of all school officials in order not to arbitrarily deny a student the benefits of his/her education.

DISCIPLINE

Expulsion from school is dismissal of a student from school for a prolonged period of time (one year or more).

Suspension from school is defined as dismissal of a student from school for a short period of time (in days).

In-school suspension is removing a pupil from his normal classroom setting but maintaining him under supervision within the school. Pupils participating in in-school suspension may receive credit for work performed during the in-school suspension. However, any pupil who fails to comply fully with the rules for in-school suspension shall be subject to immediate suspension.

The Board of Directors has adopted the following policy relative to the discipline of students:

- Every teacher shall hold every pupil to a strict accountability for any disorderly conduct in school, on the school bus, on the school campus from the time the student enters the campus until the student leaves the campus, or at any school sponsored event on or off the campus.
- The Riverfield Academy Board of Directors shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact and caution, and then only in the presence of another adult employee. Refusal of corporal punishment may result in the student being suspended.
- The school administrator will suspend from school any pupil sent to his/her office three times for disciplinary reasons. The school administrator or assistant administrator will notify the parents when a student is sent to his/her office for disciplinary reasons. Upon the third such visit, the student will be suspended from school.

The Board of Directors reserves the right to make the final interpretation of the rules in the handbook based on the facts of each situation when presented to the Board and make decisions accordingly.

STUDENT CONDUCT:

A student will be expelled immediately if found with a firearm on his/her person or in the student's control in school buildings.

A student may be suspended for up to 5 days depending on the perceived intent of the student and type of knife or implement which may inflict harm or injury found in their control. A student perceived to intend to inflict harm will be expelled.

A student will be suspended for 5 days on the first offense of the following rules:

A student shall not possess or use alcoholic beverages or dangerous substance in any form in school buildings or on school grounds or at any school sponsored activity.

A student shall not use tobacco or any type of electronic tobacco during school hours in a school building.

The school administrator may suspend from school (for one day on the first offense and 3 days on the second offense of any of the items listed) any student who:

- ❖ Makes statements or acts in a bullying, intimidating, threatening, harassing, hazing or any other violent nature made on campus, or at school –sponsored activities. Even if made in a joking manner, these statements or actions threatening other students, school personnel, or school property shall be unacceptable.
- ❖ Possesses tobacco in any form in school buildings or on school grounds or at any school sponsored activity.
- ❖ Cuts, defaces or injures any part of the Riverfield Academy building or any property belonging to the Academy.
- ❖ Writes any profane or obscene language or draws obscene pictures in or on any school material or on any school premises.
- ❖ Fights or causes physical harm to any student.
- ❖ Leaves the school premises without permission.
- ❖ Is guilty of willful disobedience.
- ❖ Treats with intentional disrespect a teacher, administrator, member or employee of the Board of Directors.
- ❖ Makes unfounded claims against the administrator, an employee of the school, or a member of the Board of Directors.
- ❖ Uses unchaste or profane language.
- ❖ Is guilty of immoral, indecent, or vicious practices, or of conduct or habits injurious to his/her classmates.
- ❖ Disturbs the school and habitually violates any rule.
- ❖ Throws objects on the school grounds liable to injure other pupils.
- ❖ Violates traffic safety regulations—driving a car on campus is a privilege and the privilege may be revoked.
- ❖ Commits any serious offense.
- ❖ Violates the dress code policy.

A suspended student is not permitted to make up any schoolwork missed during the period of suspension which results in a zero. The only exception is on finals or a project resulting in a grade that counts more than a regular test grade. In this case a student may receive 50% of the score they make on the test or project. Any student after being suspended on two occasions for committing any of the above offenses during the same school session shall on committing the third offense be expelled from Riverfield Academy.

A student that is continuously suspended even though not 3 times in a year may be expelled and not allowed to come back to Riverfield Academy.

Upon being expelled the student may request a hearing before the Board of Directors of Riverfield Academy by submitting such a request in writing to the Board of Directors. Suspension or expulsion of a student does not remove the financial liability of the parent for fees paid to the school.

Any student suspended for damages to any property belonging to Riverfield Academy shall not be readmitted until payment in full has been made for such damage or until directed by the administrator. Any athlete suspended from school for an act committed while in uniform will not be allowed to **participate in sports for one year.**

Any student that uses derogatory language, verbally or in writing, concerning staff of Riverfield or the Riverfield Board of Directors may lose the right to participate in school

activities, including but not limited to, graduation exercises, at the sole discretion of the Headmaster and/or the Riverfield Academy Board of Directors.

No student may take pictures or be photographed while engaging in inappropriate activities. Taking photos or posting photos of these types of images are strictly prohibited. The students violating this provision will be disciplined which may include honors being removed.

Any senior student who is found guilty of any act which constitutes grounds for suspension or expulsion after having met the academic requirements for graduation, may be denied the right to receive his/her diploma or participate in formal graduation exercise.

Proper student conduct is expected at all times. It should be noted that “senior pranks” or events that cause substantial disruption to the school will not be tolerated. Students involved in such activities run the risk of not participating in their own graduation ceremonies.

CELL PHONES AND ELECTRONIC DEVICES

Students are not permitted to have cell phones or unacceptable electronic devices on campus during school hours. Riverfield acknowledges the convenience and security a cell phone allows, however the potential risk of causing harm or embarrassment to fellow students is too high. High school students may leave them in their vehicle or turn them in to the office on a daily basis. Jr. High should turn them into their homeroom teacher. Cell phones, I-pods, Apple watches and other electronic devices will be confiscated when not placed in the correct assigned area and given to the administration.

Elementary students are not allowed to bring a phone to school.

On the **first offense**, the student will receive detention and a parent/guardian must sign a form in order to get the phone back after 2:55. On the **second offense**, the student will receive one week of detention, the school will reserve the right to keep the phone for up to one week and following that week a parent/guardian must sign a form in order to get the phone. A **third offense** will result in the student receiving detention, the school reserves the right to keep the phone for up to two weeks and following the two weeks a parent/guardian must sign a form in order to get the phone. A **fourth offense** will result in suspension of the student which could result in elimination of student officer and/or special honors.

Additional offenses will result in the device being confiscated and the decision on returning it will be made at that time. Parents please note, if you call the school and tell us that your child just texted you or called you from their cell, that is verification that the cell phone was being used at school.

THE SCHOOL IS NOT RESPONSIBLE FOR ANY DAMAGED, LOST OR STOLEN PHONE OR ANY OTHER ELECTRONIC DEVICE.

Any videoing/photographing on campus with a camera, cell phone, or **any** equipment is strictly prohibited without permission of the administration. Any uploading of materials to the web or any social media (i.e. Facebook, Instagram, Snap Chat, etc.) or displaying on I-pads or laptops

may result in suspension or expulsion. Any manipulation of media (i.e. Photoshop) may result in suspension or expulsion.

Please note if a student posts items to Facebook or any other social network while at school they will have violated a policy of either improper use of internet or cell phone.

If parents or guardians of students post negative comments about staff of Riverfield Academy or Riverfield Academy Board of Directors on any social media, their child will be subject to dismissal from Riverfield Academy.

Riverfield Academy prohibits the posting of images by students on social media or any device that depicts students involved in behavior deemed by the Headmaster and/or Riverfield Academy Board of Directors as unacceptable and/or in violation of the Riverfield Academy Student Handbook. Actions will be taken as deemed appropriate.

NICOTINE TESTING POLICY

The Board of Directors and Administration, in order to provide for the health and safety of the students, and to provide a legitimate reason for the student to say “no” to nicotine use shall conduct mandatory nicotine testing program. It is designed to create a safe, nicotine free environment for students and assist them in getting help when needed.

PROCEDURES:

Consent:

By enrolling at Riverfield Academy the parent and/or guardian of the student have consented to nicotine testing. Any time a student refuses to be tested, it will be treated as a positive test.

The staff at Riverfield Academy will randomly test students. A urine sample will be taken and tested. Students testing positive will have their parents notified.

DRUG TESTING POLICY

The Board of Directors and Administration, in order to provide for the health and safety of the students, and to provide a legitimate reason for the student to say “no” to drug use shall conduct mandatory drug testing program. It is designed to create a safe, drug free environment for students and assist them in getting help when needed.

Definitions:

Drug-any substance considered illegal or controlled by the Food and Drug Administration

PROCEDURES:

Consent:

By enrolling at Riverfield Academy the parent and/or guardian of the student have consented to drug testing. **Any time a student refuses to be tested, it will be treated as a positive test.**

Laboratory:

The drug testing will be done by a certified laboratory. The specimens collected will be tested for the prohibited drugs listed below, but not limited to. Procedures shall be designed to insure the integrity of the specimens and protect the privacy of individuals being tested.

Testing will be done by urine or hair sampling. The specimens will not be tested for diseases or conditions other than drug use.

The drug test screen includes, but is not limited to:

1. Opiates (pain killers)
2. Cocaine
3. Amphetamines (speed)
4. Cannabinoids (Marijuana and bath salts)
5. Phencyclidines (PCP)
6. Benzodiazepines (Valium)

Medication:

Students who are or have been taking prescription medication must provide verification (either by a copy of the prescription or by Doctor's authorization). Students who refuse to provide verification and test positive will be subject to the actions specified below for positive "test".

Student Selection:

Students may be tested at the beginning of the school year. Random testing may also be conducted during the school year. Students shall be selected at random.

Positive Test

If the student's drug test indicates positive results the sample will be retested to verify the results. Parents will be notified and the following actions will be taken.

First Offense:**The student:**

- Will be suspended for 5 days.
- Will be prohibited from participating in any extracurricular activity for 45 school days.
- Will be required to participate in a school approved Substance Abuse Program.
- Will be tested every time a drug test is held until the student graduates or leaves Riverfield.
- Will be drug tested monthly at the parent's expense with certified results provided to the administrator.
- Will be strongly encouraged to receive counseling by a pastor or youth minister.

ACADEMIC ACHIEVEMENT**Pupil Progression**

K-8th grade- Students who have failed reading or math; or have failed three or more subjects will be retained for the school year. A student can be retained in grades K-5 no more than 2 times: and in K-8 no more than a total of 3 times. Students failing the last 9 weeks in a core subject may be retained in the current grade.

Grading:

High school students are on the semester system. A semester final will be given. The final grade for the semester is the average of twice the two nine weeks grade plus the final grade for the final test grade. **Teachers may choose to exempt students with an A average. Finals are given in order to prepare our students for college.**

Elementary and Junior High students are on a yearly system. Their grade is the average of the four nine weeks.

GRADING SCALE**Grades 1-8**

A 92-100

B 84-91

C 76-83

D 65-75

Grades 9-12

A 90-100

B 80-89

C 70-79

D 60-69

PE Grading Scale

PE students will begin each 9 weeks with a 100A average and will lose 1/2 point per day for

- Not dressing out
- Not participating in class activities

Therefore, a maximum of 1 point could be deducted each day from the student's grade.

Rules may be different during COVID-19

Students in 8th grade may take only Algebra I and Physical Science upon the recommendation of the teacher when it works with the Master Schedule.

The following classes will be entered on the STS with **5 points**. Classes not listed will be 4 points. There will be no penalty for students that have already taken the classes when calculating GPA for salutatorian and valedictorian.

English IV Honors

Biology II Honors

Pre-Calculus (Trigonometry & Algebra)

World History Honors

Dual Enrollment Classes

ACADEMIC INTEGRITY

Cheating is stealing. Cheating, plagiarism, improper use of Artificial Intelligence, etc. are not accepted at Riverfield Academy. Cheating is defined as obtaining an unfair advantage through deceit or fraud as well as giving or receiving aid to or from others. All research, works, and information must be properly cited and credit must be given to the author. This also includes obtaining answer keys to workbooks and tests. **Students caught cheating will receive a 0 for that grade** (quiz, test, homework etc.)

Honor Society members will face suspension from the organization should cheating occur.

1st Offense- Zero and 3 days detention

2nd Offense-Zero, Suspension and 5 days detention

3rd Offense in the same year- Zero and Dismissal from Riverfield

ACADEMIC PROBATION OR SUSPENSION

Any student in grades 9-12 failing to maintain a 1.5 grade point average will be placed on academic probation for a period of one semester. During the probation semester, the student will attend tutoring classes when provided. If at the end of the probation semester, the student still falls below a 1.5 grade point average, the student and his/her parent will meet with the administration which will then recommend that either the student be suspended for one semester or be allowed one additional semester of probation. The final decision will be left up to the Board of Directors.

GRADUATION CEREMONIES

Rank in class will be determined in May at the completion of 8 semesters of high school. Students must attend their last 6 semesters at Riverfield in order to be eligible for

Valedictorian or Salutatorian. The student with the highest cumulative GPA will be named Valedictorian. The student with the second highest cumulative GPA will be named the Salutatorian. In the event of a tie, all students with the highest cumulative GPA will be named the Co-Valedictorians and all students with the second highest GPA will be named the Co-Salutatorians. Calculations will be made by the Student Transcript System of the Louisiana Department of Education.

Students must take core subjects at Riverfield Academy unless they are a transfer student or they have special permission by the administrator.

A student classified as a junior who has completed 6 semesters and all requirements for graduation may participate in the commencement exercises and be awarded a diploma. However, the student will not receive any of the senior honors. They are not eligible to be valedictorian or salutatorian.

GUIDANCE SERVICES

Riverfield Academy attempts to provide a comprehensive guidance program including testing, information, and counseling and referral services. The school counselor is professionally qualified to discuss test results, education or career plans and personal concerns with the student and his parents.

For scheduling questions or changes appointments should be made with the guidance counselor.

Scholarships-Information concerning available college scholarships may be obtained in the Guidance Services office.

BULLYING

Bullying, Hazing, and Terrorizing Policy

Riverfield Academy is committed to maintaining a safe and positive learning environment. Therefore, all statements of actions of bullying, hazing or terrorizing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, terrorizing or similar behavior towards other students, school personnel, or school property shall be unacceptable.

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being fearful or harmful.

Bullying shall mean:

1. A pattern of any one or more of the following:

(a) Gestures, including but not limited to obscene gestures and making faces.

(b) Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic

communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.

(c) Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.

(d) Repeatedly and purposefully shunning or excluding from activities.

2. (a) Where the pattern of behavior as provided in Paragraph (1) is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van.

(b) The pattern of behavior as provided in Paragraph (1) must have the effect of physically harming a student, placing the student in reasonable fear of damage to the student's property or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in , or acceptance by existing members of any organization or extracurricular activity. Hazing does not mean any adult-directed and school sanctioned athletic program practice or event .

Terrorizing is the intentional communication of information that the commission of a crime of violence is imminent or in progress or that a circumstance dangerous to human life exists or is about to exist with the intent of causing members of the general public to be in sustained fear for their safety; or causing evacuation of a building, a public structure, or a facility of transportation; or causing other serious disruption to the general public.

Notice to Parents and Students

The school shall inform students and parents in the student handbook and the beginning of each school year, of the prohibition against bullying, hazing, or similar behavior of a student by another student; the nature and consequences of such actions; including the potential criminal consequences and loss of driver's license, and the proper process and procedure for reporting any incidents involving such prohibited actions.

Procedures for Processing a Complaint Concerning Bullying

Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such

conduct to a teacher, principal, counselor, resource officer, or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The person bullied must complete the form when age appropriate. The person hearing the complaint should complete form if complainant is not able to complete form

During a pending investigation, the school may take immediate steps, at its discretion, to protect the alleged victim, students, teachers, administrators or other school personnel pending completion of the investigation.

Disciplinary Action

Once a report has been received and the principal or his/her designee has determined that an act of bullying, hazing, terrorizing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student. Counseling and/or other interventions may also be recommended.

False Reports

Intentionally making false reports about bullying, hazing, terrorizing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the School Board.

****SEE OFFICE FOR FORMS****

HARASSMENT

It is the intention of Riverfield Academy to provide an educational environment free from harassment and discrimination of any kind.

Sexual Harassment

Definitions

- Any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical contact of a sexual nature.
- Quid Pro Quo- harassment by a teacher, supervisor, or someone with power over another who uses such power to gain an advantage over someone else.
- Peer to Peer harassment of an equal person toward equal person. (teacher to teacher or student to student)
- Hostile-harassment by persistent and calculated behavior which makes the school an unpleasant place to work or learn.

All sexual harassment by employees, teachers, administrators, board members or students is prohibited.

Procedures

Give written complaint to the administrator, guidance counselor or person designated by board. All complaints will be investigated promptly and thoroughly. Should complaints be proven, the offending party shall be subject to disciplinary action, including, but not limited to termination of employment or suspension from school. All complaints will be held in strict confidence.

LOCKERS

Locker assignments for students in grades 6-12 are made in the school office. The student is responsible for the contents and neatness of his/her locker. No decals, stick on materials, or graffiti is permitted within or outside of your locker. The school maintains the right to inspect a student's locker whenever necessary. The school is not responsible for items taken from lockers. All students must keep their lockers locked. Only school furnished locks may be used on issued lockers. Gymnasium lockers may use personal locks.

TEXTBOOKS

The school furnishes textbooks to students. Students are responsible for the care of textbooks issued to them. Damaged or lost textbooks must be paid for by the student.

DELIVERIES TO STUDENTS

Floral and balloon deliveries will not be made to students during class. This is time consuming for the office staff and disrupts the classrooms. Students will be notified and may see them in the office and pick them up at the end of the day. No glass items may be delivered to the school.

VALENTINES DAY:

- No glasses vases
- No balloon deliveries for students who ride the bus. This could cause a hazard to the bus driver.
- Riverfield is not responsible for misplaced or stolen items that are delivered.
- Items will be delivered after 2:15.

STUDENT ACTIVITIES

Students must be registered and appropriate fees paid for the upcoming school year in order to try out for cheerleading, Glory Girls or participate in spring practice for football and softball.

Grades 4-8

Junior 4-H Club- Students in grades 4-8 may join the junior 4-H club. The club meets at the school on the second Thursday of each month.

Pee Wee Sports Grades 3-6

Boys: Football, Baseball, 4-6 Basketball

Girls: Cheer, Softball, 4-6 Basketball

Athletic Teams

Students in grades 7-9 may participate in the following team sports:

<u>Boys</u>	<u>Girls</u>
Basketball	Basketball
Track	Track
Golf	Golf
Tennis	Tennis
Baseball	Softball
Football	

Athletic Related Organizations

Girls in grades 7-9 try out for **Jr. High Cheerleader**. **Cheerleaders** will be selected by judges independent of Riverfield Academy.

Grades 9-12

Student Council

Riverfield Academy encourages an active Student Council to develop in students a sense of responsibility as well as qualities of leadership, good citizenship, and self-government. It is the responsibility of the Student Council to plan and conduct student activities at Riverfield Academy.

New officers are elected in the spring of each school year. These include president, vice-president, secretary, and treasurer. The Student Council is composed of the officers and at least two representatives in grades 9-12, and the Student Council sponsor.

Class Organizations

During the last month of the school year the class sponsors will organize the freshman, sophomore, junior, and senior classes. Each class will elect a president, vice-president, secretary, and treasurer. Each class has the right to assess dues which must be paid before a student can participate in class functions.

Clubs

Senior 4-H Club- Interested students in grades 9-12 meet at the school the second Thursday of each month.

Fellowship of Christian Students- Students in grades 6-12 may join the fellowship of Christian students. Meetings are held weekly. The group performs many services for the community.

National Honor Society

The National Honor Society is an organization that is based on outstanding scholarship, leadership, community service and character. Students are invited to join the John Ray Chapter of the National Honor Society based on their scholarship, leadership, service and character in and out of school. Membership is open to qualified sophomores, juniors and seniors.

Qualifications and steps in the selection procedure are:

1. Student academic records are reviewed at the end of their freshman, sophomore and junior years.
2. The academic requirement to be invited to become a member is a cumulative grade point average of 3.30 on a 4.00 scale.
3. A grade point average of 3.30 must be maintained to retain membership.
4. Discipline records are reviewed to further determine eligibility.
5. Students that meet the academic and discipline eligibility are invited to join this chapter. They must complete a form that includes evidence of leadership and community service.
6. Each responding candidate is reviewed by a three-member faculty council.
7. Each member will be reevaluated annually in order to retain membership.
8. Members will be required to meet the requirements of the national and local chapter's constitution.

*If a student declines two invitations to join, they will not be issued a third.

*Suspensions may result in a student being dismissed or disqualified for any of the above clubs or organizations.

Robotics Club

The club will meet on assigned days with sponsors.

School Yearbook

The school yearbook, The Heritage, is a pictorial and written record of the school year. Publication I and II students begin planning the book during the summer. **Yearbooks are sold at the time of registration and issued in September of the following year.**

Student Officers and Honors

A student must have been enrolled in the prior year to be eligible to be elected to class officer, class favorite or homecoming court. A student must have been enrolled since 9th grade to be eligible to be elected Student Council President, Honor Society President and Homecoming Queen. A student must have been enrolled since 9th grade to be eligible to be elected Homecoming Queen.

Homecoming Court

Homecoming Queen and Maid of Honor candidates will be voted on by grades 9-12 from a list of eligible girls. The homecoming court will be selected by students in grades 9-12. Each grade level will vote for two court members. A student must have been enrolled since 9th grade to be eligible to be elected Homecoming Queen.

Mr. or Miss Riverfield must have been enrolled at Riverfield with no interruptions since 7th grade, have at least a 3.0 G.P.A., have no suspensions or expulsions, and cannot have failed a class from 7th-12th grade. Mr. and Miss Riverfield will be voted on by the senior class.

Students must be registered, and appropriate fees paid for the upcoming school year in order to try out for cheerleading, Glory Girls or participate in spring practice for football and softball.

ATHLETIC RELATED ORGANIZATIONS

Athletic Teams

Students in grades 9-12 may participate in the following team sports. Information regarding eligibility, try-outs, costs, etc. can be obtained from the Athletic Director or Coach of the Sport.

<u>Boys</u>	<u>Girls</u>
Basketball	Basketball
Track	Track
Golf	Golf
Tennis	Tennis
Baseball	Softball
Football	Cross Country
Cross Country	
Must have a 2.0 GPA	

Varsity Cheerleaders- Try-outs will be held in the spring. Cheerleaders attend summer camp and participate in pep rallies and ball games. Details regarding eligibility can be obtained from the Cheerleader Sponsor.

Drill Team- The Glory Girls are a drill-dance team which performs at pep rallies, half-time at football games, half-time at basketball games and various other events. Members are selected at a spring try-out by a committee of judges. Try-outs will be held in the spring. Qualifications include the ability to dance, learn a routine quickly, and follow directions. Glory Girls buy their uniforms and equipment and must finance summer camp and props. Details regarding eligibility can be obtained from the sponsor.

Drum Line- The Drum Line is a percussion group which performs at pep rallies, half-time at football games, half-time at basketball games and various other events. Students rent their instrument and must finance camp and lessons.

Ejection of players: Any player ejected is responsible for paying the fine from MAIS.
Ejection of Parents or fans: Any parent or fan ejected is responsible for paying their fine and the fine to Riverfield Academy.

Rules governing athletes

Athlete: A member of any varsity or junior varsity team including cheerleaders, pep squad, drill team, and drum line. **Athletes must attend school at least 5 complete classes on the day of the game to be eligible to participate.** Exceptions may be made in the case of funerals or doctor's appointments.

Any athlete suspended from school for any reason will not be allowed to participate in the next game. Any athlete ejected from a game because of fighting or using inappropriate language will be suspended for one game. All athletes must enroll and pass at least five (5) academic classes (excluding physical education). **Any athlete making 2 failing grades is not eligible to participate.** All athletes must have proof of insurance or purchase school insurance. Any athlete suspended from school for an act committed while in uniform will not be allowed to participate in any sport for one year (365 days).

Must have a 2.0 GPA

***Traveling for athletics does not give an excuse for not completing class work. It is the student's responsibility to check in with their teachers for assignments.**

Chapel: Will be held every other Wednesday.

SPONSORS

Student Council- Brandy Corley

The Heritage (yearbook/annual) - Mrs. Shannon Johnson

Classes

Senior Class-	Mrs. Hough, Mrs. Prine, Mrs. Sistrunk
Junior Class-	Mrs. Monahan, Mrs. Calloway, and Mrs. Simmons
Sophomore Class-	Mrs. Lee, Mrs. Holloway, and Mrs. Corley
Freshman Class-	Mr. Lester, Mr. Antley, and Mrs. Willoughby
8 th Grade Class-	Mrs. Stuart and Mrs. Stephenson
7 th Grade Class-	Mrs. Fragala and Mrs. Bridges
6 th Grade Class-	Mrs. Stephens and Mr. Fenske

Athletic Related Organizations

Varsity Cheerleaders- Mrs. Chastidy Brakefield

Jr. High Cheerleaders- Mrs. Kelsey Hodge and Mrs. Abby Penick
Drum Line- Mrs. Tammie Temple

General Organizations

National Honor Society- Mrs. Debbie Lee and Mrs. Kitty Monahan
4-H- Staci Williams
Fellowship of Christian Students- Coach Wise and Mr. Antley
Robotics Club- Mrs. A. Simmons

Office Staff

Administrator	April Word
Dean of Students and Athletic Director	Allen Wise
Assistant Principal	Amanda Hough
Guidance Counselor	Kellie Prine
Bookkeeper	Tammie Temple
Administrative Assistant	BriAnna Antley
School Resource Officer	Chris Crawford
Event, Marketing, and Admissions Coordinator	Staci Williams

Faculty and Staff

Brandy Corley	Library
Hannah Allen	Pre-K 3
Marcie Geisbrecht	Pre-K 3
Jennifer Garner	Pre-K 4
Samantha Hill	Pre-K 4
Chastidy Brakefield	Aide
Dee Copeland	Aide
Tereasa Antley	Aide
Heather Wisenor	Aide
Abby Holly	Kindergarten
Kim Weed	Kindergarten

Carla Walters	1st Grade
Abby Penick	1st Grade
Amber Mclarrin	1st Grade
Melanie Gable	2nd Grade
Deborah Mullins	2nd Grade
Alexis Hutchinson	3rd Grade
Kristi Wiggins	3rd Grade
Jerri Lynn Watts	4th Grade
Beth Milby	4th Grade
Anna Black	5th Grade
Heather Ward	5th Grade
Alita Bridges	Jr. High English HS Fine Arts
Lloyd Fenske	Jr. High Science
Anita Stephens	Jr. High Literature
Inez Fragala	Jr. High History
Robyn Stuart	Jr. High Math
Crystal Stephenson	Jr. High Math
Carolyn Calloway	HS Social Studies
Taylor Antley	Religious Studies Financial Literacy, 6&7th girls PE
Linda Willoughby	8th Grade English English I and II
Charissa Sistrunk	English III and IV Fine Arts
R.L. Lester	Algebra & Engineering
Catherine Monahan	Statistics, Adv. Math and Geometry, Comp Sc

Debbie Lee	Biology, Anatomy Biology II, Chemistry
Angeleah Simmons	Horticulture, Life Skills
Katy Holloway	Physical Science, Speech, Environmental Science
Amanda Hough	World History
Shannon Johnson	ACT Prep, 8th and HS Girls PE, Publications
Paul McComas	World History, Jr High and HS Boys PE
Coaches:	
Allen Wise	Head Football
Lloyd Fenske	Football
Paul McComas	Football and Track
Joey Antley	JV and V Girls Basketball
Taylor Antley	JV Football, JV and V Boys Basketball
Rory Gresham	Softball
Jay Culver	Baseball
Kim Miller	Tennis
Hunter Adcock	Cross Country
Adam Holley	Maintenance Delhi Bus Driver
Kevin Tradewell	Maintenance

Cathy Maddox

Custodian

Courtney Hutson

Custodian

Ruth Goins

Custodian

Danielle Masters

Cafeteria

Jennifer Nicolle

Cafeteria

Kitty Barnett

Cafeteria Manager

***I understand that this handbook does not contractually bind Riverfield Academy and is subject to change without notice, by decision of Riverfield Academy's Board.**

Riverfield Academy

Dear Parents,

This handbook has been written to serve as a guide to assist you and your child to learn more about the daily operation and policies of Riverfield Academy. We welcome you and your child to our school family and look forward to working in partnership with you.

Sincerely,

April Word, Administrator

****Please sign and return this completed form to your child's teacher.**

I have read and discussed the contents of this handbook with my child/ children and have made sure that he/she understands the policies and procedures of Riverfield Academy.

Print Student's Name: _____

Child's Signature: _____

Parent's Signature: _____

Date: _____

Homeroom Teacher: _____

Riverfield Academy

Parental Permission

In an effort to recognize the academic performance of students on the ACT, Riverfield would like to post ACT scores of students that score a 20 or above in each subject and the composite score.

I give permission for my child's ACT score of 20 and above to be posted on a board.

Student Name: _____ Grade: _____

Parent Signature

Date

PARENTAL OR GUARDIAN'S CONSENT TO BE PHOTOGRAPHED AND
PUBLISHED

I, _____, as parent or legal guardian,
authorize Riverfield Academy to photograph _____
_____ for the sole purpose of advertisement. I
further authorize that the photographs may be published for any
purpose and in any form.

Signature

Date
