



**Riverwalk Academy**  
**Student and Parent Handbook**  
**2017-2018**

**STUDENT HANDBOOK**

This Student and Parent Handbook describes Riverwalk Academy's current policies and practices concerning matters that affect our students and their parents or legal guardians. Policies and practices described in this handbook are provided for the information and guidance of students and their parents or legal guardians and do not constitute, nor should they be relied on, as contractual obligations of Riverwalk Academy to any person. Further, the materials included are not all inclusive, and the administration realizes that events may arise that are not specifically addressed in this document. Riverwalk Academy reserves the right to modify this handbook at any time without notice. Its contents, as they now appear or as they may be amended in the future, apply to all students enrolled at Riverwalk Academy.

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## **GENERAL OVERVIEW**

### **Equal Opportunity and Nondiscrimination**

Riverwalk Academy does not illegally discriminate and is committed to providing equal opportunities in all programs and services. Students will not be excluded from participation in, or denied acceptance to Riverwalk Academy on the basis of sex, race, religion, disability, national origin, or any other characteristic protected by state or federal law. For questions pertaining to Section 504 or Special Education contact Mandi Parker and for questions pertaining to Title IX contact Mandi Parker.

### **Admissions**

#### **General Eligibility**

It is our wish that every child have the opportunity to be a part of our school. However, please recognize that waiting lists and limited space dictates the allowed number of children in a specific grade.

Riverwalk Academy intends to recruit students and accept applications for the upcoming school year beginning on the first day of school after the New Year. We will use a lottery system at Riverwalk Academy with spill-over applicants being placed on a waiting list in the order their name was drawn. Below are the cut-off dates that will establish student admission into Riverwalk Academy.

<b>Date</b>	<b>Admission Activity</b>
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January 3, 2018 - March 1, 2018	Letters of Intent for Returning Students
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January 3, 2018 - March 13, 2018	Prospective Student Applications
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March 6, 2018	Applications of Siblings and Staff Children
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March 26, 2018	Admissions Lottery
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March 29, 2018	Lottery Notification to Parents
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Any applications received after the lottery drawing will be placed on the wait list in the order of which the application was received.

The following procedures are to be followed when conducting a lottery when a grade or class is oversubscribed. Under state law, a charter school must admit students through a random selection process if the number of applications for a grade or class exceeds the number of available spaces. If the number of applications do not exceed the number of available spaces, a lottery is not required.

If Riverwalk Academy has a grade or class that is oversubscribed, the following application process will be take place for that grade or class:

#### **Riverwalk Academy Lottery and Enrollment Procedure**

A separate application must be completed for each student who wants to apply for admission to Riverwalk Academy. The application must be turned in to the Riverwalk Academy office within the timelines set forth above.

- Each application will be given an application number.
- On the day of the Lottery (March 26, 2018), each application number will be placed into a secure container.
- Numbers will be drawn randomly out of the container by a school official, witnessed by at least one other employee and a Notary Public, who will certify the results of the lottery.

- All applicants will be notified in writing within six days of the lottery drawing regarding the results of the selection process.
- Riverwalk Academy reserves the right to contract with a third-party, such as the Public Charter School Alliance of South Carolina (PCSASC), to administer and conduct the lottery.

Riverwalk Academy will exempt from the lottery returning students, the siblings of returning students, and/or the children of the school's founders, board members and staff (so long as the total number of students allowed constitutes only a small percentage of the total enrollment less than 20%).

Priority of enrollment will be given to the following classes of students, prior to the lottery. The classes are listed in order of priority:

- Children and legal dependents of founders, current faculty/staff and board members of Riverwalk Academy.
- Siblings of currently enrolled or previously enrolled (within 3 years) students at Riverwalk Academy.

All founders, faculty/staff/board member children, and siblings of students must fill out an application and turn it in by the appropriate deadline set forth by the enrollment advisor. These students will be given open slots prior to any lottery for oversubscribed grades, as long as they comprise only a small percentage of the enrollment (less than 20%). Parents will be notified in advance of the upcoming lottery date and must return their acceptance letter prior to the stated deadline.

The lottery will be held on March 26, 2018 for the upcoming school year. After the lottery has taken place on the designated date, students will receive notification by letter within six business days regarding their application status. Remaining students will be placed on the wait list, in order of which they were drawn. A student who turns in a late application will be placed on the wait list in order of the date in which their application was received.

When a vacancy is created prior to or during the school year, the vacancy may or may not be filled, at the discretion of the school's Administration. If the school chooses to fill the vacancy, priority will be given as specified in the *Priority of Enrollment* paragraph above, and then the next name from the waiting list will be used. Students will be called and given 48 hours to verbally respond to an enrollment invitation and 72 hours to complete the enrollment forms. A student who fills a vacancy shall be deemed a currently enrolled student, and that student's enrollment shall continue beyond the current academic year, in accordance with the school's policies and procedures.

Riverwalk Academy will accept applications outside of the designated application period under the following two scenarios. One, if there are still open slots at the school after the lottery drawing has taken place, late applicants will fill these slots in the order of which their applications are received. Two, if there are no open slots, the school will take these late applicants and add them to the end of the waiting list based on the date in which their applications are submitted.

### **Students Outside the District**

Riverwalk Academy will include in its admissions policy, a statement that the school will not discriminate for admission based on gender, race, national origin, color, religion, disability, academic ability, artistic ability, or the student's local school district (except as required by law). Since Riverwalk Academy is a part of the South Carolina Public Charter School District, (SCPCSD), any student from any part of South Carolina is eligible to attend.

### **Student Admission Appeals Process**

If a parent or legal guardian desire to appeal a decision of admission based on any reason besides the lottery, they may submit a written appeal to the sponsoring district. The decision will be binding on the student and the charter school. Because Riverwalk Academy is a part of the SCPCSD, there is no written appeal on admissions to the local school board of trustees.

### **Enrollment**

A child must be enrolled by the child's parent or legal guardian. Riverwalk Academy shall record the name, address, and date of birth of the person enrolling the child.

At the time of enrollment or registration, the parent or guardian must supply Riverwalk Academy with all of the following:

- The child's birth certificate or another document suitable as proof of the child's identity.
- A copy of the child's records from the school the child most recently attended if he or she was previously enrolled in a school in South Carolina or in another state.
- A record showing that the child has the immunizations required by the Department of Health and Environmental Control (DHEC), proof that the child is not required to be immunized, or proof that the child is entitled to provisional admission.

### **Proof of Admission Eligibility**

The school requires evidence that a prospective student resides in South Carolina and is eligible to attend Riverwalk Academy. Acceptable documents for verifying address include current utility bills and sale or lease agreements.

Riverwalk Academy shall enroll a child without the required documentation if the South Carolina Department of Social Services (DSS) has taken possession of the child. DSS shall ensure that the required documentation is provided to Riverwalk Academy in a timely manner.

### **Allergy Information Requested Upon Enrollment**

Parents and legal guardians are required to provide written notification of any known allergy to the school nurse and to their child's teacher. More information may be requested by the school nurse.

### **Communication**

Riverwalk Academy recognizes the importance of communication between school and home. We support family involvement and understand the need to keep parents and legal guardians informed. Your child's teacher(s) will let you know how he/she plans to inform you of classroom information and updates. Teacher email addresses will also be made available to you. The office staff will communicate school-wide news through email, updating the school's website, or by using text and/or voice calls. Please let the school office know if you need printed update information sent home due to lack of internet access.

***It is important that you notify the school if you have a change in contact information. This includes mailing address, phone numbers or email address.***

Teachers will strive to respond to emails within 48 hours, except on a Friday. We do not expect staff to respond to emails over the weekend or a holiday. If a teacher is absent due to illness or injury, he/she will be expected to return any emails within 48 hours upon their return. We ask the parent/guardian to email one of the assistant principals if an email has not been returned within the given time frame, or if a teacher is absent and an answer is needed immediately. For parent concerns in grades K-3, the contact is Erica McCray ([emccray@riverwalkacademy.com](mailto:emccray@riverwalkacademy.com)). In grades 4-8, the contact is Whitney Reinken ([wreinken@riverwalkacademy.com](mailto:wreinken@riverwalkacademy.com)).

**Project-Based Learning (PBL):** PBL is an innovative approach to teaching in which students take an active role in their learning. Students are exposed to real-world situations and challenges which help them gain a deeper understanding of the content. Activities are aligned with the appropriate South Carolina state standards and engage their higher order thinking skills. These activities make learning more relevant and meaningful for our learners.

**Check Acceptance Policy:** Riverwalk Academy gladly accepts personal checks as payment for field trips and other school-related costs. However, the check must have your name, street address, phone number, child's name, and purpose for payment. If the check is returned due to insufficient funds or any other reason, a \$30 return check fee will be added. Any questions may be directed to the school's Financial Director.

**Testing & Attendance/Visits:** During state testing, I-Ready, MAPS, and/or any other type of school-wide assessment, class and lunch schedules may change. If you plan to eat lunch with your child, please contact the office or your child's teacher to ensure that we are not conducting any of these assessments on the day(s) that you plan to visit. We encourage parents and visitors to limit visitation during testing times, as we strive to promote an environment conducive to testing.

Also, due to the nature of these assessments, it is important that your child arrives to school on time. If testing has already started, your child will not be allowed to go to class. They will either be asked to stay in the office area or will be held in another classroom until testing has ended for his/her class. A make-up time for your child's assessment will be assigned.

## **STUDENT RECORDS**

### **Address Changes/ Student Information Updates**

Parents/guardians must keep phone numbers, addresses, custody and emergency information up-to-date with the registrar, anytime it changes during the school year. Throughout the school year you may be asked to update information. All information requested is for the safety of your child.

Please note: If there is a custody issue, the school office needs to have legal documentation within the student's file so that Riverwalk Academy can follow court and legal orders. If the office is unaware of instruction, Riverwalk Academy will follow documentation that is currently housed in the student's file. Riverwalk Academy cannot take verbal ruling; all changes must be documented from a court or legal advisor.

### **Student Records/FERPA**

Generally biological parents have the right to view their child's records; therefore if your child's biological parent(s) does not have custody or other court orders are in place, please provide that documentation to the front office to be included in the permanent record. Records may be reviewed during regular school hours by appointment only. Please contact the Power School Administrator for information regarding student records.

The parent's or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teacher(s), guidance counselor(s) and administrator(s) personal notes on a student that are shared only with select personnel, including but not limited to substitute teachers, academic coaches, etc.

### **Student Rights:**

- To pursue a successful education in a safe environment without disruption
- To receive fair and equitable treatment without discrimination in every aspect of the educational system
- To be given the opportunity to be heard, as well as, have witnesses and/or an advocate speak on one's behalf
- To discuss educational concerns with teachers and other school staff
- To be informed of student responsibilities, rights, and discipline policies
- To be treated respectfully and as an individual
- To expect learning to be relevant to life
- To equitably participate in courses and co-curricular activities that promotes individual skills and talents
- To resolve problems and issues while providing dignity for all.

### **Student Responsibilities:**

- To become productive citizens
- To respect the personal, civil, and property rights of others
- To dress appropriately and develop a sense of responsibility for personal choices
- To attend school regularly, arrive on time, and bring materials
- To follow discipline guidelines adopted by the School, which includes the bus (if applicable), as well as, one's school and class
- To comply with any staff member's reasonable request to obey school and bus (if applicable) rules
- To refrain from using any abusive and/or obscene language or behavior

- To keep the school environment safe and conducive to learning
- To use school supplies correctly

**Parents Rights:**

- To receive fair and respectful treatment
- To expect and safe learning environment for their child(ren)
- To visit the school according with school policy
- To view their student's records in accordance to school policy
- To routinely receive updates on their student's academic and overall progress
- To be consulted and included in decision-making regarding their child
- To request conferences with school personnel
- To be informed of the School Code of Conduct, Disciplinary Process, and all other school policies.

**Parents Responsibilities:**

- To comply with South Carolina laws related to compulsory attendance
- To ensure their child arrives at school on time and leaves school in accordance with school dismissal policies and procedure
- To participate in parent events
- To support student sponsored activities
- To treat the administration and all school staff with respect
- To conduct themselves in a respectful and courteous manner when attending school events, on school property, interacting with school personnel, and interacting with other parents during school events or on school property
- To collaborate with school staff to support their children's success in academic and social pursuits
- To celebrate their child's success in school
- To complete all school paperwork including updated personal contact information and emergency notification contact information
- To respond quickly to any notification or contact from the school
- To attend parent-teacher conferences
- To refrain from using any abusive, intimidating and/or obscene language or behavior

**Parent Volunteers**

To become a volunteer, contact the Director of Marketing and Development. Fill out the volunteer application, consent to a criminal background and sex offender registry check, and be approved. All parent volunteer applications must be completed online. Please respect the privacy and confidentiality of our students when volunteering. Riverwalk Academy reserves the right to decline parent volunteers at any time. Parents must communicate with the appropriate teacher or volunteer coordinator before volunteering. The teacher or volunteer coordinator will then inform the office when a parent is scheduled to volunteer. Volunteers must have a scheduled time and date before they are allowed within the classroom(s). Office staff

will not allow parents to visit or volunteer in classrooms, unless they have an appointment. Volunteers must be 18 years of age or older. Volunteers may not bring children when volunteering.

**The parent volunteer form must be completed and approved every year.**

Volunteer opportunities may include:

- Tutoring
- Mentoring
- Judging contests and competitions
- Reading to students/have students read to you
- Assisting in the school's reading coach and cafeteria
- Helping in the classroom
- Serving as a guest speaker
- Supervising and chaperoning
- Assisting with computer literacy
- Serving on advisory committees
- Helping with special events
- Sharing career skills to encourage college education or learn a trade.

All disciplinary concerns should be referred to the classroom teacher.

### **Substitute Policy**

Riverwalk Academy substitutes must be approved by administration before working on school grounds. Due to privacy concerns Riverwalk Academy does not allow current parents of children who attend Riverwalk Academy to be a substitute. All substitutes must consent to a criminal background and sex offender registry check, and be approved.

### **Food Services**

At this time, Riverwalk Academy does not provide cafeteria services. Students are expected to bring a lunch from home. Riverwalk Academy does offer for-purchase lunches for specific days each month. You may access this option by visiting our website and ordering online. If you have issues connecting to the internet to order, please contact the office for assistance.

### **Classroom Parties/Goodies**

Parents are required to contact their child's teacher if they want to bring in cupcakes or other treats for their child's class to share (birthdays, etc.). Sharing and eating such treats will be limited to the cafeteria area during lunch time only.

If you want to eat lunch with your child for a special occasion, you are welcome to do so. We have special tables for these types of lunches. However, no other student except your child(ren) may sit with you at these tables.

Please note: some students have severe allergies to certain food products. We require parents to seek guidance from the teacher prior to handing out any treats to students.

## HEALTH AND SAFETY

### Communicable Diseases

Communicable diseases are diseases that may be transmitted from person to person. Prevention and control of communicable diseases in the school setting is an essential part of ensuring a healthy, safe environment for students and faculty. In order to protect the school community from communicable disease, parents are asked to report illnesses or conditions to the Main Office (e.g. strep throat, stomach viruses, skin rashes, high temperatures, H1N1, pink-eye, etc.). Any child who has shown signs of contagious illness or condition should not attend school and will be sent to the Main Office by the classroom teacher. Parents, guardians, or emergency contacts will be notified if the staff decides the child is too ill to remain at school.

### Health Services Policy on Head Lice

In review of the life cycle of the head lice, research shows that the louse egg hatches every 7-10 days. The louse is able to survive 48-52 hours with no contact with a human host. Even after treatment with a pediculicide (Rid, Nix, Kwell, Pronto)—remaining eggs in the hair are subject to hatch, causing re-infestation.

Therefore, the Riverwalk Academy school policy is as follows:

- Notification of parent/guardian of live lice or evidence of lice (nits).
- Exclusion of student, until proof of treatment with a pediculicide (receipt of purchase, prescription). Schools will also exclude students with lice eggs (nits) following the first treatment until eggs are removed. Parent/guardians also should wash all bedding, coats, hats, combs and brushes in hot water and treat carpets, sofas, etc.
- Students may return to school after initial treatment, as long as nits are not present. It is recommended that students receive a second treatment seven days after the initial treatment.
- The school nurse will send notification to parent/guardians to inspect their children at home when a case has been discovered in a grade level.
- Notify school if there is a sibling at Riverwalk Academy so that the child can be inspected by the school nurse.

### Emergency Medical Treatment

Parents/guardians are required to complete an emergency medical authorization form for their student each year. This form provides space for a telephone number where a parent/guardian may be reached during school hours in the event of a severe accident or illness. *It is the responsibility of the parent to notify the school in writing whenever contact numbers have been changed.*

In the case of a serious accident, the student's parent/guardian should be contacted as soon as possible for permission to transport the student to a medical care facility. If the parent/guardian cannot be reached, the instructions as outlined on the medical form are followed unless deemed inappropriate.

Procedures for emergency medical care of the seriously ill or critically injured student at Riverwalk Academy:

- A faculty member or other responsible person will remain with the sick or injured student at all times.
- The parent/guardian will be notified. When the parent/guardian cannot be contacted in a reasonable amount of time, the Police Department may assist in locating a responsible family member, if necessary.
- In the event 911 must be called and the parent/guardian or designated family member cannot be located, the emergency medical authorization form will indicate the choice of health care provider and consent for transfer of student to receive medical attention. It is within Riverwalk Academy's discretion to contact 911.

### Health Services

Our school nurse coordinates the health program, i.e., visual and hearing screening, child welfare, and acts as a liaison between school personnel, community organizations, and medical resources. Students who become ill during the day

should report to the health room with a pass. The health room is to be used only for illnesses or other injuries occurring at school.

School designated personnel are trained in emergency care, first aid techniques, and certified in cardiopulmonary resuscitation (CPR).

### **Allergy Information Requested Upon Enrollment**

Parents are required to provide written notification of any known allergy. More information may be requested by the school nurse.

### **Immunizations**

The SC Department of Health and Environmental Control (DHEC) has designated immunization (shot) requirements for school-age children. Children entering kindergarten and first grade are required to have a four-dose minimum of DPT. Varicella (chicken pox) vaccine or a positive history of the disease is required for all students entering kindergarten through fifth grade. Additionally, all school-age children are required to fulfill immunization requirements as stipulated by DHEC. Please visit [www.scdhec.gov](http://www.scdhec.gov) for details.

### **Medicine at School**

Ideally, all medication should be given at home. Time schedules for prescription medications that some students receive often allow the medication be taken at home either before or after school. The parent/guardian of a student who must take prescription medication during the school day must bring the medicine in its original container from the pharmacy labeled with the date, student's name, name of the medication and times the medication should be administered. **Medications are not allowed to be transported in the child's backpack and will not be sent home with students.**

A signed parent/guardian statement accompanying the medication should request the medication be given and indicate the time the last dose was administered. Students may not carry or administer medications to themselves at school except in special cases, such as asthmatics whose licensed healthcare provider has individually evaluated the student's capability for self-administration and responsible behavior. The proper medication information must be filed in the nurse's office if a student needs to carry medication at school. When the duration of the medication or special procedure is long-term (greater than 10 days) a physician's order must accompany the parent's request and be on file in the school office. When the duration of the medication/special procedure is complete (or at the end of the school year), the parent/guardian shall be notified to pick up any unused portion of the medication or equipment. Any unclaimed medication will be disposed of at the end of the school year. Physician prescribed special health care procedures may be implemented only with approval of the school official. Neither the person administering the above medication nor Riverwalk Academy will be held responsible or liable for any effects or problems resulting from the given medication.

For any medically fragile students, please contact the school nurse directly to discuss the development of an IHP/Individual Health Care Plan to meet your child's needs.

### **Child Abuse**

Any discovered or suspected child abuse will be immediately reported to the appropriate authorities. In order to ensure the safety of Riverwalk Academy students, all employees must pass a criminal background check and sex offender registry check. All students are encouraged to report any type of abuse including verbal, sexual, and/or physical to a teacher, the guidance counselor, school nurse, or administration. All employees are required to report any suspicion of child abuse to their immediate supervisor or principal. South Carolina law mandates that certain persons, by virtue of their positions, are required to report suspected child abuse or neglect to the Department of Social Services (DSS) or a law enforcement agency "when in the person's professional capacity the person received information that gives the person reason to believe that a child has been or may be abused or neglected."

### **Video Surveillance and Monitoring**

Video cameras may be used in common areas for surveillance to ensure the security and safety of students, staff and patrons of Riverwalk Academy throughout the entire campus. Disciplinary actions can be taken based on the information in the video surveillance. Discipline will be in accordance with the Student Code of Conduct. Due to privacy concerns, no video surveillance footage will be shared with parents/guardians unless instructed to do so with a court ordered subpoena.

While on School property or at School sponsored events, students may not record, whether audio or video, employees, other students, or parents, without first notifying the individual of the recording. This expectation does not apply to public events such as music performances, plays, athletic competitions, etc., where there is not an expectation of privacy.

## **Emergency Procedures**

Student safety is very important. In case of an emergency, students should follow school procedures and the directions of their teachers. Telephones will not be available for student use during school emergency situations. In case of an emergency, parents will be notified as soon as possible. Again, it is imperative that all contact information is updated.

### Severe Weather/Tornado Warnings

When there is a threat of severe weather, Riverwalk Academy officials will monitor conditions and take the advisement of the Emergency Broadcasting Center (EBC) and the York Emergency Preparedness Team to determine when emergency procedures need to be implemented. When dangerous conditions exist and plans are implemented, we will use every means available to communicate this to our families. The safety of your children is our utmost concern and school may be the safest place for the children. When a tornado warning is issued, schools will go into tornado safety mode. Parents who are on site or are waiting in the parking lot will be invited to seek shelter inside. Students will not be released until the EBC or York Emergency Preparedness Team has determined that the threat for severe weather has ended.

### Emergency School Closing Information

In the event weather or other conditions make it necessary to close school, students and parent/guardians will be notified through announcements made on Facebook, Twitter, email and our telephone system. Riverwalk Academy will give notice to the local news agencies regarding closings.

### Release of Students

Students may only be released to a parent, legal guardian or the emergency contact listed on a child's enrollment or health card. In the event of an emergency or crisis in which a child is involved:

- Parents will be notified as soon as possible.
- The school must obtain parental permission to release a child to an unauthorized person.
- School officials will refer to contacts listed in PowerSchool when releasing a student. Please make sure proper paperwork is on file.

At times, these rules may seem inconvenient. However, our responsibility is to protect your child, and we must obey the law. Please be sure that the people you identify as "emergency contacts" on your child's enrollment or health cards are people to whom you would allow us to release your child, and advise those individuals that you have listed them as an emergency contact. Persons that come to pick up students may be required to show identification. Students' parents will be contacted prior to a student's release if the above criteria are not met.

## **ATTENDANCE/ARRIVAL AND DISMISSAL**

### **Elementary Attendance Guidelines**

Any student who misses school **MUST** present a written excuse, signed by a parent/guardian, or a medical excuse. If this excuse is not turned in within three days after the student is back in school, this absence will be unexcused.

The maximum number of days that will be recorded as excused absences with *parent notes* will be five.

Absences will be excused for the following reasons:

- Personal illness without doctor's excuse, with parent/guardian excuse.
- Death in the immediate family.

- A recognized religious holiday of the student's faith. Prior permission by the principal at the request of parent or guardian must be made.
- Activities pre-approved by the principal
- A necessary medical or legal appointment that cannot be scheduled during non-school time.
- Absences for students whose parents/guardians are experiencing a military deployment.

A principal may grant up to five days of excused absences provided that 1) the absence is preapproved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed and turned in within the school's allotted time period.

Unexcused absences-Any absence(s) not classified as excused absence(s) will be coded as unexcused. Days absent due to suspension will be coded "S-Suspended." All suspended students will be allowed to make up homework, tests, or activities missed due to suspension.

After three consecutive or a total of five unexcused absences, regulations require that school officials contact the parent/guardian for a conference and a written notice of same. During this conference, interventions regarding student's attendance may be put into place.

The maximum number of days a student is allowed to miss is ten per school year (excused or unexcused). When a student is absent more than 10 days during a school year, the attendance clerk will notify the parent/guardian to discuss attendance issues and ensure that steps are in place to reduce absences or tardies.

**More than 10 absences during a school year and/or excessive tardiness could result in a referral to Family Court and/or The Department of Social Services.**

### **Middle School Attendance Guidelines**

Middle School students follow the same general attendance guidelines as elementary school students. However, the following differences may occur:

- Students who participate in extracurricular activities must be in attendance at least one-half of the school day on the day of the event.
- Any student enrolled in a high school credit course will fail due to attendance if absences exceed a total of ten days (unexcused) in that class. Students who miss more than the allowed number of absences in a high school credit course are required to attend make up sessions or the student will fail the course due to attendance.

### **Tardy Policy**

It is imperative to the educational process for students to be punctual to school each day. Riverwalk Academy understands that on occasion, there are times when students need to arrive after the start of school. We ask that you keep these times to a minimum.

After a total of five tardies during a quarter, students will receive an unexcused absence. Remember school starts at 8:00 a.m., and students are considered tardy after 8:05am. **All parents must come into the building to sign students in on the school computer when tardy to school.** The Power School Administrator will notify the parent/guardian when a child is close to 5 tardies. If your child exceeds 5 tardies in a quarter, you are required to meet face to face with an Administrator and the PowerSchool Administrator.

### **Early Dismissal**

All students who are to leave school due to early dismissal must be signed out of school in the main office by a parent or other authorized person. Please have your I.D. ready when entering the school building. Any adult signing a student out will be asked to present an I.D. Students will not be permitted to leave alone or with an unauthorized individual. All visitors on campus must report to the front office first.

If an unusual circumstance exists (i.e. doctor's appointment or unforeseen emergency) that requires a parent to enter the building to pick up their child, the parent will have to sign their child out from the office area.

***Due to teachers giving final assignments and the need for the students' undivided attention preparing for dismissal, we ask you to not enter the building to pick up your child after 2:30 p.m., Monday-Thursday and after 12:00 p.m. on Friday. Please follow our dismissal procedures to help us get your child home safely.***

### **Arrival/Dismissal**

Riverwalk Academy's number one goal is student safety. Please make sure to follow all directions given by Riverwalk Academy staff.

Please note that the Riverwalk Academy is a tobacco free campus.

### **Morning Procedures**

The school is open at 7:30 a.m. Students may only enter the building through the front entrance. The Riverwalk Academy Safety Patrol and school personnel are outside in the mornings to help students get out of vehicles and enter the school building beginning at 7:30 a.m. This does not include students who attend iWin. The iWin Club's before school care begins at 6:30 a.m., however, you must be enrolled to attend. Please see the Riverwalk Academy's website for a link to iWin.

### **Afternoon Procedures**

Dismissal begins at 3:15 p.m. Monday – Thursday and 12:30 p.m. on Friday.

Parents should enter the car rider lines from Mt. Gallant Road. Two lines are formed and directed by staff members. Parents must use the car rider line as the pickup point. Please display the number tag provided by the school on the rearview mirror of your vehicle to assist us in quickly identifying which child to call next on our radios.

**Parents without a school issued car tag will be asked to park and will have to present I.D. in the front office for students to be dismissed.** Presenting a Driver's License will cause you a longer wait time. If you misplace your school issued car tag, you may come during school hours to purchase a replacement. Additional number tags are \$2.00 each.

The Safety Patrol will assist with opening and closing doors for all students. Students are expected to always respect and follow the guide of our Safety Patrol. Parents, please remember to drive slowly and carefully as you pull in and out. Please do not pull around cars, unless directed to do so by school personnel. Remain watchful of children and school personnel at all times. **Finally, the car line is a NO CELL PHONE and NO TOBACCO ZONE both in the morning and afternoon. Please help us keep YOUR children safe!**

**Please do not get impatient...** We will locate and dismiss your child as quickly as possible. Please remain in your car at all times and do not come into the school requesting your child to be sent to the office for dismissal. The only reason a parent/guardian should come into the office to dismiss their child would be due to not having a school issued car tag to show proper I.D. This is after ***2:30 p.m., Monday-Thursday and after 12:00 p.m. on Friday.*** Please do not pull into the staff parking lot to wait for your child as he/she is dismissed from school. Please use the proper procedure, which is to get in the car rider line to pick up your student.

All parents will receive 2 car tags (with the 2 small tags attached, total of 4 tags). Additional tags are \$2 each.

**Any car rider picked up after 3:45 p.m. will need to be signed out by an adult. You may do this by parking your vehicle and coming inside the building to the front office. If you have not called the school or picked up your child by 3:50 p.m., your child will be sent to the after-school program (fees will apply). If you are late on more than one occurrence, and your child is at school after 4 p.m., the school reserves the right to contact an outside agency to ensure that your child is safe.**

### **Car Line:**

- Be polite to staff and other parents.
- Stay off of cell phones.

- Please drive slowly.
- Please be considerate of student's sensory needs. If you have a vehicle that has a loud muffler, please park or keep car noise level to a minimum.
- No smoking while waiting in line. Riverwalk Academy is a tobacco free campus.
- Follow all directives as given by Riverwalk Academy staff.
- Present pick up cards - Presenting a Driver's License will cause you a longer wait time. You will be redirected to the front office to obtain a new pick up card by showing a valid state issued ID. Additional pick up cards are \$2.00 each. Once a new pick up card is obtained, you will return to the end of the car dismissal line.

## **ACADEMICS/STUDENT LIFE**

### **Student Dress Code**

Riverwalk Academy students are expected to dress, be groomed, and otherwise conduct themselves in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Administrators have the discretion to determine the appropriateness of attire and grooming, and make special exceptions, including those for religious or medical necessities. If an administrator determines that a student's attire is inappropriate or violates the dress code, the discipline action will be in accordance with the Student Code of Conduct. Appropriate discipline procedures will be followed in all cases. .

### **Specific standards of dress for students at Riverwalk Academy:**

Riverwalk Academy's dress code prohibits:

- Ensuring undergarments are not showing when standing, sitting or bending.
- Not wearing oversized or undersized garments that allow cleavage and/or undergarments to be seen.
- Not wearing clothing that promotes gang affiliation, alcoholic beverage, tobacco, the use of controlled substances, depicts violence, has obscene designs or language, or is of a sexual or disruptive nature.

#### *Shirts:*

- The abdomen, back and chest (including cleavage) are to be covered at all times, including when arms are raised.
- The sleeves of shirts must be 3-finger widths wide.
- Students should take caution when wearing hoodies or shirts with drawstrings around the neck area. This is especially important on the playground. Drawstrings can contribute to entanglement or strangulation when at play. Riverwalk Academy assumes no responsibility to injuries caused by clothing hazards.

#### *Pants, Shorts and Skirts:*

- Pants must be worn at the waist.
- Pajamas are prohibited on campus unless a specific event such as "Pajama Day" has been announced by staff.
- Leather, fishnet and mesh materials are not allowed to be worn as pants.
- Inseams of shorts must measure 3" or longer. (If shorts are deemed inappropriate or distracting, parents may be notified and asked to bring alternate clothes for the learner.)
- Skirts must be longer than the tip of the fingers when arms are extended.

#### *Shoes:*

- Students are not allowed to wear shoes with more than a 1½” heel to school.
- Students are not allowed to wear “heely” shoes (with wheels)
- Properly buckled sandals with back straps are acceptable in class. For safety, when playing in PE or on the playground, closed toed shoes should be worn. **Riverwalk Academy is not responsible for injuries that occur due to inappropriate footwear.**
- Students are not allowed to wear bedroom shoes, cleats or roller shoes to school.

*Coats and Head Wear:*

- No hats, sunglasses or headgear of any type is to be worn inside the building with the exception being only for religious reasons or for special days/times announced by staff.
- Heavy coats are not to be worn inside class. Light sweaters or jackets are permitted.

*Girl Scout, Boy Scout, 4-H etc.:*

- Learners have permission to wear club uniforms on meeting days.

*Hair:*

- Hair is to be neat, well-groomed and not draw excessive attention.
- No rollers, combs, or picks may be worn in student’s hair.

*Piercing and Jewelry:*

- Visible body piercing that is disruptive to the order of the school or is a distraction to the learning environment will not be allowed. For safety, earrings that extend past the bottom of the earlobes are not recommended for our students. **Riverwalk Academy is not responsible for injuries due to large or long earrings.**
- Spiked collars, wristbands and belts are prohibited.
- Jewelry, nail polish or any other accessories are allowed so long as they are not distracting to the learning environment.

**Grading Guidelines**

Teachers are responsible for establishing and communicating grading standards to students and parent/guardians. This includes penalties for late work. These standards must be consistent with guidelines approved by administration. Questions about individual grades should be discussed with the teacher.

**PowerSchool**

Teachers update PowerSchool with grades weekly throughout each nine week period. It is the responsibility of the parent to frequently check student grades through PowerSchool. Please contact your child’s teacher with any concerns concerning grades. The PowerSchool Administrator can assist individuals who are having difficulty reviewing student grades or updating passwords.

**Academic Grading**

All grade levels follow the South Carolina Department of Education's Uniform Grading Policy. RA uses numerical grades, starting in second grade, for all courses. The numerical grade ranges are as follows:

90-100 = A      80-89 = B      70-79 = C      60-69 = D      Below 60 = F

Numerical grades in all subjects will be reported to parent/guardian and students at the end of each nine-week period. Conferences will be scheduled with parent/guardian to discuss and develop plans for students in danger of failing. Parents/guardians may request a conference with teachers at any time throughout the year.

### **Withdrawal**

Minor students may withdraw from school by presenting a request signed by the student's parent/guardian and stating the reason for the withdrawal. Estimated grades to date of withdrawal are given by teachers on the withdrawal form when a student checks out of school. The date of withdrawal is shown on the permanent record. If a student transfers to another school, the grade to date of withdrawal is also sent with other records to the new school.

### **Cheating**

Cheating is strictly prohibited. A student caught cheating will receive a grade of 0 for the assignment.

### **Homework**

Homework is the assignment of work related to the curriculum and used as an independent practice activity. These assignments are expected to be completed outside of the regular classroom setting and then reviewed or graded. Homework is not meant to be cumbersome or "busy work". If you have concerns regarding homework your child's teacher is assigning, please contact your child's teacher.

### **Promotion and Retention**

Parent/guardian conferences will be held prior to retaining a student.

If a student fails math or reading, they are required to attend a summer make up session in order to be promoted to the next grade level.

If a student fails two of their core academic classes, they are subject to retention. A grade placement committee can look at the state testing and other factors to determine the best course of action for the next year grade placement.

If a student fails three core academic classes, they will be retained for all respectable purposes for the following school year.

In grades K-8 students will be instructed and assessed on the South Carolina Career and College Ready Standards (SCCCR) standards.

### **Special Services:**

Riverwalk Academy will provide special education programs for children with various disabilities.

Riverwalk Academy believes that students with exceptional educational needs should be served in regular classrooms whenever possible and views special education as an integral part of the general education program offered to all students.

Every child has a right to a high quality educational program in which he/she can experience success. If a child has a disabling condition, this success may be contingent upon an adjustment of the techniques and materials of instruction to meet his/her individual needs.

Riverwalk Academy will provide special programs in accordance with the provisions of the law and state regulations and policies.

**Homebound Instruction:** The S.C. Public Charter School District and Riverwalk Academy offer homebound instruction for those students of legal school age who, because of accident, illness or other medical condition, cannot attend school even with the aid of transportation. To be eligible for homebound instruction, a licensed physician must complete the required South Carolina State Department of Education form certifying that the student is unable to attend school even with transportation, but that he/she may be expected to benefit from homebound instruction. Parents/guardians can get a copy of the South Carolina State Department of Education's homebound form by contacting the school. After a licensed physician completes the form, the parents/guardians should return the form to the school for approval.

### **Extracurricular Activities, Clubs, and Organizations**

A variety of school-sponsored clubs, activities, and performing groups are available. Students are encouraged to participate in those activities. Most organizations engage in community service projects, academic competitions, leadership development, performances, or career exploration activities that enhance the academic and personal growth of students. These activities also build pride, school spirit, and a sense of community between and among students.

RA has authority over students at school related events regardless of time or location. The Student Code of Conduct applies to all school sponsored and school related activities, on or off campus. Students who violate these rules will be subject to disciplinary action and, when appropriate, will be referred to authorities for criminal prosecution for violations of law. Participation in extracurricular activities is a privilege. Some activities and/or clubs may require a fee and this will be announced when the club/activity is initiated.

### **Field Trips**

Field trips, excursions, and outdoor education are a part of student education. The Student Code of Conduct is in effect during all school-related trips. Conduct violations can be used to deny students the opportunity to participate in additional field trips.

Students who participate in school-sponsored trips will be required to ride in transportation provided by the school. Exceptions may be made if the student's parent or guardian presents a written request by completing the appropriate Liability Release Form and submitting it to the principal 48-hours prior to the scheduled trip. The school shall not be liable for any injuries that occur to students riding in vehicles. If a parent or guardian is attending the field trip as a chaperone and is assigned the duty of supervision of students, he or she will not be allowed to bring siblings. No parent is permitted to ride school provided transportation, unless otherwise noted. In the event of student misconduct/sickness, parents may be contacted to pick up and transport their child at the discretion of the appropriate building level principal. No parent/guardian will be able to attend any school-sponsored trips and events (field day) without a cleared background check.

Only chaperones appointed by the teacher (school) shall be allowed to attend field trips. This is for the safety of all students.

#### *Behavior and Field Trips:*

*If a student has a discipline concern, the teacher may require that student's parent/guardian to attend the trip if the student wishes to attend. In the event that there is a discipline concern, the teacher is required to notify the parent and administration within 1 week of the trip, or sooner if possible. If a parent/guardian is not available to attend the trip, then the student will not be allowed to participate. This is for the safety of all students.*

### **Agendas and Student IDs**

Riverwalk Academy is happy to provide a School Agenda to every student to help organize your schedule, maintain a record of your goals and achievements, and provide information regarding school policies and procedures. Please take the time to go over the agenda with your family. Students who lose their agendas must purchase a replacement agenda at a cost of \$8. Agendas may be purchased in the Main office or online at <http://riverwalkacademy.com> under the store section.

For the safety and well-being of our students, picture identification cards must be worn at all times!

- One student identification card is complementary each school year. Replacement identification cards may be purchased for a \$5.00 fee.
- Student identification cards must be worn at all times while in the building. These cards must be worn on a lanyard and displayed on the front chest area.

Refusal to follow this policy will result in a referral to the Discipline Office. \*\*If fees are not paid, Riverwalk Academy reserves the right to hold report cards until all fees are paid.

## **INTERNET AND TECHNOLOGY SAFETY**

### **Cell Phones**

In today's society, electronics and cell phones are prominent. Riverwalk Academy supports a parent's decision in sending students to school with such items. Riverwalk Academy is not responsible for any misplaced, damaged, or stolen devices.

Students must follow the guidelines below:

1. In an effort to expedite the dismissal process, students will not be allowed to use cell phones or electronic devices during the active dismissal time.
2. Students may only use electronic devices/cell phones as directed by their teacher.
3. At no time will videotaping by a student be allowed in the classroom or any school area.

Riverwalk Academy reserves the right to confiscate devices as deemed necessary, including but not limited to, turning these devices over to proper authorities.

There are a number of ways students can violate the law by sending sexually explicit text messages and/or sending nude photographs of themselves or others.

Schools are REQUIRED by law to report possible victims of sex offenses. What might start as a prank by a student (even those under age 18) can result in charges involving child exploitation and/or child pornography, as well as harassment or voyeurism. A conviction of these charges can result in a student (even those under age 18) being placed on the national sex-offender registry.

It is vital that parents make their children aware of the potential outcome of sending these types of messages and photographs.

### **Use of Technology:**

All students have access to networked programs and the Internet. Students in grades 5 and up will be setup with a free Microsoft Account and personalized school email. Their email will be in the format of a @riverwalkacademy.com. The password for the student should be kept secure and only be shared with their parent/guardian and teacher. Students are responsible for remembering their email address and password. Students should not allow another person to use their Riverwalk Academy email address. When using school computers, all students are expected to abide by the school's Acceptable Use Policy. General school rules for behavior and communications apply.

Student Internet access and a variety of technological equipment as tools for learning are available to students. Any parent who would prefer not to have his/her child access the Internet or certain technology should notify the principal in writing.

Students are responsible for good behavior while using school owned or issued technology equipment and resources. Also, the school has employed software for Internet content filtering. This allows students to explore the Internet in relative safety while at school.

The system coordinator and network administrators may review files and communications on the school's network to maintain system integrity and ensure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on school computers, network and other electronic equipment. Students using school electronic equipment are not permitted to do the following:

- Access offensive messages or pictures
- Use obscene or defamatory language
- Harass, insult, defame or attack others
- Damage computers or other technology equipment
- Alter computer systems or computer networks
- Violate copyright laws
- Use another's password or change a password
- Give out his/her name, address or phone number on the Internet

- Trespass in another's folders, work or files
- Intentionally waste limited resources
- Install software or apps

### **Acceptable Use Policy:**

Schools are required by law to make parents aware of certain information regarding student behavior while using technology and the Internet at school. Each year this information is included with school forms and requires the signature of a parent or guardian acknowledging receipt of this information.

During their educational experience, students will use many different technology tools, including the Internet, in support of research and education. Electronic information research skills are now fundamental to preparation of citizens and future employees. We believe that the benefits to students from access to the Internet exceed any disadvantages. Families should be aware, however, that some material accessible via the Internet may contain items that are inaccurate, illegal, defamatory or potentially offensive to some people. Teachers will supervise and guide students toward appropriate materials.

It is the joint responsibility of school personnel and parents to set and convey appropriate standards for students to follow when using school owned property, technology and the Internet. Federal law requires that schools monitor student Internet activities during the school day to ensure that students are not accessing inappropriate sites. For this reason, students may not access the Internet during school hours via personal property (i.e. cell phone, personal air card or other means that circumvent the school networks).

Users should not expect that files stored on school computers, networks or other school storage space will be private.

Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

Students are responsible for good behavior with school owned technology tools and on school networks and the Internet, just as they are in a classroom or a school hallway. School rules for behavior and communications apply, as well as all applicable policies and guidelines.

The following are examples of network or Internet behaviors that are NOT permitted:

- deviating from teacher directed procedures
- cyber bullying
- visiting chat rooms and/or accessing email from a site other than school (example – hotmail, etc.)
- accessing or transmitting offensive, abusive or obscene messages or images
- damaging or attempting to damage hardware, software or networks or modifying or attempting to modify system files and settings
- violating copyright laws and plagiarism
- using another's password or giving another user your password
- trespassing in another's folders, work or files: "hacking"
- intentionally wasting limited resources, such as bandwidth and hard drive space
- employing the network for commercial purposes
- downloading any form of media for other than classroom/educational use
- accessing the Internet via personal property during school

- violation of any local, state, or federal law or regulation.

### **Violations of the Acceptable Use Policy**

Violations of this policy may result in the loss of computer use, loss of access to the school's network and server as well as any disciplinary or legal action. A student's violation of this policy shall be subject to any consequences as indicated within this policy as well as other appropriate discipline, which includes, but not limited to the following:

- Limited or no access to school network unless under direct supervision
- Supervision of network and security privileges
- Suspension of computer privileges
- Suspension or expulsion from Riverwalk Academy

### **Electronic Communication and Recording Devices (ECRD)**

Electronic communication and recording devices ("ECRD") includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information.

If an ECRD recording is recorded on school grounds that ECRD recording is not to be shared online, via social media, or in any way without written approval of Riverwalk Academy. Any illegal, slanderous, or defamation recordings from ECRD devices on Riverwalk Academy school grounds could lead to legal action from the school and individual(s) involved.

### **Social Media**

Riverwalk Academy recognizes that access to technology and social media gives students, parents, and teachers greater opportunities to learn, engage, and communicate. Riverwalk Academy supports the responsible use of social media. "Social media" includes, but is not limited to, various online technology tools that enable people to communicate easily over the Internet: text, audio, video, images, and other multimedia communications.

**Professional and personal social media use, including off-hours use, has the potential to result in disruption in the school and/or the workplace.**

School administrators reserve the right to remove, disable, and/or provide feedback regarding Riverwalk Academy social media sites that do not adhere to the law or school policies. Riverwalk Academy prohibits harassing, obscene, discriminatory, defamatory, or threatening language on its social media page.

### **Cyberbullying**

"Cyber-bullying" is a form of bullying when a child, preteen or teen is embarrassed, humiliated, threatened, harassed, tormented or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. This behavior will not be tolerated.

Rules and discipline for bullying apply when a student is on school grounds immediately before school or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; or using property or equipment provided by the school.

### **Internet and online safety:**

Students should be aware of and following these rules:

- Never accept files or downloads from unknown sources; this includes familiar sources if received unexpectedly. Accepting files or downloads from unknown sources can bring a virus that could harm the computer.

- Choose an email address/screen name that DOES NOT contain any part of your name, age, gender, interest or favorite activities.
- Do Not fill out a profile without parent review and approval.
- Never give out real name, telephone or cell phone number(s), mailing address, or passwords. Giving away personal information can lead to identity theft or worse.
- Do not enter chat rooms. People may not be who they say they are online—predators roam cyberspace
- Do not post photographs in publicly accessible sites.
- The settings for ANY social networking profiles should be PRIVATE and new friends are accepted only if they are known to the child AND the parent.
- Do not allow children to use a webcam unless an adult is present. Posting pictures online or sending images can have dangerous consequences.
- Report Cyber bullying to an adult.

### **System Security**

Students are solely responsible for their own individual accounts and should take all responsible precautions to prevent others from being able to use them. Under no conditions should students provide their passwords to another student or person.

Students should notify a teacher or school staff member if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access. Students will not attempt to gain unauthorized access to any and all portions of the Riverwalk Academy electronic network or server. This includes attempting to login through another person's email account or access another person's personal files, work, or folders.

### **STUDENT DISCIPLINE**

#### **Sexual Harassment/Abuse**

The school prohibits sexual harassment of students by school employees, other students or third parties. All students and employees must avoid any action or conduct which could be viewed as sexual harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Any student who feels he/she has been subjected to sexual harassment is encouraged to file a complaint with the Principal. All allegations will be investigated promptly and as confidentially as appropriate. The school prohibits retaliation or reprisal in any form against a student who has filed a complaint of sexual harassment in good faith.

#### **Tobacco Products**

Riverwalk Academy is a tobacco free campus. Riverwalk Academy takes a strong position on the use of any kind of tobacco by adolescents because of the clear health risks. Specifically, the school does not allow students to use or to possess tobacco products or tobacco paraphernalia, including electric cigarettes and vaping devices, whether or not tobacco is present or used in the electric or vaping device. A student caught using any type of tobacco or vaping product or in the possession of a tobacco or vaping product or paraphernalia will be subject to disciplinary action. All guests at Riverwalk Academy, whether students or adults, are asked to respect the school's "smoke free" campus.

#### **Searches**

The school reserves the right to conduct a reasonable search of such areas as lockers, backpacks, student's purses, cars and any computer owned by the school or electronic devices brought on school property, at any time pursuant to any applicable laws or regulations. Strip searches are prohibited. School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

## Rights and Responsibilities of Students

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. Riverwalk Academy will foster a climate of mutual respect for the rights of others. Students shall exercise their rights responsibly, in compliance with rules established for orderly conduct of the school's educational program. The school's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students.

*Students are not permitted to bring toys, electronics or other items not deemed educational, unless under the direction of their teacher. If a student brings a toy or other item that is not for school use, the school is not responsible for lost, damaged or stolen items. Also, the teacher will confiscate the item and notify the parent. On the first offense, the parent will be able to collect the item at the end of the day. Any future offense will result in the item being confiscated and disciplinary action, such as ISS or OSS, depending on the number of occurrences.*

Students are responsible for achieving a positive learning environment at school or school-related activities by following RA's Code of Conduct. This is achieved by not committing an infraction as indicated in the chart below. Updates to the Code of Conduct may be made at any time, with Board approval. The infraction chart below is intended to be a guide and may change at any time, and individual circumstances may be considered in determining the appropriate disciplinary action.

### Elementary:

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Classroom Disruption	Verbal Warning and/or Silent Lunch	½ day ISS	1 day ISS & Behavior Agreement
Cutting Class	Verbal Warning and Silent Lunch	½ day ISS	1 day ISS & Behavior Agreement
Minor Misuse/Unapproved Use of Electronics	Confiscation – Returned at end of day – parent contact	Confiscation – Parents must pick up at the end of day	Confiscation – Parents must pick up – 1 day of ISS (OSS for subsequent offenses)
Bringing toys to school  (May include, but not limited to, rubix cube, fidget spinners, Pokémon Cards, action figures, stuffed animals, etc.)	Confiscation – Returned at end of day – parent contact	Confiscation – Turned into Admin. Admin will return it to parent	½ day ISS
Major Misuse of Electronics  (May include, but not limited to, sexting, bullying, threatening, network violations, and harassment)	5 days OSS & Behavior Agreement	Recommended for Expulsion	X
Inappropriate Images or Dialogue (written, verbal, electronic)	1 day ISS	1 day OSS	2 days OSS & Behavior Agreement
Defiance / Disrespect	1 day ISS	1 day OSS	2 day OSS & Behavior Agreement
Severe Defiance / Disrespect  (May include, but not limited to: Leaving a classroom without	1 day OSS	2 day OSS	3 day OSS & Behavior Agreement

teacher permission, yelling at a staff member, refusal to comply with an administrator, etc.)			
Arguing with Other Students / Name Calling	Verbal Warning & Silent Lunch	½ day ISS	1 day ISS & Behavior Agreement
Lying / Slander	Verbal Warning & Silent Lunch	½ day ISS	1 day ISS & Behavior Agreement
Bullying / Intimidation / Threatening Others  (Consequences may vary based on severity)	1 day ISS	1 day OSS	2 days OSS & Behavior Agreement
Victimization of Staff	Recommended Expulsion	X	X
Horseplay	Verbal Warning & Silent Lunch	½ day ISS	1 day ISS & Behavior Agreement
Fighting / Hazing	1 day OSS	2 day OSS	5 day OSS & Behavior Agreement
Profanity/Vulgar Language / Obscene Gestures to Students  (Consequences may vary based on severity)	½ day ISS	1 day ISS	1 day OSS & Behavior Agreement
Profanity / Vulgar Language / Obscene Gestures to Staff  (Consequences may vary based on severity)	2 day ISS	2 day OSS	Recommended for Expulsion
Vandalism	1 day ISS / Restitution or Repair	1 day OSS / Restitution or Repair	Recommended for Expulsion
Leaving School Grounds	1 day OSS	2 days OSS	5 days OSS & Recommended for Expulsion
Sexual Misconduct	Recommended for Expulsion	X	X
Stealing / Theft	Return of Stolen Goods / Restitution & 1 day ISS	Return of Stolen Goods / Restitution & 1 day OSS	Return of Stolen Goods / Restitution, 5 days OSS & Behavior Agreement
Fireworks	1 day ISS	1 day OSS	5 days OSS & Recommended for Expulsion
Weapons Facsimile  (toy or items that mimic a weapon)	1 day ISS	1 day OSS	2 day OSS & Behavior Agreement

Tobacco Products and/or Paraphernalia	3 days OSS	5 day OSS & Behavior Agreement	Recommended for Expulsion
Items Used as Weapons	3 day OSS	5 day OSS & Behavior Agreement	Recommended for Expulsion
Illegal or Prescription Drugs and/or Paraphernalia/Alcohol	5 day OSS & Behavior Agreement	Recommended for Expulsion	X
Over the Counter Drugs	1 day ISS	2 day ISS	1 day OSS & Behavior Agreement
False Alarm (This includes, but not limited to, pulling a fire alarm, stating a bomb threat etc.)	Restitution, 5 days OSS & Behavior Agreement	Recommended for Expulsion	X
Gambling	Verbal Warning and Silent Lunch	½ day ISS	1 day ISS & Behavior Agreement
Selling / Trading Items on School Grounds	Return money / Items; silent lunch	Return money / items; ½ day ISS	Return money / items; 1 day ISS & Behavior Agreement
Forgery of Documents	Silent Lunch	½ day ISS	1 day ISS & Behavior Agreement

**Middle School:**

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Classroom Disruption	1 day ISS	2 day ISS	1 day OSS & Behavior Agreement
Cutting Class	1 day ISS	1 day OSS	2 day OSS & Behavior Agreement
Minor Misuse/Unapproved Use of Electronics	Confiscation – Returned at end of day; parent contact	Confiscation – parent pick up – 1 day ISS	Confiscation – parent pick up – 2 days ISS & Behavior Agreement
Bringing toys to school (May include, but not limited to, rubix cube, fidget spinners, Pokémon Cards, action figures, stuffed animals, etc.)	Confiscation – Returned at end of day – parent contact	Confiscation – Turned into Admin. Admin will return it to parent	½ day ISS
Major Misuse of Electronics (May include, but not limited to, sexting, bullying, threatening, network violations, and harassment)	5 day OSS & Behavior Agreement	Recommend for Expulsion	x
Inappropriate Images or Dialogue (written, verbal, electronic)	1 day ISS	1 day OSS	2 day OSS & Behavior Agreement

Defiance / Disrespect	1 day ISS	1 day OSS	2 day OSS & Behavior Agreement
Severe Defiance / Disrespect  (May include, but not limited to: Leaving a classroom without teacher permission, yelling at a staff member, refusal to comply with an administrator, etc.)	2 day OSS	5 day OSS & Behavior Agreement	Recommend for Expulsion
Arguing with Another Students / Name Calling	1 day ISS	2 day ISS	2 day OSS & Behavior Agreement
Lying / Slander	1 day ISS	2 day ISS	2 day OSS & Behavior Agreement
Bullying / Intimidation / Threatening Others  (Consequences may vary based on severity)	1 day OSS	2 day OSS	5 day OSS & Behavior Agreement
Victimization of Staff	Recommended for Expulsion	X	X
Horseplay	1 day ISS	1 day OSS	2 day OSS & Behavior Agreement
Fighting / Hazing	5 day OSS & Behavior Agreement	Recommend for Expulsion	X
Profanity/Vulgar Language / Obscene Gestures to Students  (Consequences may vary based on severity)	1 day ISS	1 day OSS	2 day OSS & Behavior Agreement
Profanity / Vulgar Language / Obscene Gestures to Staff  (Consequences may vary based on severity)	5 day OSS & Behavior Agreement	Recommend for Expulsion	X
Vandalism	2 day ISS / Restitution or Repair	3 da OSS / Restitution or Repair & Behavior Agreement	Recommend for Expulsion
Leaving School Grounds	1 day OSS	2 day OSS	5 day OSS & Recommend for Expulsion
Sexual Misconduct	Recommend for Expulsion	X	X
Stealing / Theft	Returning of stolen good / restitution & 1 day ISS	Return of stolen good / restitution & 1 day OSS	Return of stolen good / restitution; 2 day OSS & Behavior Agreement

Fireworks	1 day OSS	2 day OSS	5 day OSS & Recommend for Expulsion
Weapons Facsimile (toy or items that mimic a weapon)	1 day OSS	2 day OSS & Behavior Agreement	Recommend for Expulsion
Weapon	Recommend for Expulsion	X	X
Tobacco Products and/or Paraphernalia	3 day OSS & Behavior Agreement	Recommend for Expulsion	X
Items Used as Weapons	2 day OSS	3 day OSS & Behavior Agreement	Recommend for Expulsion
Illegal or Prescription Drugs and/or Paraphernalia/Alcohol	5 day OSS & Behavior Agreement	Recommend for Expulsion	X
Over the Counter Drugs	1 day ISS	1 day OSS	3 day OSS & Behavior Agreement
False Alarm  (This includes, but not limited to, pulling a fire alarm, stating a bomb threat etc.)	Restitution/ 5 day OSS & Behavior Agreement	Recommend for Expulsion	x
Gambling	2 day ISS	2 day OSS & Behavior Agreement	Recommend for Expulsion
Selling / Trading Items on School Grounds	Return money / item; 1 day ISS	Return money / item; 2 day ISS	Return money / item; 2 day OSS & Behavior Agreement
Forgery of Documents	2 day ISS	2 day OSS & Behavior Agreement	Recommend for Expulsion

The codes in the chart can be read with the following key: **ISS = In School Suspension and OSS = Out of School Suspension**. Any student issued out of school suspension will be required to meet with both their parents and a member of the administrative team before returning to class after the suspension. Students will not be allowed to participate in school-related functions (clubs, sports, performances, etc.) when serving an Out of School Suspension.

Lunch Detention can be given by administration as a consequence to an office referral, but also may be issued by individual teachers as a classroom consequence.

A Behavior Agreement may be implemented after three minor infractions, regardless of type, and a parent/guardian meeting may be scheduled. The Behavior Agreement will outline expectations and consequences for future infractions.

For infractions not listed or that do not fit under one of the above mentioned categories, the administrator has the authority to use his/her discretion regarding consequences.

### Notification

The principal or appropriate administrator shall notify a student's parent by phone or in writing of any violation that may result in a detention outside of regular school hours, in-school suspension, out-of-school suspension, or a recommendation of expulsion. Parents are asked to sign and return any referrals within 48 hours of receiving it.

## **Referral Process**

Once a teacher submits a referral to administration, the principal and/or assistant principal will begin an investigation in accordance with standard administration procedures. Upon the outcome of the investigation, the parents will be notified of the punishment according to the Student Code of Conduct.

## **Expulsion**

The decision to recommend the expulsion of a student lies solely with the school principal. Serious offenses threatening the health and safety of students or staff, alcohol and drugs, or a pattern of offenses disruptive to the learning process of the school may result in a recommendation for expulsion. When a recommendation for expulsion is made, an expulsion hearing will be scheduled before the Riverwalk Academy Board of Directors, and the student's parent or legal guardian will be provided notice of the recommendation and of the hearing date, time, and location.

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

## **ACKNOWLEDGEMENT**

Each year, all Riverwalk Academy parents and students will sign a statement stating they have received and reviewed a copy of the student-parent handbook. The handbook explains all disciplinary policies and procedures as well as general school information. The information will also be posted on the school's website and copies will always be available in the front office. Parents and students may contact the Riverwalk Academy Principal with any questions or concerns they have about the handbook.

## Student & Parent Agreement

PRINT STUDENT'S NAME: \_\_\_\_\_

### HANDBOOK

The provisions in the Riverwalk Academy School Student/Parent Handbook are designed to provide parents and students with information and guidance as to the procedures and rules of the school. The contents of this handbook may be changed as necessary at the school's discretion and, if changed, written notification of such changes will be provided to parents and students.

### Parent Agreement

I have read the material in the Riverwalk Academy School Handbook and agree to follow and uphold the school policies while my son/daughter is enrolled as a student.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student Agreement

I have read the material in the Riverwalk Academy School Handbook and agree to follow and uphold the school policies while enrolled at Riverwalk Academy School.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_