



RIVERWOOD CLASSICAL SCHOOL

Parent and Student Handbook

2019-2020

Our Vision

Riverwood Classical School exists to assist parents and the covenant community in glorifying God by imparting the heart and mind of Christ to our students, teaching each child by classical means to pursue God's truth, beauty, and goodness by the application of Scripture to every facet of life.

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Section 1: General Philosophy and Purpose

1.1 Statement of Faith

This statement of faith contains the foundational and non-negotiable biblical doctrines that guide the ministry of Riverwood Classical School (RCS). These primary doctrines define the perspective from which all classes are taught, relationships are conducted, and discipline is administered. These vitals of Christian religion are, therefore, the predominant tools used in the hiring of faculty and administration. Issues not discussed in this statement of faith will not be emphasized within the educational bounds of the school. Many such issues are important, and they may arise upon occasion within the curriculum or classroom, but RCS recognizes that Christians are at liberty to reach different conclusions regarding them. The school's recognition that Christians disagree on these topics, however, should not be interpreted to mean that the school believes that there are no right answers to questions regarding these issues. Issues not settled by this statement of faith will ultimately be resolved by reference to historic, creedal, orthodox Christianity. An excellent distillation of these views can be found in the Westminster Confession of Faith.

Sovereignty of God: God sovereignly controls all that occurs in His creation and in His church. His perfect plans and purposes always prevail; nothing can pervert, thwart, or prevent them. God is omnipotent, omniscient, and omnipresent.

Inerrancy of Scripture: God's written Word, the Bible, is free from error in its original autographs, and is completely trustworthy. We believe the Bible is the infallible word of God in its entirety, and His Truth is the final authority in all matters of faith and practice.

God's Creation of the World and Man: The Triune God, Father, Son, and Holy Spirit, alone has existed from eternity past and in His wisdom chose to create the universe from nothing. God spoke and it came into existence. Humanity did not evolve from lower life but was created by God. Man, male and female, was created with dignity in that he was made in God's image and was created in humility in that his purpose was, and still is, to glorify God and to enjoy Him forever.

Fall of Mankind: All mankind participated in Adam's fall from his original sinless state and are thus lost in sin and totally depraved. Man cannot regain a sinless state through any effort, action, or appeal to personal piety.

God's Way of Dealing with Man: God has bound Himself to man by way of a covenant. Initially, God committed Himself to give life to Adam upon the condition of his perfect obedience. When Adam sinned, God made a new covenant. In this covenant, He bound Himself to save a people for Himself. He also committed to keep the terms of the covenant on behalf of man by the work of Jesus Christ. Therefore, the confidence and hope of believers are in God's covenantal faithfulness rather than in their own performance.

Jesus, Savior of Sinners: Jesus Christ is the unique Son of God and the only Savior of the world. Fully God and fully man, He was born of a virgin and lived a sinless life. We believe in His miracles and in His teachings. He alone secured our salvation by His substitutionary atonement on the cross and by His righteous life imputed to us. Jesus rose bodily from the dead, ascended to the right hand of the Father, and will come again in power and glory.

Justification by Faith Alone: Sinners are justified by faith alone. They do not deserve salvation, and they cannot earn it. Justification is granted by God's grace through faith in Jesus Christ.

Empowering Holy Spirit: Every true believer in Jesus Christ is indwelt and empowered by the Holy Spirit, who enables believers to live a godly life and to perform good works. Truly good works can only flow from saving faith.

Body of Christ: All believers are spiritually united in the Lord Jesus Christ, the Head of the church. Every believer is a member of the body of Christ. The universal church is the means by which God has elected to proclaim His kingdom to the world. Apart from this Body, there is no hope for salvation.

Final Judgment and Resurrection: At the second coming of Christ, the saved and the lost will be bodily resurrected and judged. The saved will be resurrected to eternal life, and the lost will be resurrected to eternal condemnation.

1.2 Educational Philosophy

Since the Bible places primary responsibility for a child's education upon parents, Riverwood Classical School exists to assist parents in fulfilling this responsibility. Riverwood Classical School employs a refined classical method informed by an orthodox and reformed Christian tradition to teach students how to learn, to love learning, to reason precisely and logically, and to communicate clearly and persuasively. Essential to the methods employed is our recognition that God's truth, as revealed in Scripture, is the core of all learning and knowledge. This truth unites all disciplines and allows the traditional subject areas of education to be taught as an integrated whole. The goal of education at Riverwood Classical School is to prepare each student for a lifetime of learning, living in submission to the principles of Scripture, knowing and loving God with his mind as well as his heart, and utilizing his individual gifts for the glory of God.

Riverwood Classical School distinguishes itself both from state schools and from other private and Christian schools. In contrast to the approach of state schools, Riverwood Classical School both acknowledges and expects that children are their parents' responsibility. Particularly, the Bible instructs the father to bring up his child in the "training and instruction of the Lord." (Ephesians 6:4). Therefore, this school is designed to assist parents who wish to have their children well educated from a Christian and Biblical perspective in all disciplines. In contrast to other Christian schools, the classical model does not simply seek to create a Christian environment by adding a class in Bible to what would otherwise be an acceptable curriculum at a state operated school. Rather, the Biblical worldview is central to every aspect of a classical Christian education.

Before the Biblical worldview can infuse the curriculum, it must be modeled in the educational environment. The school must exist as a covenant community within itself before it can truly be of assistance to the greater covenant community. All adults within the school, including faculty, staff, and administration, must realize the necessity of caring for and shepherding each other as well as the students entrusted to them. This means that in all matters between the school personnel and students and amongst the personnel themselves, interactions must be guided by Biblical principles. All of those associated with the school must respect the dignity of others as beings created in the image of God who share the common trait of being sinners in need of the redemptive power of Christ. Therefore, we must keep each other accountable for our sins as prescribed in the Book of Matthew, 18:15-17, showing Christ's love to each other and seeking one another's highest good.

Once it is acknowledged that the educational community of the school is in fact a covenant community under Christ, there must also be the common acknowledgment that God is the source of all truth. This recognition provides common ground for all that is taught in the school. Once this sole source of the substance of education is confessed, subjects can no longer be taught in isolation. In a classical Christian curriculum, subjects are united in order to present a more coherent picture of reality, allowing disciplines to overlap and intertwine as they actually do. Nowhere is this reflected more than in the teaching of Latin. Despite its lack of evident usefulness for day to day communication, the knowledge of Latin provides tools for learning in all disciplines and is a common and unifying element of the Western cultural tradition to which we belong.

Specifically, the classical method utilizes the Trivium, a three-part sequence to education which coincides with the natural developmental stages of childhood. The sequence of the Trivium includes a Grammar phase, a Logic phase, and a Rhetoric phase. The Grammar phase encompasses the first years of education, usually from the Kindergarten through the fifth or sixth grade, when children are good at and enjoy memorizing, particularly through rhyme and song. Grammar, in the classical model, refers not only to the rules of language but to the rules and data of all areas of learning. For example, the grammar of history would be the sequence and dates of events, and the grammar of mathematics would be addition, subtraction, and multiplication tables.

In the sixth grade year, a classically educated student begins to make the transition to the Logic or Dialectic phase of his education. At this time, the student's natural tendencies turn from a propensity for memorization to an interest in argumentation. The Logic phase takes advantage of the junior high student's natural inquisitiveness and argumentativeness to teach the student how the facts of the Grammar phase may be logically connected and analyzed. The ability to discern good arguments from flawed ones is emphasized, and tools for determining the truth and validity of assumed relationships are honed.

Finally, during the high school years, known as the Rhetoric stage, the classically trained student is taught the art of effectively communicating the logical conclusions he has learned to derive. The culmination of the Trivium is the mastery of rhetoric, or the ability to convey ideas and conclusions in a coherent, persuasive, and winsome manner, through speaking and writing.

Ultimately, we seek to recognize and teach God's complete sovereignty over the world, individuals, and events. Because the success of our endeavors depends upon His guidance and blessing, we believe prayer to be integral to all we do. For this reason, all participants of the school community must commit to praying fervently for one another, the school, and God's direct and constant intervention. Only by God's grace will this school be able to serve the covenant community by imparting the heart and mind of Christ to each student while training him to think with discernment, to communicate clearly, and to love the process of learning. Our desire is to encourage in each individual a robust faith in Christ which inspires the pursuit and defense of His truth, beauty, and goodness through all of life, for His glory and the advance of His kingdom.

1.3 Mission Statement

We aim to graduate young men and women who think clearly and listen carefully with discernment and understanding, who reason persuasively and speak precisely, who are capable of evaluating all human knowledge and experience in the light of the Scriptures, and who do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as distinct from biblical and to be unswayed toward evil by the former. We aim to find them well prepared in all situations, possessing both knowledge and the wisdom to know how to use it. We desire they be socially graceful and spiritually gracious, that they be equipped with and understand the tools of learning, and that they desire to grow in understanding, while fully realizing the limitations and foolishness of the wisdom of this world. We desire that they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction. We desire that they learn to distinguish real religion from religion in form only, and that they possess the former, knowing and loving the Lord Jesus Christ. And all these we desire them to possess with humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff and to see them well paid so that they may make a career at Riverwood Classical School. We desire them to be professional and diligent in their work, gifted in teaching, loving of their students, and loving of their subjects. We desire that they clearly understand classical education, how it works in their classroom, and how their work fits into the whole of a classical education. We desire that they possess a lifelong hunger to learn and grow and that they have opportunities to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of God, and their children walking with the Lord.

We aim to cultivate in our parents a sense of responsibility for the school. We strive to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them to follow biblical principles in addressing concerns, to be inclined to the hearing of both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir one another up to love and good works.

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with churches, and to bring honor to our Lord in all our endeavors.

1.4 Classical School Synopsis

LOST TOOLS OF LEARNING CHART

The following material is drawn from the essay “The Lost Tools of Learning” by Dorothy Sayers. It illustrates the applications of the Trivium (Grammar, Logic, Rhetoric) we use.

<i>Beginning Grammar (Pre-Polly)</i>	<i>GRAMMAR (Poll-Parrot)</i>	<i>LOGIC (Pert)</i>	<i>RHETORIC (Poetic)</i>
Grades K-2	Grades 3-6	Grades 7-9	Grades 10-12
Approx. ages 4-8	Approx. ages 9-11	Approx. ages 12-14	Approx. ages 15-18
<i>Student Characteristics:</i>	<i>Student Characteristics:</i>	<i>Student Characteristics:</i>	<i>Student Characteristics:</i>
<ol style="list-style-type: none"> 1. Obviously excited about learning 2. Enjoys games, stories, songs, projects 3. Short attention span 4. Wants to touch, taste, feel, smell, see 5. Imaginative, creative 	<ol style="list-style-type: none"> 1. Excited about new, interesting facts 2. Likes to explain, figure out, talk 3. Wants to relate own experiences to topic, or just to tell a story 4. Likes collections, organizing items 5. Likes chants, clever, repetitious word sounds (e.g. Dr. Seuss) 6. Easily memorizes 7. Can assimilate another language well 	<ol style="list-style-type: none"> 1. Still excitable, but needs challenges 2. Judges, critiques, debates, critical 3. Likes to organize items, others 4. Shows off knowledge 5. Wants to know "behind the scenes" facts 6. Curious about Why? for most things 7. Thinks, acts as though more knowledgeable than adults 	<ol style="list-style-type: none"> 1. Concerned with present events, especially in own life 2. Interested in justice, fairness 3. Moving toward special interests, topics 4. Can take on responsibility, independent work 5. Can do synthesis 6. Desires to express feelings, own ideas 7. Generally idealistic
<i>Teaching Methods:</i>	<i>Teaching Methods:</i>	<i>Teaching Methods:</i>	<i>Teaching Methods:</i>
<ol style="list-style-type: none"> 1. Guide discovering 2. Explore, find things 3. Use lots of tactile items to illustrate point 4. Sing, play games, chant, recite, color, draw, paint, build 5. Use body movements 6. Short, creative projects 7. Show and Tell, drama, hear/read/tell stories 8. Field trips 	<ol style="list-style-type: none"> 1. Lots of hands-on work, projects 2. Field trips, drama 3. Make collections, displays, models 4. Integrate subjects through above means 5. Categorize, classify 6. Recitations, memorizations, catechisms 7. Drills, games 8. Oral/written presentations 	<ol style="list-style-type: none"> 1. Time lines, charts, maps (visual materials) 2. Debates, persuasive reports 3. Drama, reenactments, role-playing 4. Evaluate, critique (with guidelines) 5. Formal logic 6. Research projects 7. Oral/written presentations 8. Guest speakers, trips 	<ol style="list-style-type: none"> 1. Drama, oral presentations 2. Guide research in major areas with goal of synthesis of ideas 3. Many papers, speeches, debates 4. Give responsibilities, e.g. working with younger students, organize activities 5. In-depth field trips, even overnight 6. World view discussion/written papers

1.5 In Loco Parentis Policy

To ensure that the school respects at all times the parents' ultimate authority in the education of their children, all members of the Board, administration, faculty, and staff of Riverwood Classical School must remember that they operate only with delegated authority from parents, standing *in loco parentis*.

1.6 Why a ministry of Riverwood Presbyterian Church?

Riverwood Classical School honors the three God-given biblical institutions in the world: the Church, marriage, and civil government. In this vein, the existence and mission of RCS flows from the directives and accountability of the broader Church and their authorities. This ensures that the principles, curriculum, philosophy, and actions of the school are fully reviewed, corrected, and encouraged by the local and universal Church.

Section 2: Corporate Structure

Riverwood Classical School, Inc., is a private, non-profit § 501(c)(3) organization. The school is located at 501 Rice Valley Road North in Tuscaloosa, Alabama, a location that may be changed at the discretion of the Board.

Board of Directors

Riverwood Classical School is run by a Board of Directors. The five directors are currently Tom Arnold, Nick Crane, James Hopper (President), Gene Martin, and Clay Staggs.

Section 3: Operational Policies and Procedures

3.1 Admissions Requirements and Procedures

Riverwood Classical School uses an admissions procedure that resembles the application process used in many other private schools and colleges. This procedure allows the school more accurately to identify and admit students from families who have expressed convictions similar to those upheld by the school regarding the education of their children.

The selection of the student body of the school is second only to staff selection in the fulfillment of the school's mission. Riverwood Classical School seeks to foster a family-like atmosphere that is due in great measure to the similarity of biblical convictions and principles taught and lived out in many of the homes of our students. As the Lord blesses us with growth and change, we want to do all we can to build and maintain that atmosphere.

The basic process for new applicants will be conducted according to the following schedule.

1. Beginning in February, applications and Parent and Student Handbooks will be available. Applications and handbooks will be available at riverwoodclassical.org/articles/, and RCS will receive completed applications with application fees and schedule interviews.
2. Applications received on or before May 1 will be scheduled for parent interviews with the RCS Board and acted upon by May 31.
3. Notification of acceptance or denial will be given to each applicant (those receiving notice of acceptance will also receive information to prepare for school).
4. After May 1, applications will be considered as they are received and as space permits.

Current students whose families desire that they continue to attend RCS should:

1. submit a Notice of Desire to Continue Enrollment stating the name of each current student who is to remain enrolled at RCS and at least 1/4 of the amount of each student's registration fee by the end of February, and
2. submit at least 1/4 of the amount of each student's registration fee per month thereafter until the full amount of the published registration fee for the appropriate school year is paid in full. All registration fees not submitted in full by May 31 will be automatically increased by \$50.00. Any student whose registration fee is not being paid at the required rate is subject to having his or her enrollment at RCS terminated without refund of any fees paid.

Priority for enrollment will be as follows: 1) current students, 2) students of member families of Riverwood Presbyterian Church, 3) siblings of current students, and 4) all other applicants. Riverwood Classical School will consider a student's academic achievements in the application process for grade placement, but not as the primary qualification for acceptance. A child entering kindergarten must have reached the age of five years by September 30th of the Fall in which he or she would enter Riverwood Classical School. A readiness screening may also be required. If a child has successfully completed the previous school year and his or her schoolwork and behavior compare favorably to the comparable grade at Riverwood Classical School, the child will be placed in the grade for which he is applying. However, if there is evidence to show that the child may not be adequately prepared for the next sequential grade level, with the parents' consent, he or she may repeat the previous grade. Similarly, grade level

advancement (skipping one or more grade level(s)) will be a decision based on academic performance and social and emotional development. Such advancement, though, will be considered only at the request of the parent.

Riverwood Classical School is a discipleship based educational program and therefore both parents (or the one parent in a single parent home) should have a clear understanding of the biblical philosophy and purpose of Riverwood Classical School. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program. The parents should be willing to cooperate with and adhere to all the written policies of Riverwood Classical School. This is most important in the areas of discipline and schoolwork standards and requires active communication with a student's teachers and the administration. A child should understand that his parents have delegated authority to the school in accordance with their convictions regarding the teaching of their child, and that the child is, therefore, subject to the instruction and discipline of the teachers and administration in their prescribed roles at Riverwood Classical School.

Riverwood Classical School does not discriminate on the basis of race, color, or national and ethnic origin in admissions or the administration of its educational policies. Riverwood Classical School is a ministry of Riverwood Presbyterian Church (PCA) and, as such, will look to biblical standards to determine what is acceptable within the school.

**A completed application should be returned with the appropriate application fee to:
Riverwood Classical School
Attention: Admissions
501 Rice Valley Road North
Tuscaloosa, AL 35406**

If accepted, a child's parents will receive an Acceptance Letter and required paperwork. In order for a child's admission to be final, Riverwood Classical must have received all of the following items:

- Completed Application Packet
- Application Fee
- Signed Payment Agreement
- Transfer of Records Release
- Copy of Child's Birth Certificate
- Current Certificate of Immunization (showing the child's immunizations to be up to date) (also known as a Blue Card in Alabama), Certificate of Medical Exemption, or Certificate of Religious Exemption
- Student Information Sheet
- Records from the child's previous school
- Completed Church School Attendance Form

A student's place in his or her class is not secured until all documents have been received, all fees are current, and the student's admission is final.

Application and Registration Fees: Parents are required to pay an Application Fee when each student makes application to Riverwood Classical School and a similar Registration Fee each succeeding year when the parents indicate the intent to continue the student's enrollment at the school.

When an Application or Notice of Desire to Continue Enrollment is submitted after the February preceding the academic year for which it is made, it must be accompanied by either the full amount of the fee(s) due or a minimum of \$75 per child. Once an initial \$75 per child is submitted, \$75 per child (or the remaining part of the fee if less than \$75) will be due each following month until the entire fee is paid in full. A student's place in his or her class is not secured unless his admission is final or a Notice has been filed with the school and the accompanying fees are paid or the installment payments are current.

Parents should be aware that if Application and Registration Fees are not paid in full by May 31, an additional \$50 will be added to the fee due. That is, if an Admission or Registration Fee for a first child is not paid by May 31, the \$260 fee will be increased to \$310. Similarly, if an Admission or Registration Fee for the second child is not submitted by May 31, the \$208 fee will be increased to \$258. Application fees for new students who apply after May 31 will be the same as registration fees for continuing students whose fees were not paid in full by May 31.

Note: Parents of admitted students are required to attend the Family Orientation held at the school during an evening in late July or early August. Written notice of the date, time, and location of the Family Orientation will be provided.

3.2 Part-time Attendance

Students generally will be considered for part-time attendance only if applying to a Kindergarten class or to an Upper School Class. Students will not be admitted to part-time attendance in the Grammar School absent special circumstances.

3.3 Withdrawal from School

If a parent wishes to withdraw a student from the school during the school year, the following procedures should be used.

1. The Administrator should be informed of the fact of the withdrawal and the date of the withdrawal before any other students or parents are so informed. Depending upon the attendant circumstances, the Administrator will then determine an appropriate time for the student to inform his peers of his withdrawal, if the student wishes to do so.

2. The Administrator will schedule a meeting between the parents and the board as soon as is mutually convenient for both the parents and the board.

3. The student will be allowed to take any consumable materials, which were purchased via the annual consumables fee, with him upon withdrawal. However, the student and parents should consult with the Administrator before removing any materials from the school in order to ensure that only those purchased consumables are being removed.

When withdrawing a student, parents should pay particular attention to the provisions of Section 3.15 with regard to the payment of tuition and fees due to the school for the school year.

3.4 Attendance

Riverwood Classical School expects students to be present each day school is in session. The school calendar is provided to aid in the planning of family activities and various personal appointments. Attendance will be recorded daily and documented on students' report cards.

Short-Term Absences: If a student needs to be absent from school for one to two days, for any reason, the parents should contact all of the student's teachers as soon as possible. *It is the responsibility of the student and parents to contact teachers and find out what work was missed during an absence and to arrange for the student to make-up class work and tests.* Work should be made up within two days' time for every day missed. For example, if a student is out for two days, upon his return he will have four days to make up the work missed.

Long-Term Absences: If a student needs to be absent for three or more consecutive days, the parents should notify all of the student's teachers in writing. This will permit the teachers to compile the necessary school work which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork.

Extended Absences: We will gladly cooperate with families taking their children from school for vacations, etc. However, when extended absences are voluntary (versus emergency or illness), we expect that schoolwork which can be made-up to be completed prior to or during the absence. Parents should consult the teacher to make arrangements for making up work prior to the absence but should understand that the teacher may not be able to determine the exact work that will need to be done until right before the absence. Additionally, parents should understand that it will not be possible to make up all of the work missed during the student's absence, since so much of it is interactive work done in the classroom. For that work that can be made up, it is the responsibility of the student and parent to complete and submit the work or to arrange for make-up tests.

Excessive Absences: A single incident of absence lasting more than ten days or five separate incidents of absence per semester will be considered excessive and will require the attention of the Board of Directors.

Early Dismissal: It is preferable that doctor's appointments, dental visits, etc., be scheduled after school hours. When this is not possible, the parent or authorized adult picking up their student must come into the school to sign the student out of class and personally pick up the student. No student may leave the school without following this procedure. Students excused for a medical or dental appointment are expected to return to school at the end of the appointment and are to be taken directly to school personnel by the parent or an authorized adult.

Authorization of Student Release: Students will be released to a parent-authorized person only. Please send written confirmation when your child is to be released to someone other than those named on his or her student information form. Regarding divorced parents and custody relationships, the school must have copies of relevant court orders, including all modifications, on file. A valid court order is required to prevent a non-custodial parent from picking up his child or visiting his child on the premises. A written statement by the custodial parent is not

adequate proof to restrict rights in such cases. All materials from the school will be delivered to the custodial parent.

Early Arrival: Students should not arrive at school before 7:30 a.m. unless previous arrangements have been made. Supervision will be provided for students arriving between 7:30 a.m. and 8:00 a.m. All students should take their books and supplies to their first classroom of the day immediately upon arriving on campus. Thereafter, students should proceed to the Fellowship Hall or Administrator's Office to await the start of classes.

Late Pickup: Students should be picked up from school between 3:30 p.m and 3:40 p.m. on Mondays through Thursdays and between 2:30 and 2:40 on Fridays. Parents arriving after 3:40 or 2:40 p.m., according to the school clock, will be charged \$10.00 per hour or any part thereof. Payment will be required at the time that the student is picked up from school. In the event that payment cannot be made immediately, parents will be billed by the school for the amount due and an additional \$10.00 billing fee.

After School Care: After school care may be available. Parents should alert the school if after school care is needed and see what arrangements can be made.

3.5 Tardies

Any student who is not present at school and with his class by 7:55 a.m. will be considered tardy. Any student who arrives after 7:55 a.m. should be brought directly to his class in progress quickly and quietly. The parent must make sure that the student's teacher or another school employee is made aware of the student's presence.

Frequent tardiness demonstrates a lack of discipline and respect and is inconsistent with our mission. Therefore, we encourage parents to give serious attention to being punctual. Parents should be aware that any work missed on account of tardiness, including participation in morning meeting, must be made up during snack or lunch or after school, the time of which will be determined by the teacher whose class was missed. Additionally, parents whose student(s) are tardy more than 5 times in any month will be required to attend the next regularly scheduled RCS School Board meeting to apprise the school board of the parents' plan to improve their student's timely attendance.

Please Note: Please make arrangements to leave your home earlier on rainy days as travel may take longer on those mornings.

3.6 Schedule

A copy of the detailed school calendar is available at riverwoodclassical.org/news/ and riverwoodclassical.org/calendar/ and a less detailed school calendar is available on the last page of this handbook.

Additionally, school announcements, including school calendar events, can be found at sites.google.com/a/riverwoodclassical.org/mrsstaggs/home.

3.7 School Day

	Mondays-Thursday	Friday
Drop Off	7:30 a.m.-7:55 a.m	
School Begins	8:00 a.m.	
Snack	10:00 a.m.-10:20 a.m.	
Lunch	12:20 p.m.-1:00 p.m.	
School Ends	3:30 p.m.	2:30 p.m.
Pickup	3:30-3:40 p.m.	2:30-2:40 p.m.

3.8 Lunch / Snack

Students must bring their own snacks and lunches, including drinks (clear or light-colored). Each class will have a short break for morning snacks to be held sometime around 10:00 a.m. and a longer break for lunch around 12:20 p.m. There will be no afternoon snack time.

Students will be given time to eat and play outside (unless extreme heat or cold or inclement weather prevents such). The Administrator has the discretion to determine when such circumstances prevent outdoor time and when they do not. Any parent who objects to a child going outside on a particular day should be prepared to provide indoor supervision for the child. If a child is too ill to go outdoors, the parent may want to consider whether the child may be too ill to attend school at all.

3.9 Medical

Immunizations: An up-to-date Certificate of Immunization with a physician's signature is required for each student before the first day of school. In the event that a child has not been immunized, a Certificate of Medical Exemption from a licensed physician or a Certificate of Religious Exemption from the Alabama Department of Public Health will be accepted in lieu of a Certificate of Immunization.

Contagious Illnesses: The school informs parents immediately of all major outbreaks of diseases. A child who shows symptoms of a communicable disease, e.g., pink eye or head lice, must remain absent from school until the child's condition is acceptable to the school or the parent brings a note signed by a physician.

Fever/Vomiting/Diarrhea: Students with a fever of 100° or higher are sent home from school and are to remain at home until they are fever-free for 24 hours. Additionally, students who are vomiting or who have diarrhea should not come to school until all symptoms have been gone for 24 hours.

Administering Medication: If a child is on a prescribed medication which must or may be administered at school, the medication must be in the original pharmacy container and be labeled by the pharmacist. All medications are to be delivered to the school administrator clearly labeled with the student's name, type of medicine, and the specific instructions for administering them. These medications will be kept by the office and issued to students as prescribed.

Parents are also asked to indicate on the Student Information Sheet whether the school may provide over-the-counter medications, such as acetaminophen, ibuprofen, and antacids, to

their student(s) and whether the school staff should do so at their own discretion or only after receiving permission from the parent.

All medications administered, whether prescription or over-the-counter, will be recorded with the date, time, medication, dosage, and reason for administration in the school's medication log.

Chronic Conditions: Emergency action plans must be on file in the office and with the classroom teacher for all students with the following medical conditions:

1. asthma or respiratory distress syndrome,
2. food allergies,
3. allergic reactions to insect stings,
4. diabetes or epilepsy, or
5. any other conditions that may require emergency medical attention.

3.10 Emergencies

For use in cases of emergency, every family must provide home, office, and mobile telephone numbers for both parents and for emergency contact persons who may assume authority if neither parent can be located. *Please advise the school staff immediately in writing of any changes in these phone numbers.*

In the event that a parent needs to get an urgent or time-sensitive message to a student or teacher during the school day, the parent should text the student's teachers and the administrator.

3.11 Communication Devices

Cell phones, pagers, CD/DVD players, video game consoles/handhelds, and any other such communication devices may not be used at school during school hours except as allowed by a staff member for a specific, one-time purpose. Any student who must bring such a device to school for use after school hours may and should store the device in the principal's or assistant's office during the school day. Any device that is found being used by a student without permission will be confiscated and only released to a parent or guardian. Permission for unregulated use will not be granted.

3.12 Inclement Weather

In the event of inclement weather, school closings will be posted at riverwoodclassical.org and a text and email message will be sent to the RCS Families list via remind.com. Families are required to sign up for the remind.com service and should make sure that the school has a correct email address. Individual texts and emails will not be sent to those who do not sign up with remind or give a current email address to the school. Additionally, individual inquiries about school closings or the possibility thereof will only be responded to via school-wide text or email.

3.13 Emergency Drills

Drills to prepare the faculty, staff, and students for fires, inclement weather, and other types of emergencies will be held periodically and recorded in the school's log of emergency drills.

3.14 Telephone Use / Parent Message

During school hours there will be a person or machine available to receive telephone calls and to take messages for students or teachers. Parents who wish to send a message to a teacher may send a text to the teacher's personal phone but should not necessarily expect a reply. Someone will also be available to place any necessary telephone calls to parents. Students may not use the school telephone without permission from a staff member.

In the event that a parent needs to get an urgent or time-sensitive message to a student or teacher during the school day, the parent should text the student's teachers and the administrator.

3.15 Tuition / Payment / Late Fees

Students must register for the entire year at Riverwood Classical School, and the student's parent or guardian will become liable for the entire year's tuition on August 1, preceding the academic year. To pay tuition, families may:

1. pay the annual tuition in whole on or before August 10.
2. pay the annual tuition in installments throughout the school year, provided that a minimum of 1/12 of the tuition amount has been paid per month of the school year which has passed.

Cancellation: All prepaid tuition is non-refundable and non-transferable regardless of the circumstances surrounding the cancellation of the student's registration. Any "unused funds" will be calculated and acknowledged with a gift receipt to the donor.

Late Payments: A late fee of \$50.00 will be assessed for all payments not received by Riverwood Classical School by the 10th of the month or any other due date published by the school. Riverwood Classical School reserves the right to suspend or expel students for delinquent payments.

Withholding of Records: No records, such as report cards, will be issued to students whose accounts are in arrears. Neither will records be forwarded to other schools while a student's account is in arrears.

Tuition Rates: Tuition rates are posted on the school's website and on the next to last page of this handbook.

Financial Aid: Each family that cannot afford full tuition must complete a new application for aid each spring. The application should be completed with the family's Notice of Desire to Continue Enrollment, since a student's enrollment is not complete until there is an agreement between the family and the school board regarding the amount of tuition to be paid during that school year. Families requesting financial aid should be aware that RCS will not remit 100% of tuition, absent extraordinary hardship demonstrated to the board.

3.16 Refunds

Riverwood Classical is not obligated to issue refunds for Application and Registration Fees submitted to the school, regardless of whether a student ultimately attends the school.

Similarly, as noted previously in Section 3.15 of this handbook, Riverwood Classical School is not obligated to issue refunds of any amounts of tuition paid to the school. Since, like tuition, all fees to the school become due and payable on August 1 for the entire school year, no other funds paid to the school are required to be refunded either.

If a student is withdrawn from RCS, parents may request that “unused funds” be calculated and acknowledged with a gift receipt to the donor.

Any requests for deviations from this policy must be addressed to the school board and will be considered only under extreme circumstances and as school’s funds allow.

3.17 Communication with the Board; Disputes and Grievances

Any dispute between a parent and the school or among school personnel should be handled in accordance with the procedures set out in Matthew 18. Specifically, this means that those parties to the dispute should meet together, at a scheduled and private appointment time, to calmly discuss their differences and to see if those differences can be resolved. If such resolution cannot be achieved, the parties to the dispute should schedule another meeting to discuss their differences at which the Administrator or the Parent Liaison to the Board can be present. If a resolution is still not achieved, a grievance may be submitted to the Board of Directors to be decided in its sole discretion.

Any parent desiring to speak with the school board is encouraged to attend the board's monthly meeting and to speak with the board during the Parent Time which is scheduled at the beginning of each monthly meeting.

In the event that a parent feels the need to communicate a matter to the board prior to a scheduled monthly meeting, the parent should contact the board's Parent Liaison to discuss the matter. For the current school year, the Parent Liaison is Jimmy Hopper. Mr. Hopper is available to make an appointment by email at jimhop7@att.net or by telephone at 205-758-8706.

3.18 Parental Involvement

As a support and extension of the family unit, Riverwood Classical School considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed, since He compares it to the relationship believers have with Christ and the Father. Therefore, at Riverwood Classical School we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school. Below are just a few of the more common ways we do this. Please feel free to ask if you would like to try additional ideas.

1. Visit the school/class at any time. (Simply call ahead out of courtesy to the teacher.)
2. Assist in the classroom, regularly or infrequently. (Again, arrangements should be made with the teacher concerned.)
3. Act as chaperone on field trips or library visits.
4. Serve as a story-reader, song-leader, or guest artist or offer your special talents.
5. With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
6. Share your experiences, trips, or vacations, as they may relate to an area of study in a class.

7. Volunteer to help with fundraising.
8. Help host class parties at home or in the classroom.
9. Attend all Parent-Teacher Conferences that are formally scheduled twice each year. Informal conferences may be held at other times, by appointment, at the parent's request.
10. Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home.

3.19 Driving Students

Students may drive their own cars to school once the student, the students' parents, and the school's administrator have completed a Driving Student Agreement, which may be obtained from the school. The Driving Student Agreement provides that:

- Students who drive onto the school campus must have a valid driver's license and be driving a licensed and insured vehicle.
- The school must be notified as soon as practicable if the student will be absent. Similarly, if not already contacted by the parent, the school will notify the parent as soon as possible if the driving student is not at school by 7:55 a.m. and is, therefore, tardy.
- Students must show courtesy to other drivers in the parking lot and obey traffic directions from any school staff.
- Students must not drive recklessly, exceed 10 miles per hour, or make sudden or daring moves while driving on the school campus.
- Students must park and come into the school as soon as they arrive on campus. Students must not cruise in the parking lot or loiter around cars, either individually or in groups.
- Students may not drive on school field trips.
- Students may only return to cars during the school day with permission from school staff.
- If a student must leave campus during the school day, his or her parent must have previously informed school staff of the need for the student to leave and the time at which he or she should leave the campus.
- Non-driving students will only be allowed to leave campus with a Driving Student if the students are siblings named in the Driving Student Agreement or if the Non-driving Student's parent has previously consented to have said student leave campus with that Driving Student, specifically.
- Students may be required to remove personalized items from a car's exterior if those items present issues or personalities that are considered controversial by the school's administration or the school's board.
- Violations of any of these provisions are to be determined strictly at the discretion of the school's administration, and such violations may result in the revocation of a student's privilege to drive on the school campus.
- The school's administration may prevent a student from getting in a car and driving off campus at any time.

3.20 Social Media Policy

RCS, through its employees, occasionally posts pictures of students to various forms of social media, including our website and Facebook page, without identifying students by full name. Parents may opt out of this by signing the opt out clause found on page 2 of the student Information Sheet.

Section 4: Educational Policies and Procedures

4.1 Textbooks

All classroom books and cards and library books belong to Riverwood Classical School or its teachers and are loaned to our students for a portion of or for the entirety of the school year. The teacher will record the condition of each book when it is checked out to the student. Students must respect the books as borrowed property. Students will be charged the replacement value of any book which is lost or which is determined to be damaged (e.g. pages torn or writing in book) or excessively worn (hardback texts must be covered). If a lost book is found subsequent to being replaced, the student may keep the book or may receive the used book value from the school if the school has need of the book. Certain consumables (such as workbooks) must be purchased by the student from the School.

4.2 Academic Testing and Grading

Students in all grades may expect to take regular and periodic tests in all subjects and skill areas. Students and parents will be informed ahead of time of approaching test dates and will be given adequate time to prepare. In general, students are expected to participate in examinations on the announced date. Exceptions to this general rule must be approved by the teacher prior to the announced date of the test. Class work or tests that are missed due to an absence must be made up upon returning to school within two (2) class days for each day missed (see Section 3.2 Attendance). In the event that a student is absent for several consecutive days, thus missing a substantial amount of class work and tests, the teacher, student, and parent may develop a make-up plan. Such a plan will seek to expedite the makeup process without penalizing the student. Missed class work and tests which are not completed within the prescribed time period or in accordance with a make-up plan may not be made up and will be assigned a grade of zero (0).

Please Note: It is the responsibility of the student and/or parent to contact each teacher and make the necessary arrangements to make-up a missed assignment or test.

It is the general policy of RCS that students pass tests with a grade of at least 80%. Students making below 80% will usually be required to retake tests unless otherwise determined in the discretion of the teacher or administrator.

Teachers will make every effort to notify parents when a student is failing a subject or when a student has failed a test or quiz, which the parents should carefully review.

4.3 Homework Philosophy and Policy

Students often need some amount of extra practice in new concepts, skills, or facts. In certain subjects (e.g. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on material, the teacher may assign homework to allow for necessary practice. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.

Riverwood Classical School recognizes that parental involvement is critical to a child's education; therefore, homework can be used as an opportunity for parents to actively assist their child in his or her studies.

Homework is defined as additional class-related work which is assigned by the teacher to be completed outside of class. The following are not considered homework: personal review, reading, or work on assignments not completed in class.

Homework is assigned for specific and beneficial purposes. The amount of time spent on homework will vary from student to student. Homework surveys may be conducted throughout the year to ensure that the level of homework is reasonable.

The guidelines provided should be regarded as approximate maximum times for the diligent, not as required minimum times or as maximum times for the distractible student.

Kindergarten & 1st Grade:	15 minutes
2nd-4th Grade:	30-45 minutes
5th-6th Grade:	60 minutes
7th-9th Grade:	60-90 minutes

In general, homework will not be assigned over the weekend or over holidays or vacation periods. Also, there will be little assigned homework on Wednesday evenings in an effort to facilitate our families' participation in their local church services and times of fellowship.

Please Note: Despite the general policy, there may be occasions when students may need to complete assignments over a Wednesday night or weekend.

Details about day-to-day homework assignments can be found at:

- sites.google.com/a/riverwoodclassical.org/mrsstaggs/home for the Upper School and
- sites.google.com/a/riverwoodclassical.org/grammar-school/home for the Grammar School.

4.4 Grading / Progress Report Policy

Riverwood Classical School will report student grades and academic progress each quarter of the academic year (approximately every 9 weeks). Upper school students will receive progress reports at the ends of the 1st and 3rd quarters then cumulative report cards at the ends of the Fall and Spring Semesters. Only the cumulative semester grades will be recorded on transcripts for upper school students. Behavioral performance will be monitored and reported simultaneously with grades. A schedule of the dates of issuance of report cards (and progress reports) is published in the school calendar.

In addition to the reporting of grades on a quarterly basis, teachers will make general classroom plans available to parents, so that parents may be aware of what the students will be studying, and will send home the student's graded work on a regular basis, so that parents may monitor their child's progress. Parents will also be contacted immediately upon a performance or behavior issue coming to the teacher's attention.

All academic grading at Riverwood Classical School will use a criteria-referenced basis for evaluation. That is, the students will be assessed against an objective standard in each class and subject. Riverwood Classical School will not base grades on a curve or against any other overtly subjective means. This approach will reduce the possibility of grade inflation and give a more accurate picture of student performance and progress. Please note that any annual standardized test results will not be included in or considered part of the grade or progress reporting procedures.

Quarterly grades will be based on tests, quizzes, book reports, class assignments, and homework. Participation in class discussion may also be graded. Variety in the amount and kind of testing, assignments, and homework is highly encouraged. In addition, projects may be used in place of tests for some classes.

4.5 Grading Guidelines

Percentages and grade equivalents:

90%-100%	A	Excellent	60%-69%	D	Needs Improvement
98%-100%	A+		68%-69%	D+	
94%-97%	A		64%-67%	D	
90%-93%	A-		60%-63%	D-	
80%-89%	B	Very Good	59% or below	F	Failing
88%-89%	B+				
84%-87%	B			I	Incomplete
80%-83%	B-				
70%-79%	C	Satisfactory			
78%-79%	C+				
74%-77%	C				
70%-73%	C-				

Kindergarten, First Grade (if taught with Kindergarten), Behavior, and Class Participation Grades:

E	Excellent
V/VG	Very Good
S	Satisfactory
N	Needs Improvement
F	Failing

The teaching staff of Riverwood Classical School will make every effort to keep our parents informed of their child's academic and behavioral performance.

4.6 Promotion and Retention

Students who achieve passing semester grades in all subject and skill areas are eligible for promotion to the next grade level. Students who fail to achieve passing credit in one subject or skill area may be promoted provisionally, provided the subject failed is not language studies or mathematics. Students who fail to achieve passing grades in language studies, mathematics,

or in any two (2) other subjects or skill areas are subject to retention. The final decision in promotion and retention matters will rest with the Board.

4.7 Field Trips

Field trips are an integral part of the hands-on learning process at Riverwood Classical School. Your child must have a field trip permission form on file before he or she will be able to participate in any field trips. Teachers will notify parents of upcoming field trips and may ask for parents to serve as chaperones and drivers. We encourage parental participation and believe that a parent's attendance enhances the learning process and the moral development of our children. Parents who transport students must do so with a valid driver's license in a licensed and insured vehicle.

Driver and Chaperone Procedures:

- Drivers and chaperones will meet as a group before leaving the school on the trip.
- You will be assigned a specific group of children to ride with or drive. These children are under your authority and are your responsibility for the entirety of the trip.
- One child shall sit per seat belt in the vehicle. No child below the age of 12 is to sit in the front passenger seat when there is an airbag for that seat.
- The driver should make sure every child is seated and secure inside the vehicle before entering themselves. Upon arrival at the event or the return to school, the children should wait inside the car until an adult is outside of the vehicle and ready to receive them.
- Classroom behavioral standards are expected throughout the entirety of the event, including the ride to and from the designated location. In the vehicle students should remain seated and engage in appropriate conversation at a lowered volume that does not disturb the driver. Drivers and Chaperones are expected to maintain these standards with the blessing and authority of the teacher and administration.
- Children are not allowed to have or use electronic equipment on field trips (Walkman, Gameboy, TV, VCR, etc.) unless given permission by the Head Teacher or Administrator.
- Please be mindful of all families represented at Riverwood Classical School when a choice is made as to the music played or shows viewed inside your vehicle.
- Upon arrival at the field trip site, the group of students should wait at the vehicle until the teacher arrives and then remain with their Chaperone the entire time. Should the group reconvene and be seated in an auditorium or arena, the Chaperone should be seated with his or her group.
- Behavioral standards at the event site should mirror our expectations in the classroom. Students should show respect and honor to other classmates, the audience, performers, and Chaperones. We expect to ask only once for a behavior to cease before the student complies. We expect Riverwood students to act with impeccable dignity and manners, doing only what would be pleasing to God.
- Leaving the event should ideally be a reversal of the entry. The students should sit in the same seats on returning to the school as they did on arrival.
- Drivers should use the predetermined route in going to the event as well as on the return.
- Drivers should stay in their assigned position in the convoy, waiting patiently for other vehicles in regard to speed and traffic impediments. We ask that you not run errands when driving for the school, including stopping for lunch or gas. It is important to have the children arrive at relatively the same time.

- After arriving back at the school, drivers should stay with their students until the teacher arrives, and they should not allow the children to enter the room until the teacher is present.

4.8 Computer Use in the Classroom / Acceptable Use of Technology

Any computer, tablet, phone, or e-reader use within the classroom will be under direct supervision of a faculty or staff member, and any use not associated with specific curriculum activities is not allowed. Students must also have permission from a teacher to use any of these devices during any school times.

If the use of any of these devices is allowed by a teacher, these devices may not be used during the school day to access any social media, personal email, or the internet except as specifically allowed for school purposes.

The use of any of these devices and the school's internet connection shall be done:

- in a Christian manner under the standards of conduct prescribed by Scripture,
- only for school-sanctioned purposes,
- keeping in mind what is appropriate to be, even inadvertently, viewed by others, particularly other students in the vicinity, and endeavoring to maintain that standard,
- treating others at school and on the internet with respect at all times,
 - including properly citing to sources of research obtained via the internet,
 - and properly quoting any information gleaned from the internet,
- never disclosing personal information to unknown persons or sites about oneself or others,
- and knowing that misuse of the technology or internet, as determined by a teacher, administrator, or the school board, may result in the withdrawal of technology and internet privileges from a student.

Any student wishing to use any of these devices and/or the internet at RCS shall complete an Acceptable Use of Technology Agreement indicating both his or her understanding of this policy and the student's parents' understanding of the policy before such use will be allowed.

4.9 Learning Disabilities and Special Needs

The following policies do not reflect an ambivalence on the part of Riverwood Classical School Board or staff toward those parents who seek a Christian education for their special needs child, but rather reflect our current limitations in staffing, training, and classroom facilities. We desire to assist all families, particularly member families, with references and creative solutions for discharging their responsibilities to educate all of their children, regardless of abilities, in a Christ-centered and God-honoring manner.

Definitions:

A. Severe Learning Disability: Any condition in a potential student which would require a separate classroom, program, and/or staff member in order to provide the educational services desired by the parents. Examples of severe learning disabilities may be Down's syndrome, autism, deafness, muteness, blindness, etc.

B. Learning Disability: Any condition in a potential student or student which does not require a separate classroom, program, and/or staff member in order to provide the educational services desired by the parents. Examples of learning disabilities may be hyperactivity, attention deficit disorder, dyslexia, etc. For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

General Policy:

1. Children with a severe learning disability will not be admitted to Riverwood Classical School due to the lack of adequate staff, funding, and facilities to meet their needs.
2. Children who have been diagnosed as having a learning disability will be required to meet the same academic and behavioral standards as all the other children in their grade level.
3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.
4. Parents must inform Riverwood Classical School of any perceived or diagnosed learning problems in a potential student at the time of application. Parental concerns as well as concerns for the educational experience of potential classmates will be weighed by Riverwood Classical School Board Members before making a decision concerning admission. Interviews of parents and the potential student will be required as well as possible placement testing. The final decision regarding a student's admission rests solely with the Board of Directors.

Riverwood Classical School is not currently trained or equipped to accommodate a large range of learning disabilities. However, if any disabilities are discovered while a child is attending Riverwood Classical School, the school will make every effort to provide excellent references and resources that are uniquely related to each child.

4.10 Appointments / Parent Conferences

At a minimum there will be two conferences each school year between the parent or parents and teacher of each student. Generally, these conferences will be held during the 2nd and 4th quarters.

A question requiring a short, quick answer to a simple matter may be addressed to a teacher by email. However, if a parent needs to discuss a sensitive or personal matter concerning a student or wishes to make any criticism of the school or its faculty or staff, they should not do so using email or the telephone. Instead, the parents should make an appointment with the teacher or Administrator, as appropriate to the case, and meet with him or her face-to-face.

Please note: Teachers are not available for any kind of discussion between the hours of 7:45 a.m. and 3:45 p.m. Any question to which the answer will be more than one sentence should be considered a discussion and should be scheduled accordingly after school hours.

4.11 School Supplies

General school supplies such as paper, pencils, crayons, etc., will be purchased by the student. A detailed list of supplies needed for each grade will be sent to the parents well in advance of the first day of classes. Some supplies specifically required by certain curricula will be made available for purchase through the school.

4.12 Standardized Testing

Riverwood Classical will administer the CTP-4 or Iowa exams periodically to students as reasonably necessary to allow for an accurate measurement of the student's progress and to indicate the best use of curriculum for the student. Any other standardized tests may also be administered as required by law or the Board.

Absent other circumstances which make testing necessary, standardized testing will generally be administered annually in the spring beginning in about 2nd grade.

4.13 Student Records

Records maintained by the school for each student will be held in confidence. Copies of such records will be released only upon the written request of the parent or legal guardian and when the student's account is current.

In the event that the school ceases operations, all student records will be forwarded to the Tuscaloosa City Schools for storage.

4.14 Fine Arts Participation and Grading

Fine Arts (Music, Art, and Drama) are an integral part of a classical and Godly education and serve as one of many ways in which we can perceive God's truth, beauty, and goodness. To that end, students are expected to be present for all music, art, and drama classes and to understand that these are not "elective" courses. Attendance will be excused only if it is due to personal illness, family emergency, or a planned (excused) absence and may or may not be made up, depending upon the work missed.

Students who check out of school early, are absent for any reason other than those listed above, or who choose not to participate to the best of their abilities will lose points from their respective fine arts grades. Additionally, students with 3 or more unexcused absences or effective absences, those caused by a refusal to participate, in music, art, or drama each semester may or may not be able to participate in the end-of-semester concert/presentation at the discretion of his or her teacher. Additional written work may be required of students with excessive absences in these areas.

4.15 Physical Education

Riverwood Classical School provides general physical education as part of its curriculum. Because the physical education program is an integral part of an education which teaches honoring God by physical and heart-oriented self-discipline, all students are expected to participate cheerfully and to the best of their abilities. Only those students who come to school with a written excuse that specifically explains the nature and extent of their physical incapacity that day will be excused from some or all participation during that day.

4.16 Curriculum

The Riverwood Classical School Curriculum Guide lists all curriculum used in the various grades at RCS and can be found on the school's website at www.riverwoodclassical.org/articles.

4.17 Graduation Requirements and Diplomas Offered

All students must complete a minimum of 24 Carnegie units of class work to graduate with a diploma from Riverwood Classical School. The waiver of any graduation requirements will be at the discretion of the school board for cause shown.

Standard Diploma: To those students who have completed 24 units (.1 units representing 1 hour of instruction per school week), which include the following, a Standard Diploma will be issued.

Subject	Included Topics	Units Earned
English/Bible/History	one Omnibus course per high school year of attendance sufficient to have provided instruction in: Ancient, Medieval, and Modern Literature World and American History and Government	8
Math	Algebra I, Geometry, and Algebra II	4
Science	Physical Science and Biology	4
Foreign Language	Latin	2
Logic	Formal and Informal Logic	0.8
Composition	English Grammar and Composition	0.4
Art and Music	Technique, Theory, and History	2
Physical Education		1

Classical Diploma: To those students who have completed 24 Carnegie units (.1 units representing 1 hour of instruction per school week), which include the following, and a Senior Research Paper, a Classical Diploma will be issued, indicating successful completion of an advanced and classical course of study.

Subject	Included Topics	Units Earned
English/Bible/History	having previously completed the Omnibus I and II courses, Omnibus III: Reformation to the Present Omnibus IV: The Ancient World Omnibus V: The Medieval World Omnibus VI: The Modern World	8
Math	Algebra I, Geometry, Algebra II, and Pre-Calculus	4
Science	Physical Science, Biology, Chemistry, and Physics	4
Foreign Language	Latin and Greek	2
Logic	Informal and Formal Logic, if not completed previously	0.8
Rhetoric	Composition and Speaking using the 5 Canons and Written Composition	0.8
Art and Music	Technique, Theory, and History	2
Physical Education		1

Comparison of Alabama and RCS Graduation Requirements

Subject	Alabama Required Course	Alabama Required Units	RCS Course	RCS Units Earned
English Language Arts	English 9	1	Omnibus I, II, III, IV, V, or VI	1
	English 10	1	“	1
	English 11	1	“	1
	English 12	1	“	1
	<i>Total</i>	<i>4</i>	<i>Total</i>	<i>4</i>
Omnibus is a 2-hour per day course that requires reading of original literature, including the Bible, to study history, including the cultures and values that created the history. Courses cover ancient history and literature (I and IV), medieval history and literature (II and V), and modern history and literature (III and VI). The course also includes instruction in grammar and composition, usually as a separately graded component.				
Mathematics	Algebra I or Substitute	1	Algebra I or Substitute	1
	Geometry or Substitute	1	Geometry or Substitute	1
	Algebra II or Substitute	1	Algebra II or Substitute	1
	Math Credit Eligible Course: Career-Tech/AP/IB/College/Other	1	Pre-Calculus or Substitute	1
	<i>Total</i>	<i>4</i>	<i>Total</i>	<i>4</i>
Students are required to take a mathematics course during every year of attendance. That course is assigned based upon the student’s demonstration of previously mastered skills. The listed courses are the ideal course of curriculum. However, students who have not progressed to the point of Algebra I are placed in the next sequential curriculum appropriate to their skill level, and students who have progressed beyond the expected grade-level curriculum are placed in a more advanced curriculum.				
Science	Biology	1	Physical Science	1
	Chemistry, Physics, or Physical Science	1	Biology	1
	Science Credit Eligible Courses: Career-Tech/AP/IB/College/Other	2	Chemistry (or Marine Biology if student is not in Algebra II)	1
			Physics (or General Science if not mastered before high school)	1
	<i>Total</i>	<i>4</i>	<i>Total</i>	<i>4</i>
Students not able to progress through four science curricula during the course of high school may use the study of Introductory and Intermediate Logic, useful skills in the study of both math and science, to fulfill needed science units.				

Social Studies	World History	1	Omnibus I, II, IV, V (ancient and medieval courses)	2
	United States History I	1	Omnibus III (modern & US)	.5
	United States History II	1	Omnibus VI (modern & US)	.5
	United States Government	0.5	Omnibus III and VI	.5
	Economics	0.5	Omnibus III and VI	.5
	<i>Total</i>	<i>4</i>	<i>Total</i>	<i>4</i>
Physical Education	Lifelong Individualized Fitness Education or IROTC Credit	1	Team Sports, Fitness Training, Nutrition (taken all 4 years, usually for .4-.5 units per year)	1
Health		0.5	Etiquette/Protocol (all 4 years) teaches personal grooming and maintenance	0.4
			Biology teaches reproductive science	
			Physical Education , Biology, Chemistry, and Etiquette teach nutrition	0.6
			Christian sexuality is addressed through the reading of Scripture and literature counter to Scripture in the Omnibus courses	
	<i>Total</i>	<i>0.5</i>	<i>Total</i>	<i>1</i>
Career Preparedness		1	Addressed in Omnibus IV-VI by reading essays about various professions	
			Introductory Logic, Intermediate Logic, and Formal Rhetoric (over 4 years)	1
	<i>Total</i>	<i>1</i>	<i>Total</i>	<i>1</i>
Career and Technical Ed/ Foreign Language/ Arts		3	Latin (over 4 years)	1.6
			Art Technique, Theory, and History (over 4 years)	0.8
			Musical Technique, Theory, and History (over 4 years)	1.2
	<i>Total</i>	<i>3</i>	<i>Total</i>	<i>3.6</i>
Electives		2.5		1.4
Total Units	Alabama	24	RCS	24

Section 5: Discipline Policies and Procedures

5.1 Conduct and Discipline

The backbone of any school is a relationship between the teachers and students which is manifested in obedience to God's revealed will. The teachers' love for their pupils should be visible to all through their love for God and learning and their desire to guide their pupils intellectually to love the same. The students should respond to their teachers' love by obeying the letter and spirit of all that the teachers require with a joyful heart. Love for the Lord, for His Word, and for one another, within appropriate, established boundaries, should characterize all that we do. For this reason, there are two school rules which apply to every situation.

Basic Rules

1. Do everything to the glory of God.
2. Treat others as you wish to be treated.

Even the most common and mundane areas of our lives are to be lived in such a way that God is honored and glorified. Riverwood Classical School deeply desires that our staff and students would live the Gospel of the Lord Jesus Christ by rejecting the anti-authoritarian, selfish, and unloving attitudes that surround us, preferring instead to speak and act with the love, grace, and respect that flows from grateful and joyous hearts. In order that students might have tangible examples of these ideals on which to base their own actions, we have listed some guidelines to help them. They are expectations we desire that our parents share as well. The list is not intended to be exhaustive, but representative. At Riverwood Classical School, these basic expectations, as examples of obedience to God's will, are to be cheerfully manifested at all times and in every situation.

Basic Expectations

1. Students are expected to exemplify basic Christian standards of behavior, conversation, and attitude.
2. Students are expected to obey their teachers in all things at first request. There should be no talking back or arguing with teachers or staff. Disrespectful verbal or non-verbal communication is not allowed. Prompt and cheerful obedience is expected at all times.
3. Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
4. Students are expected to treat all of the school's materials and facilities with respect and care, as though they were their own. This includes all textbooks distributed to the students (students will be charged the replacement cost for lost or damaged textbooks).
5. Students are expected not to run or make noise in hallways but to be silent and orderly unless given permission by a teacher to do otherwise. Teachers will escort their classes through the halls to lunch, assemblies, and other class functions.
6. Quiet talk and good manners are to be the visible standard during lunchtime.
7. Students are expected to address all adults by title (e.g. Mrs. Smith, Mr. Johnson) when speaking to them. When given a directive or when asked a question requiring a response of "yes" or "no," the student should add "sir" or "ma'am" as a demonstration of honor and respect.

8. Students are expected to stand, greet, and make eye contact with any adult when he or she enters the classroom as a demonstration of honor and respect.

Exclusive Relationships: At Riverwood Classical we spend much of our time considering and learning about our relationship with Christ, our Savior, and how that affects our relationships among ourselves as fellow Christians. We do this because RCS has been delegated responsibility by our students' parents to assist them in both the spiritual nurture and education of their children. In an effort to maintain our focus on Christ and our relationships as fellow Christians, students of all ages are expected to refrain from *any* manifestations of exclusive relationships at school, romantic or otherwise.

Refraining from any manifestation of an exclusive relationship means that students should not flirt with or speak only with each other, should not touch each other in any way that might seem romantic or intended to exclude others, should not write notes to each other (which they should not be doing anyway) to express romantic or private interests, and should not discuss an existing relationship which is being conducted outside of school. It should be noted, though, that obedience to this part of the handbook will be accomplished by a willing spirit and not by merely refraining from certain physical acts. Failure to obey this expectation in any fashion will result in discipline from the teacher or administrator.

Discipline Policy

Discipline, as with all other aspects of training at Riverwood Classical School, will be thoroughly biblical and as defined by the Scriptures. The Scriptures identify that discipline administered to a child will be:

1. motivated by and performed in love,
2. swift,
3. appropriately painful,
4. effective with wise recipients,
5. often identified with the use of rebuke and chastening,
6. often accompanied by restitution and/or apologies, public and private, and
7. completed by repentance (including no lingering attitudes), a restoration of fellowship, love, and forgiveness.

Discipline will be administered in light of a student's particular offense and attitude. There are two levels of discipline at Riverwood Classical School, each treated with a particular procedure: classroom level and administrative. The vast majority of discipline is handled at the classroom level. When necessary, discipline is handled by the school's Administrator. It is the school's desire that parents be supportive, active, and involved in their child's training through the use of godly discipline.

Classroom Discipline Procedure

Most incidents of misbehavior will be dealt with by a student's teacher according to the following procedure, subject to the sound discretion of the teacher. This procedure will also be followed by any substitute teacher, volunteer teacher, or teacher's aid when he or she is acting under the delegated authority of a teacher.

First Offense: Firm and loving verbal rebuke that identifies inappropriate behavior. At the teacher's discretion, the teacher will notify the parents of the nature of the misbehavior and

the rebuke. This initial rebuke offers the student the opportunity to demonstrate that he is “wise” and desires to honor the Lord, his teacher, and his parents with his obedience and response to correction. If the nature of the misbehavior warrants notification, it also alerts parents to potential problems (especially with regard to attitude) and helps them to assume final responsibility for correcting their child.

Second Offense: Firm and loving written rebuke, “yellow slip,” that identifies the inappropriate behavior and rebukes the child for his unwillingness to respond in wisdom to the first rebuke. Following a second rebuke, the child’s teacher may, at the teacher’s discretion, notify his parents of the nature of his misbehavior and of the rebuke for both the first and second offenses.

Third Offense: The teacher will issue a written “red” discipline slip containing the nature of the offense which will be given to the Administrator who will administer discipline as listed in under “Administrative Discipline Procedure.” The slip then will be sent home as notification of the offense to the parents. This notification will explain to the parents the child's misbehavior, the rebuke, and the discipline administered. The school assumes that the parents will take action to prevent further offenses, since they have the ultimate responsibility for their child's correction.

Fourth Offense: The teacher will repeat the process outlined for the Third Offense, and this offense will also be treated as an incident of Administrative Discipline for purposes of the accounting outlined in that subsection. The teacher may refer any further offenses directly to the Administrator for discipline, in order that valuable classroom time is preserved for learning by the whole class.

Administrative Discipline Policy

There are seven basic misbehaviors that may necessitate discipline from the Administrator. Those behaviors are:

1. disrespect shown to any staff member or peer, whether in the form of a look, a response, or any other action. A staff member will be the judge of whether or not disrespect has been shown.
2. dishonesty in any situation, including lying or otherwise deceiving, cheating, forging, or stealing.
3. rebellion, i.e., outright disobedience (active or passive) in response to instructions.
4. malicious or selfish physical harm or intent to harm another student, including fighting, shoving, tripping, or name calling.
5. obscene, vulgar, profane, or malicious language or action, including swearing, taking the Lord’s name in vain, name-calling, dirty-joke telling, or exposing the school campus to obscene material.
6. bringing to campus a weapon of any kind, alcohol, illegal drugs, or any other item, substance, or activity considered dangerous by the administration.
7. leaving campus at any time without approval from the administration.

Administrative Discipline Procedure

If the Administrator becomes involved in discipline, he will:

1. investigate and determine the nature of the offense (consulting teacher, student, and others),
2. seek to give godly and biblical counsel to the student,
3. seek confession and repentance from the student,

4. administer punishment in the form of detention during snack or lunch or licks, as preferred by the parent,
5. require restitution or apology, if appropriate,
6. pray with and for the student, and
7. reassure the student of love, forgiveness, and restoration of fellowship.

If a student receives discipline from the Administrator during the course of a single school year, the following procedures will be observed.

1. Any time a student is sent to the Administrator for discipline, the student's parents will receive a red slip or discipline report with the details of the offense and discipline. The parents' assistance and support in averting further problems will be sought.
2. If a student frequently is sent to the Administrator for discipline, the Administrator will require a meeting with the student's parents in which a formal improvement plan will be developed and instituted.
3. Should the student be sent to the Administrator repeatedly for the same sin, the Administrator may impose upon the student up to a two-day in-school or out-of-school suspension.
4. If the student is sent to the Administrator for discipline repeatedly and the student shows no evidence of or willingness to repent or reform, the Administrator may refer the matter to the School Board, which may expel the student from the school.

Expulsion

Riverwood Classical School realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Repentance, forgiveness, and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems, the School Board may expel the student.

Serious Misconduct

Should a student commit an act of such a serious nature that the Administrator deems it necessary, the Administrative discipline process may be bypassed and suspension or expulsion may be imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence or vandalism to the school facilities, violations of local, state, or federal criminal laws, or any act in clear contradiction of scriptural commands.

Re-admittance

Should the expelled student desire to be readmitted to Riverwood Classical School at a later date, the School Board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

5.2 Dress Code

Although not intrinsically wrong, anything that would cause undue attention to be paid to a student or would cause distraction to other students is not allowed under the dress code. It is the intention of Riverwood Classical School to create an atmosphere that is conducive to focus and learning. Uniforms also serve as a small measure of the self-discipline intrinsic to the core Biblical values Riverwood seeks to uphold. We intend, by defining what is appropriate attire while in attendance at Riverwood Classical School or at designated school functions, to make complying with these principles simple and straightforward for parents and students. We do not intend to imply that other attire is not necessarily appropriate at other times. Therefore, the following dress code is provided:

Boys' School Clothing:

Pants: khaki or navy blue slacks or dress shorts, which may be worn with a black or brown leather belt

Shirts: dark (forest) green, red, light or navy blue polo shirts, turtlenecks, t-shirts, or button-down shirts, long or short-sleeved

Sweaters: navy blue, red, or dark (forest) green pull over or cardigan sweaters, vest or long-sleeved

Shoes: plain, dark shoes or plain, dark or light, tennis shoes or plain sandals

Socks: brown, black, white, or navy blue socks (socks need not be worn with sandals)

Girls' School Clothing:

Pants: khaki or navy blue slacks or dress shorts, which may be worn with a black or brown leather belt

Skirts/jumpers: khaki or navy blue skirts or jumpers

Blouses: dark (forest) green, red, or navy blue polo shirts, turtlenecks, t-shirts, or blouses, long or short-sleeved

Sweaters: navy blue, red, or dark (forest) green pull over or cardigan sweaters, vest or long-sleeved

Shoes: plain, dark shoes or plain, dark or light, tennis shoes or plain sandals

Socks: brown, black, white, or navy blue socks or tights (socks or tights need not be worn with sandals)

General Clarifications:

1. All skirts, jumpers, and shorts must not be shorter than the student's hand width (measured across the palm) above the knee. Shorts must be worn underneath all skirts and jumpers that are shorter than knee-length.
2. All pants, skirts, jumpers, shirts, blouses, sweaters, shoes, and socks must be solid colors; this means no stripes, flowers, decorative patches, logos, insignias, off-color collars, etc.
3. Tasteful hair accessories are appropriate but must not be used as self-expression. Hair accessories (clips, pins, etc.) should be in muted colors with no sequins. Hair ribbons must be navy, white, red or dark (forest) green. All fad-related hair accessories are prohibited. Hair must be styled in a manner that prevents the hair from covering the student's face or eyes, and any hair style that distracts a student from school is in violation of the dress code.
4. Any other accessories should also be muted in color, nondescript, not used as self-expression, and must match the school uniform being worn.

5. Denim is not part of the dress code.
6. Sandals must be solid brown, black, dark blue, or white with a strap to keep them on. No slip-ons, clogs, or flip flops. Crocs may be worn so long as they comply with the preceding.
7. Tennis shoes will be considered plain if their colors are primarily black, grey, navy, or white with no more than two accent colors.
8. Hats are not allowed under the dress code.
9. Overcoats, jackets, hats, ear warmers, scarves, and gloves are not covered in this dress code because they are not allowed to be worn inside the classroom. The only time that such clothing may be worn inside the school building is when the student is in the immediate process of coming inside from or going to the outdoors.
10. Any tattoos (temporary or permanent) on students must remain covered and out of sight to other students throughout the school day.

Clarifications for Grammar Students:

1. Boots, no matter what color, are not considered shoes for purposes of the dress code.
2. Dyed or bleached hair will not be allowed for boys or girls.
3. Girls may wear one pair of simple gold, silver, or pearl stud earrings. Each student may wear one plain watch. Other jewelry does not fall within the spirit of the dress code.
4. Nail polish and make-up is not allowed under the dress code. Students may use colorless lip balm for medicinal purposes.

Clarifications for Upper School Students (Transition Class and Above Only):

1. Girls may wear RCS school plaid (black watch) skirts, dresses, or jumpers in addition to the other school colors..
2. Girls and boys may wear black pants, but they may not be worn with black tops.
3. Girls and boys may wear white or black polo shirts, turtlenecks, t-shirts, or blouses, long or short-sleeved in addition to other school colors.
4. Boys may wear white, light blue, or school plaid (black watch) button-down dress shirts.
5. Boots may be worn in colors allowed for shoes in the dress code, unless they pose a safety hazard as determined by a student's teacher or the administrator. Multi-colored boots are not allowed.
6. Girls may wear one pair of small earrings on the lobe. Ear wear that could double for a fishing lure should be saved for other occasions. Earrings in double ear piercings, piercings around the top of the ear, or anywhere else are inappropriate. Earrings or other piercing-fillers of any kind are not allowed for boys.
7. Girls and boys may wear one watch. Girls may wear one small ring. Any other jewelry is not dress-code appropriate.
8. Hair color should be a color that God designed for human hair. Color used by girls should be subtle and not for the purposes of calling attention to themselves. Dyed or bleached hair is not allowed for boys.
9. Girls may wear one soft color nail polish (the same color on all nails). They may wear soft, subtle, natural colored makeup. Make up may not be applied during class time.

Deviation from the dress code, as determined by the school's administrator, will subject the student to discipline as described in Section 5 of this handbook.

5.3 Prohibited Items

Weapons: Students shall not be in possession of weapons on school grounds or at any school related events.

Toys: The possession of toys in the classroom is prohibited unless approved by individual classroom teacher. RCS cannot guarantee the safety of any items or toys brought to school.

2019-2020 Fees and Tuition Rates

<i>Application/Registration Fees due before student starts school</i>	<i>Paid in Full by May 31</i>	<i>Payment Completed in any part after May 31</i>	<i>Suggested Monthly Payments February-May 2019</i>
for First Student in Family	\$260.00	\$310.00	\$65.00/month
for Additional Students in Family	\$208.00	\$258.00	\$52.00/month

<i>Fees and Tuition Costs</i>	<i>Full Amount Due</i>	<i>Final Payment Due Date</i>	<i>Minimum Due per Month of School beginning Aug 10</i>
Installment Fee charged on all tuition and fees not paid by Aug 10	5% of total fees and tuition remaining due	May 10	\$29.00
Consumable Items Fee all students	\$300.00	Jan 10	\$50.00
Field Trip Fee all students	\$102.00	Jan 10	\$17.00
Testing Fee 2nd-12th grades	\$66.00	Jan 10	\$11.00
Tuition Part-Time Kindergarten (8:00-12:20 M-F)	\$3200.00	May 10	\$320.00
Tuition Full-Time K4-6th grade	\$4800.00	May 10 July 10	\$480.00 \$400.00
Tuition 2 hrs/week 7th-12th grade	\$400.00	May 10	\$40.00
Tuition 5 hrs/week 7th-12th grade	\$900.00	May 10	\$90.00
Tuition 10 hrs/wk 7th-12th grade	\$1600.00	May 10	\$160.00
Tuition Full-Time 7th-12th grade	\$5040.00	May 10 July 10	\$504.00 \$420.00
Late Fee for payments after 10th	\$50.00	within same month	N/A

Application and Registration Fees: If application or registration fees are not paid in full when the application or re-enrollment is first submitted, a minimum payment of 1/4 of the fee, if first paid in February of the preceding year, or \$87.00, if first paid after February of the preceding year, per month is required until the fee is completely paid. Failure to make these monthly payments results in your student not having a reserved spot in his or her class until the payments are current.

Consumable Books and Supplies Fee: Each student will be charged for the cost of consumable supplies, workbooks, art and science supplies, etc. This charge is made in addition to each family's responsibility to provide the supplies listed on each year's supply list for each child in attendance. If payment in full is not made by August 10, then an installment fee must be paid and a minimum of 1/6 of the consumable fee must be paid each month from August through January until the fee is paid in full.

Testing Fee: Each family will be charged for each student in the family who is taking a standardized test. Only grades 2 through 12 will be tested, but all students tested will be charged. If payment in full is not made by August 10 then an installment fee must be paid and a minimum of 1/6 of the testing fee must be paid each month from August through January until the fee is paid in full.

Field Trip Fee: Each student will be charged a fee to cover the field trips planned for the school year. In the event that there are unplanned field trips which will exceed the amount of the fee collected, families will be charged for those as they arise. If payment in full is not made by August 10 then an installment fee must be paid and a minimum of 1/6 of the field trip fee must be paid each month from August through January until the fee is paid in full.

2019-2020 School Calendar

February 2019

M	4	Enrollment Materials Distributed
T	5	2019-2020 Enrollment Begins
M	11	1/4 Registration Fee Due to Hold Class Place

March 2019

M	11	1/4 Registration Fee Due to Hold Class Place
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April 2019

W	10	1/4 Registration Fee Due to Hold Class Place
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May 2019

F	10	1/4 Registration Fee Due to Hold Class Place
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June 2019

M	3	Registration Fees Not Paid in Full Increase by \$50 each
W-Sa	12-15	Association of Classical and Christian Schools Conference (Atlanta, GA)

July 2019

M	1	Dress Code and Supply Lists Distributed
Th	25	6:00 p.m. Parent and Student Orientation

August 2019

M	5	First Day of School 1st Quarter and Fall Semester Begin
Th	8	5:00 p.m. RCS Dance Orientation
M	12	RCS Dance Classes Begin
F	16	7:15 a.m. Back to School Family Breakfast

September 2019

M	2	Labor Day Holiday
W	11	5:00-6:00 p.m. Open House

October 2019

F	4	1st Quarter Ends
M-F	7-11	Fall Break
M	14	8:00 a.m. School Resumes; 2nd Quarter Begins
F	18	1st Quarter Report Cards and Progress Reports Distributed
Th	31	Literary Character Dress-up Day

November 2019

F	8	Parent Conference Day (No School for Students)
M	11	Veterans' Day Holiday
T	21	12:20 p.m. Students' Thanksgiving Feast
W-F	27-29	Thanksgiving Holidays

December 2019

M	2	Rehearsal Schedule Begins
Th	12	6:30 p.m. Ballet Recital
F	13	12:20 p.m. School Dismisses 6:30 p.m. Christmas Concert & Art Reception
W	18	Comfy Clothes Day; 12:20 p.m. School Dismisses 2nd Quarter and Fall Semester End
Th	19	First Day of Christmas Break

January 2020

M	6	8:00 a.m. School Resumes 3rd Quarter and Spring Semester Begin
F	10	2nd Quarter and Fall Semester Report Cards Distributed
F	17	7:15 a.m. Winter Back to School Family Breakfast
M	20	Martin Luther King, Jr., Birthday Holiday

February 2020

M	3	2019-2020 Enrollment Begins Re-Enrollment Papers Distributed
M	17	Presidents' Day Holiday

March 2020

F	6	3rd Quarter Ends
M	9	4th Quarter Begins
F	13	3rd Quarter Report Cards and Spring Semester Progress Reports Distributed
M-F	16-20	Spring Break
M	23	8:00 a.m. School Resumes

April 2020

F	3	1:30-2:30 p.m. Historical Character Presentations
M-Th	6-9	Iowa and CogAT Testing Week
F	10	Good Friday Holiday
M	13	Easter Holiday
F	17	Trivium Trot 5k (tentative)
F	24	Upper School Dinner and Dance

May 2020

F	1	Parent Conference Day (No School for Students)
M	4	Rehearsal Schedule Begins
Th	7	6:30 p.m. Spring Ballet Recital
F	14	12:20 p.m. School Dismisses 5:30 p.m. Art Reception 6:30 p.m. Spring Concert and Graduation
F	15	Last Day of School: School Dismisses at 12:20 4th Quarter and Spring Semester End 12:20 p.m. RCS Family Picnic
F	23	4th Quarter and Spring Semester Report Cards Distributed

1/31/2019