

2022-23  
Handbook

RIO LINDO

ADVENTIST ACADEMY





3200 Rio Lindo Ave.  
Healdsburg, CA 95448  
707-431-5100  
[www.RioLindo.org](http://www.RioLindo.org)

## **OUR MISSION**

We commit to reflect Christ,  
cultivate the relevancy and excitement of learning,  
and impact the world through service.

Rio Lindo Adventist Academy is accredited by the Western Association of Schools and Colleges and the Accrediting Association of Seventh Day Adventist Schools, Colleges, and Universities.

Rio Lindo Adventist Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Rio Lindo Adventist Academy does not discriminate on the basis of race, color, ethnic background, country of origin or gender in administration of its educational policies, admissions policies, scholarship or loan programs, and extracurricular programs.

**LEARN. SERVE. LEAD**

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# Vision Statement

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Our students grow to be spiritually mature, socially compassionate, intellectually competent, and independently capable members of society.

We achieve this vision by guiding our students to:

**L**ive a life based upon a personal relationship with God by

- Experiencing God through prayer, Bible study, nature, and human relationships;
- Celebrating God's love through community worship and service;
- Appreciating the Christian heritage of the Seventh-day Adventist Church;
- Developing a belief system based upon Biblical principles.

**E**xperience the excitement and relevancy of education by

- Developing the ability to learn independently;
- Learning through curiosity, exploration, and creativity;
- Demonstrating competency in the areas of reading, writing, mathematics, and technology;
- Achieving the knowledge and skills necessary for success in college and the workplace.

**A**pply Christian principles for service by

- Accepting a personal responsibility for others;
- Identifying and meeting the needs of others through service;
- Valuing and appreciating human rights and diversity;
- Utilizing social skills and leadership to enhance the community.

**R**efine and use independent living skills by

- Developing effective social and communication skills;
- Recognizing personal responsibility for healthy living;
- Demonstrating a superior work ethic;
- Enriching life with standards of morality, integrity, and accountability.

**N**avigate a successful high school experience by

- Understanding the importance and power of choice;
- Creating and following individualized learning goals;
- Establishing a balanced approach to life.

## Statement of Commitment

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It is understood that for the duration of the student's enrollment at Rio Lindo Adventist Academy, the student agrees to observe all of the school's printed and announced expectations and to uphold the Christian principles that Rio is founded on.

## Parent/School Relationship

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Rio Lindo Adventist Academy values parental involvement because it strengthens the school program. Parents of Rio students are always welcome on campus. Parent weekend in November is a great time to come visit, get a full picture of the students school life, and visit with teachers during parent-teacher conferences. Additionally, dorm guest rooms are available throughout the school year for a small fee. (Please make arrangements in advance with the deans.)

We encourage parents to stay involved with their students campus lives as well, whether it's academics, work, or dorm programs. Our teachers, deans, and administrators work to have an open, ongoing dialogue with families regarding their students lives, and are available for a one-on-one appointment as requested. We also support parents engagement in their child's school success by communication with their child's deans, teachers, and work supervisors. Parents are encouraged to communicate with the school administration if any questions or concerns arise. All phone numbers and email addresses can be found on the school website: [www.riolindo.org](http://www.riolindo.org).

Rio uses FACTS, an online data management system, to track and communicate with parents about their student's daily attendance and academic progress. Parents may sign up for a FACTS account by following the instructions on our website or by contacting the Registrar.

## Spiritual & Character Development

Our school is built around the belief that God created us in His image with the purpose of giving us love and deeper understanding. For this reason, we believe our highest purpose is to learn about this love and in turn, share this love by serving others. (Matthew 25:40) Spiritual growth begins with learning and serving. Rio works toward this by providing a framework for students to grow, not only personally in their spiritual development, but also as a community. Our dedicated staff work tirelessly to mentor, study with, and guide our students in their walks with God. Through living, learning, and working with each other, students develop relational skills that prepare them for greater service to the rest of humanity.

Our ultimate goal is for every student to begin and/or continue a life changing relationship with God.

### Character Education

While academic and spiritual success at Rio is a priority, we believe that a student's experience here is only the beginning of the rest of their lives. The success of our ultimate goal comes from designing a framework that grows with students beyond the years that Rio shares with its students. We accomplish this in the form of strategic and intentional character education.

Rio has chosen to highlight eight overarching, Christ-centered character traits. This common vocabulary allows for inclusion of students at all waypoints in their spiritual growth as they explore their own beliefs. The character traits become a platform for deeper discussion, symbols representing attitude expectations, and avenues for integrating spiritual development in all that we do.

We believe Christ calls us to:

- Meet the needs of others by developing our **Compassion**.
- Live consistent, coherent, and holistically-focused lives, being people of **Integrity**.
- Treat everyone with **Respect**, remembering there is more than meets the eye.
- Evaluate each one of our processes, believing learning cannot take place without **Reflection**.
- **Persevere** through hardship. Difficulty is a trademark of education and life, making **Grit** fundamental to success.
- Develop our own **Curiosity**, discovering that learning cannot be passive or coercive but must become intrinsic.
- Be hopeful about the outcome of every learning experience. **Optimism** is the key to keeping our eyes on the goal.
- Use **Discipline** to remove from our life anything that will not aid us in becoming the person we want to become.

### Student Participation

Rio welcomes all students where they are, regardless of their background and faith, making it a rich tapestry. We also believe that the guiding values described in our character education transcend race, religion, and/or culture and are beneficial to everyone wanting to impact our world for good. These universal principles are the foundation for all our programming. For this reason, students of Rio all participate in a comprehensive lifestyle program. These programs are expressions of our core values and are not simply optional components.

Our campus-ministries team strives to foster intrinsic motivation and rich spiritual-living amongst those whom they serve. We accomplish this by creating opportunities for meaningful engagement. These are carefully designed to foster learning that will ultimately develop individuals to become Christlike leaders. The methods for learning and leading happen within the context of meaningful spiritual programming, mentorship programming, and community programming. Boarding students should arrange their schedules so that full participation in all programing is possible. When it comes to day students, Rio understands that many of them choose to stay meaningfully involved in their own communities and families that provide spiritual programming. Boarding students, however, are expected to attend dormitory worship and all Sabbath religious services and activities. Scheduled conflicts need to be discussed with the appropriate administrator before an appointment is missed.

### **Sabbath Observance**

Following our belief that learning cannot take place without reflection, Rio Lindo Adventist Academy observes the seventh day, Saturday, of each week, setting it aside as a Sabbath. Our programming changes from focusing on weekly duties, common stressors, and generic learning to focus on spiritual health. In the mornings, we offer different options for mental development through our Sabbath School programming, designed for personal-engagement and self-improvement. Then, we turn the focus to community building and collective enlightenment in our church program. In the afternoon, students are given opportunities for self-care through exploring nature, relaxing with friends, resting in the dorm, or spending time in solitude.

In line with our character trait of discipline, students are encouraged to refine their lives for the weekend by removing distractions from spiritual growth. On Friday, students clean their rooms, all secular activities are set aside, and an attitude of contemplation is encouraged. If students are planning to participate in their own activities, outings, and/or service endeavors, prior planning and approval is necessary to help maintain an attitude of rest throughout the entire campus.

Please Note:

- Please see the dress code section, CAMPUS LIFE>Dress/Appearance, for expected Sabbath church dress attire.
- Students are expected to pay attention during programming and should not use media that prevents their engagement in the program (such as books, cell phones, etc.).
- Food delivery from off-campus restaurants is not allowed during Sabbath hours.

### **Community Service**

Well-rounded self-improvement must include helping others, not only focusing on yourself. Consequently, we value compassion as a fundamental component of our beliefs, all Rio students complete a minimum of 25 hours of community service per year for each year of attendance at an Adventist school. (This requirement must be completed prior to graduation.) Rio organizes opportunities to participate in community service throughout the year during our Community Service Days, Mission Trips, and other coordinated events in the community. Students can keep track of their progress by checking in regularly with the Registrar.

## Physical Development

Rio Lindo Adventist Academy is devoted to instilling a commitment to health and wellness as well as a love for exercise in students. Research has shown that students pay attention in class better, engage with classmates, and do better in school when they are physically active on a daily basis. The Athletic Department encourages you to take personal responsibility for healthy living and will guide you in establishing a balanced approach to life that includes a personal physical fitness plan. We create opportunities to engage in an active lifestyle through our Physical Education classes, access to our fitness facilities and campus-wide nature trails, athletic programs, and evening intramural programs.

### Rest

Adequate rest is essential for physical, mental, and spiritual growth, especially in the teenage years. Many students have very busy schedules. In order to receive adequate rest, they must become skilled in self-discipline and time management. Students who are not getting sufficient sleep are encouraged to counsel with a dean or staff member who can help them find ways to use their time wisely to achieve all their goals. In the dormitories, lights are turned off and quiet time is enforced to encourage enough rest.

### Food and Nutrition

We understand that no meal can compete with home cooked meals, but we strive to come very close with our Lacto-ovo vegetarian diet with vegan and gluten free options. We prepare local fruits and veggies, in house breads, savory soups, whole grain pastas, and a well-rounded cuisine from many different genres and cultures: because healthy eating is a top priority in the cafeteria. Three meals are served each day Monday through Saturday, with brunch and dinner served on Sundays. We use a four week menu, trying never to duplicate a meal within that month because variety is important. We always have more than one option to choose from and are always open to any suggestions or ideas when it comes to meal planning.

### Food Delivery

In order to maintain safety for our students and campus, food delivery services are only allowed for dorm students at pre-determined times and must be coordinated through the deans. No deliveries are allowed on Sabbath.

## MEDICAL CARE

### Health Records

State law requires that health records must be complete before a student can attend classes.

1. Each student is required to have a complete physical examination before entering high school. If a student has an examination after enrolling in high school, the results should be forwarded to the registrar's office.
2. A copy of the student's immunization record must be received prior to the student enrolling and attending class. If the school determines that a student is not current with any required immunizations, the student's records will be considered incomplete. The records must be complete before a student can be considered enrolled and begin class attendance.
3. Inform the school of any active health concerns or medical conditions that require ongoing management. All information will be kept confidential.

## Illness Policy

If a student is not feeling well, he/she must contact the dean to request to be put on 'sick list' and NOT go to class. While in the dorm, the student must stay in their own room and is encouraged to rest and should not have any visitors. The dean's check on sick students regularly and are in contact with parents, making sure the student receives meals and over-the-counter medicine if needed. Teachers will work with the student to make up what they missed and students will receive an excused absence if they are on sick list. If a student should have an extended illness or a communicable disease of an acute or serious nature while at Rio, the student will be allowed to remain at school only temporarily, pending other arrangements for care for the duration of the illness.

## School Accident Insurance

The student's family health or international travel insurance plan is the primary coverage for school activity related injuries. Students are covered under a 24-hour accident insurance plan which provides secondary coverage, if needed, for school activity related injuries. (See Financial/Insurance Items>Accident Insurance for more information)

The school's secondary accident insurance does not cover things such as poison oak, the flu, or self-inflicted injuries.

## Medications

Rio follows the Pacific Union Conference Education Code A23-124 for Administering Medications at School. No staff member may dispense medications to any student, including over-the-counter medications such as ibuprofen, Neosporin, etc., without written parental consent. Consent forms for this purpose are a part of the registration packet. All medications must be given to the appropriate dean and will be stored in a secure location. Deans will administer and log all medication given. Self-administered emergency rescue medications (inhaler, epi pen, etc.) can be carried by a student after completing the appropriate consent form. Dorm students should see the dean and day students should see the Principal's Office for medical assistance.

## Medical Appointments

Please note that all routine medical and dental appointments should be made to coincide with regularly scheduled home leaves. If an appointment for illness or injury is needed between home leaves, you must contact the dean to help arrange one with you.

## Outdoor Enjoyment

Rio is surrounded by 350 acres of natural land. Whether you enjoy hiking, mountain biking, taking a walk to the barn or the Russian River, there are many beautiful trails on this campus. Please note the following if you plan on doing any of the above:

- 3 student minimum (no mixed company without an adult)
- Girls must only go to Girls Beach, Boy to Boys Beach
- Must have staff/faculty present if swimming

The paved road around campus is referred to as 'the loop.' It is a good place to exercise. You may walk the 'loop' in mixed company, from 7am until rec providing there is sunlight. No looping after dark! If the sun has set you must be in a supervised area such as the ball field, gym, or respective dorm.

# Physical Development

## Recreation

During evening recreation, students may be at an assigned recreation location, in their respective dorms, or walking the loop. There are to be no student activities in the gym, pool, or other PE facilities without direct faculty supervision. The school cannot assume responsibility for students unless their activity is under the direct supervision of an authorized adult. Throughout the year, various intramural activities take place during recreation time, including but not limited to: softball, volleyball, basketball, indoor/outdoor soccer, football, floor hockey, maxball, flag football, swimming.

## Exercise

The Athletic Department at Rio Lindo Adventist Academy is devoted to instilling a commitment to health and wellness as well as a love for exercise in students. Students get active through a variety of PE classes, intramurals in the evenings, and by joining athletic teams throughout the year. Rio is a proud member of California Interscholastic Federation in the North Coast Section and plays in the Small School Bridge League. Whether PE students are doing water aerobics, learning the fundamentals of badminton, or the right way to play defense in a basketball game, they learn how to exercise and gain a sense of enjoyment through activities.

## VARSITY SPORTS

Our goal is to instill good sportsmanship and a sense of accomplishment into each student athlete. Leadership, hard work, communication, and teamwork, are some of the skills the coaching staff look to develop in their players. We offer both C.I.F. (California Inter-Scholastic Sports Federation) sports as well as club sports.

Girls: Volleyball, Flag Football, Basketball, Soccer

Boys: Soccer, Flag Football, Basketball, Volleyball

## Sports Physicals

A sports physical is required each year a student wishes to participate on a varsity team. The physical is valid for exactly 1 year from the date on the physical. Students are recommended to get this done by their own doctor during the summer.



## ATHLETIC/CLUB VARSITY ELIGIBILITY

(The guidelines listed below apply to all C.I.F. sports in which a Rio student participates)

### **Students entering Rio Lindo Adventist Academy from a High School/Academy as a transfer student must meet the following requirements:**

1. 2.0 GPA with no F's and I's from the previous grading period.
2. Students who do not meet this requirement may be put on probation and allowed to participate in interscholastic sports after a satisfactory mid-term report.

### **Continuing Eligibility**

1. The student must be enrolled in at least 30 semester credits of coursework.
2. The student must maintain a 2.0 GPA and have no F's or I's.
3. The student maintains minimum progress toward meeting the high-school graduation requirements as given by the governing board.
4. The student must maintain a 70% or better in attendance. At the beginning of the quarter, all attendance grades reset, making them eligible.
5. If a student athlete is suspended from school, he/she may lose the privilege of participating in the sports program for the remainder of the school year and possibly into the next year if deemed necessary by the administration.
6. All C.I.F. (California Inter-Scholastic Sports Federation) eligibility policies apply for students who wish to continue varsity sports participation.

### **Procedures**

#### **Warning Week/Ineligibility**

If students are struggling in multiple classes, or in one class for a prolonged time students will be placed on their "warning week". During the warning week, students are supposed to meet with a tutor, and make progress in their classes. At the end of their warning week, students will be placed on the ineligible list, or taken off the list. In some cases, students might remain on the warning list.

When a student is on the ineligible list, they will be ineligible to play in any games or scrimmages. In this situation, students will still be allowed to practice with the team (unless it causes them to miss class or study hall).

#### **Reinstatement**

The Athletic Director will continue to monitor and review the progress of athletes on probation, and once it is determined that students have reached the minimum standard of progress in his or her academics, the student will regain eligibility for sports.

Note: These are the base rules and guidelines set up by the Athletic Department at Rio Lindo Adventist Academy. Individual coaches may set additional expectations, but will not go against the program's rules & guidelines.

## Social Development

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The high school years have such an important influence on a youth's overall development; the experiences that happen outside of the classroom are just as important for creating well-rounded and healthy individuals. Because humans are social beings, friendship and connection with others is a natural and basic human need. Practicing social skills such as teamwork, leadership, consideration of others, conflict resolution, and good manners should be a part of developing a healthy life. Rio Lindo Adventist Academy strives to empower a culture that fosters a sense of belonging and enables students to build deep, meaningful relationships where they can continue to develop and practice these skills.

Finding ways to contribute and get involved provides opportunities to enrich their lives and allows them to practice balancing their individual responsibilities with socialization. Students can do this through mixing with the diverse group of students during campus programming, events, and club activities. There are ongoing opportunities for students to get involved in leadership in all areas of school life to help contribute to the positive atmosphere on campus.

We expect students to regard each other as worthy of respect and be respectful in all social relationships. This requires students to practice self-control and self-discipline as well as good boundaries with others and with their time. As we are a multicultural community, it is also important for all of our community members to be considerate of each other's differing perspectives and points of view.

### Access to Counseling

Rio Lindo Adventist Academy provides access to free, confidential, virtual counseling services through Synchronous Health. SyncTalk offers confidential telehealth counseling program that connects students to certified, masters-level counselors who can help build skills including: coping with stress, anxiety, depression, relationships, grief, sleep, self-esteem and uncertainties. SyncTALK also offers in-between session support via the app, Karla. This program will be offered at no cost to Rio Lindo students.

We encourage all of our students to take advantage of this opportunity to help them overcome barriers to learning, help them cope with daily life, and give them access to some extra emotional support. Counselors are non-judgemental and a confidential resource for students to support them through the many transitions of the high school years.

To learn more, visit: [riolindo.synctalk.us](http://riolindo.synctalk.us)

Confidentiality will be breached in situations concerning student safety (harm to self, harm to others, and harm from others). The counselor will inform the parent, relevant school administration and appropriate agencies when necessary.

## Relationships and dating

High school life is an excellent time for students to explore what characteristics and qualities are valuable in good friendships as well as potential future life-partners.

Rio encourages its students to develop healthy relationships. Part of establishing healthy relationships is having good boundaries. Rio has created the following guidelines to help support appropriate boundaries between our students - in how time is spent together, the location of interactions, and the expression of physical affection.

- We encourage students to spend time in groups and to limit one-on-one interactions so that they can get to know a wider variety of people.
- Our students should strive to have positive and respectful communication with each other in both face-to-face and digital interactions.
- Physical contact should be limited to a brief hug.
- For mixed gender groups:
  1. Interactions must be in approved supervised areas
  2. On bus trips, students must sit with their same gender after sundown.
- Students should not go to the areas around or sidewalks near the opposite genders' dorm, even if it is more convenient. It is only acceptable with advance permission from both the guy's and girl's deans.

Students who choose to go outside these guidelines will be placed on a "Social" restriction by Rio faculty which limits the individual's interactions. The faculty member will communicate this to the students at the time of concern, and it will begin immediately. The length and terms of the "Social" will be determined by the Dean's Council. During this time, the following will happen:

1. Students will not be allowed to interact during this period of restriction (either in person or through written/digital communication).
2. Students will immediately turn in their cell phones to the Deans for the duration of the "Social" restriction. (Communication with parents can be made through the Dean's phone.)
3. Students and/or the Dean will call parents to inform them of the reason for "Social".
4. Students will meet with a dean to process the situation.

# Social Development

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## Campus Organizations

All clubs and classes have assigned faculty sponsors. A faculty sponsor must coordinate and be present at all student committees, officers' meetings, and group music practices. Any activity or program must be planned in conjunction with the faculty sponsors.

### Eligibility to Hold Office

To hold an office at Rio Lindo Adventist Academy, students must meet the following requirements:

#### Student Association (SA) and Resident Assistants (RA's)

1. Have a cumulative GPA of 2.5 and have no failing/incomplete grades from the previous semester.
2. Have a minimum of a B- in attendance from the most recent grading period.
3. Must maintain a lifestyle that is in harmony with the standards of Rio Lindo Adventist Academy.

#### Class Officers

1. Have a cumulative GPA of 2.0 and have no failing/ incomplete grades from the previous semester.
2. Have a minimum of a B- in attendance from the most recent grading period.
3. Must maintain a lifestyle that is in harmony with the standards of Rio Lindo Adventist Academy.

If, after election, a student falls short of these requirements, they may be placed on a probationary status or lose eligibility to continue in that office. Class officers will be elected by the end of the first quarter. SA positions are considered a "major" office and therefore SA officers are not eligible to hold any other office.



## Vocational Development

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The work program at Rio Lindo Adventist Academy is an integral part of the total school program. It helps to defray tuition costs and also helps to teach responsibility, self-reliance, work ethic, as well as the value of a job well done.

### Before a Student Can Work on Campus

To qualify for the work program and be assigned an on-campus job, the student must bring his/her original employment documents to registration. The business office will communicate about the required documents prior to registration day. We cannot employ students without seeing and making a copy of the original documents.

Several forms must be completed and signed by the student and/or parent. These forms are:

1. I-9 form
2. W-4 form
3. "Permit to Employ and Work" form
4. "Request for Work Permit and Statement of Intent to Employ Minor" form

Note: If these forms are not presented by registration day, the student's weekly work requirement will be increased to make up for lost work days.

### Social Security Card

Students who wish to apply to work on campus must have a Social Security Number Social Security card and present it to the business office. If a student doesn't have a Social Security number card or has lost it, their parent/guardian must apply for one/replacement at their local Social Security office. No photocopies accepted.

### Job Assignments

Job placement will be based on the school's needs, age, prior work experience, ability, job availability, and the student's class schedule. Job assignments are made through the Work Coordinator's office. Students earn California minimum wage. All student net earnings are credited to the student's statement of account.

Note: Some jobs involve weekend work and the student should not leave campus on those weekends.

### Job Changes

Students are strongly encouraged to stay with their job for the entire school year. If a change is made, the student must coordinate the change through the Work Coordinator's office. Both the previous and new work supervisors must agree to any job changes.

### Work Attendance/Termination

Attendance is an important part of the work experience. Each student is responsible to inform and clear all absences from work with his/her work supervisor and the campus work coordinator. Unexcused absences WILL lead to job termination and possible withdrawal from school. Parents and students are notified daily of work tardies and absences via emails sent out at the end of each day through the school's online attendance and grade program, FACTS. Please pay attention to these notices and if there is an error contact the work coordinator or business office immediately.

## Age Requirements

State and Federal Labor Code state that students 14 and 15 years of age may work a limited schedule, not more than three hours per school day and not more than 18 hours per week. Students 16 years of age and older may be allowed to work up to four hours per school day.

## Grievance Policy

Students are encouraged to communicate with their work supervisor to achieve a mutually satisfying work environment. If this cannot be done, the student can see the work coordinator for third party intervention.

# Intellectual Development

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All Rio classes share the common goal of helping students become imaginative, independent and analytical thinkers. Teachers emphasize the importance of collaborative learning and the sharing of ideas to strengthen one's education. Rio's ultimate goal in teaching is to maximize every student's potential, no matter the background; to make student thinkers and not mere reflectors of others' opinions.

We strive to have a curriculum that:

1. Has students actively engaged in learning that is respectful of their intellects
2. Is personally relevant and compelling
3. Leads to the development of long-term understanding
4. Student participation and learning is the priority
5. Learning is assessed using authentic, rigorous tools

Rio is a place where learning never stops and where exploration is encouraged. Students will be challenged to think for themselves and develop problem solving skills that will grow throughout their lives.

## Graduation Requirements

Rio provides an enriched, college preparatory curriculum with numerous elective classes which allows students to pursue a wide variety of interests. Students have the option to choose, depending on their goals and individual needs, either to pursue a General High School Diploma or College Prep Diploma. (Students can be accepted to college with either of these options.) The following information outlines the specific requirements for each option. Also, a consultation with our Registrar can give students more information about which might be the best fit for them.

# Intellectual Development

## Graduation Requirements

The requirements for the three diplomas offered are listed below. One year of a class is equivalent to ten credits; one semester is equivalent to five credits.

|  | <b>General Diploma</b><br><i>Substitutes 60% of 2.0 is required for graduation.</i> | <b>College Prep Diploma</b><br><i>Substitutes 60% of 2.0 required. Minimum grade of "C" required in all classes that fulfill entrance requirements to a UC or San Jose State University.</i> | <b>Honors Diploma</b><br><i>Substitutes 60% of 2.0 required. Student must earn a minimum grade of "B" in all classes in order to receive an Honors diploma.</i> |
|--|---|--|---|
| <b>Religion</b><br>5 credits required for each semester at a Seventh-day Adventist school                            | <b>40</b>   | <b>40</b>  | <b>40</b>   |
| <b>English</b>   | <b>40</b>   | <b>40</b><br><i>must include a minimum of 3 years of "college prep" English</i>  | <b>40</b><br><i>must include Honors English II and Honors English III</i>   |
| <b>Math</b>  | <b>20</b>   | <b>30</b><br><i>must include a minimum of Alg. I, Alg. II, and Geometry</i>  | <b>30</b><br><i>must include a minimum of Alg. I, Alg. II, and Geometry</i>   |
| <b>Biology</b>   | <b>10</b>   | <b>10</b>  | <b>10</b>   |
| <b>Other Science</b>   | <b>10</b>   | <b>20</b><br><i>must include Chemistry and Physics</i>   | <b>20</b><br><i>must include Chemistry and Physics</i>  |
| <b>U.S. History</b>  | <b>10</b>   | <b>10</b>  | <b>10</b><br><i>must include Honors U.S. History</i>  |
| <b>US Govt./Econ.</b>  | <b>10</b>   | <b>10</b>  | <b>10</b>   |
| <b>World History</b>   | <b>10</b>   | <b>10</b>  | <b>10</b>   |
| <b>Modern Language</b><br><i>All UC and CSU universities require two years of a foreign language (same language)</i> | —   | <b>20</b>  | <b>20</b>   |
| <b>Health</b>  | <b>5</b>  | <b>5</b>   | <b>5</b>  |
| <b>Computer Applications</b>   | <b>5</b>  | <b>10</b><br><i>must include a semester of Computer App's and a semester of an advanced computer class</i>   | <b>10</b><br><i>must include a semester of Computer App's and a semester of an advanced computer class</i>  |
| <b>Fine Arts</b><br><i>Art, Music, Drama</i>   | <b>5</b>  | <b>20</b>  | <b>20</b>   |
| <b>PE</b>  | <b>30</b>   | <b>30</b>  | <b>30</b>   |
| <b>Electives</b>   | <b>45</b>   | <b>15</b>  | <b>45</b>   |
| <b>Total Credits Needed</b>  | <b>240</b>  | <b>270</b>   | <b>300</b>  |

## Courses Offered

Elective courses may change from year to year depending on enrollment and student demand. Some courses require prerequisites. For more specific information about classes, please contact the Registrar.

## Suggested Curriculum Schedule

### GENERAL DIPLOMA

| Grade 9          | Units | Grade 10      | Units | Grade 11     | Units | Grade 12    | Units |
|------------------|-------|---------------|-------|--------------|-------|-------------|-------|
| Religion I       | 10    | Religion II   | 10    | Religion III | 10    | Religion IV | 10    |
| English I        | 10    | English II    | 10    | English III  | 10    | English IV  | 10    |
| Algebra I        | 10    | Geom.         | 10    | US History   | 10    | US Gov/Econ | 10    |
| Health           | 5     | Biology       | 10    | PE           | 5     | PE          | 5     |
| Computer App's   | 5     | World History | 10    | Elective     | 25    | Elective    | 25    |
| PE               | 10    | PE            | 10    |              |       |             |       |
| Physical Science | 10    |               |       |              |       |             |       |

### COLLEGE PREP DIPLOMA

| Grade 9          | Units | Grade 10      | Units | Grade 11        | Units | Grade 12          | Units |
|------------------|-------|---------------|-------|-----------------|-------|-------------------|-------|
| Religion I       | 10    | Religion II   | 10    | Religion III    | 10    | Religion IV       | 10    |
| English I        | 10    | English II    | 10    | English III     | 10    | English IV        | 10    |
| Algebra I        | 10    | Geometry      | 10    | US History      | 10    | US Gov/Econ       | 10    |
| Health           | 5     | Biology       | 10    | Chemistry       | 10    | Physics           | 10    |
| Computer App's   | 5     | World History | 10    | PE              | 5     | Spanish II or III | 10    |
| PE               | 10    | PE            | 10    | Algebra II      | 10    | PE                | 5     |
| Physical Science | 10    | Elective      | 5     | Spanish I or II | 10    | Elective          | 15    |
| Elective         | 5     |               |       | Elective        | 5     |                   |       |

### HONORS DIPLOMA

| Grade 9          | Units | Grade 10      | Units | Grade 11        | Units | Grade 12          | Units |
|------------------|-------|---------------|-------|-----------------|-------|-------------------|-------|
| Religion I       | 10    | Religion II   | 10    | Religion III    | 10    | Religion IV       | 10    |
| English I        | 10    | English II    | 10    | Hrs English III | 10    | Hrs English IV    | 10    |
| Algebra I        | 10    | Geometry      | 10    | Hrs US History  | 10    | US Gov/Econ       | 10    |
| Health           | 5     | Biology       | 10    | Chemistry       | 10    | Physics           | 10    |
| Computer App's   | 5     | World History | 10    | PE              | 5     | Spanish II or III | 10    |
| PE               | 10    | PE            | 10    | Algebra II      | 10    | PE                | 5     |
| Physical Science | 10    | Elective      | 15    | Spanish I or II | 10    | Elective          | 20    |
| Elective         | 15    |               |       | Elective        | 10    |                   |       |

Honor cords will be awarded at graduation based on the following criteria:

**Silver cords:** 3.25 - 3.74 cumulative GPA

**Gold cords:** 3.75 - 4.0 cumulative GPA

Note: 25 hours of community service are required for each year a student attends Rio.

# Intellectual Development

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## Grade Placement

Upon entering Rio, your grade placement will be determined by the number of units you have earned. You must have at least 60 units to be a sophomore, 120 units to be a junior, and 180 units to be a senior. All transcript work from previous schools must be submitted as part of the application process. Once you enter the fourth year and are registered for the necessary courses to graduate, you will be classified as a senior.

## Acceleration

It is possible for gifted students to accelerate through high school and finish in three years. In order to be admitted into the acceleration program you must:

1. Have an achievement test composite score at the 85th percentile or above. This test may be taken a maximum of two times with a deadline of April 15.
2. Maintain a cumulative 3.5 grade point average (GPA).
3. Demonstrate initiative, responsibility, emotional maturity, and self-control.
4. Submit a request in writing, with consent of parents.

If you are enrolled at Rio, you must apply no later than the fourth quarter of your sophomore year. If you are a transfer student, your request for acceleration must accompany your application so a projected curriculum may be arranged and approved before registration day. Attendance in summer school or carrying more than a normal load during the school year will not ordinarily enable you to graduate earlier. Such extra credits are generally regarded as enrichment of your opportunities rather than as an accelerated program.

## Course Load

You are expected to take a minimum load of 6 classes per year. If you desire to take more than 9 classes in one school year, you must have the approval of the administration. It may be necessary to adjust your program to match your grades, ability, or work program.

## Course Credit

Most classes are offered on a semester unit basis. You must request approval from the Curriculum Committee if you wish to audit a class. If you repeat a class for any reason, you will receive credit toward graduation only once. Both grades will appear on your permanent record; however, only the higher grade will be used in calculating your cumulative grade-point average.

## Course Changes

All program changes should be made at the Registrar's Office. Parental permission may be required for some program changes. Please see the school calendar for the specific deadlines for adding or dropping classes.

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## Academic Recognition

Each nine-week grading period, an honor roll will be printed to recognize students for their academic achievements. The following criteria will be used:

GPA of 3.75–4.00 Gold Honor Roll

GPA of 3.25–3.74 Silver Honor Roll

## Correspondence and Summer School Courses

If you plan on receiving credit for any class taken by correspondence or through summer school, you must make arrangements with the Registrar's Office before you enroll. If you are taking any required class through correspondence, the Registrar's Office must receive an official transcript from that institution in order to record credit on your Rio transcript. Otherwise, you will be enrolled in that class at Rio until that transcript is received.

## Issuance of Diplomas

A diploma is issued when all coursework is completed, final grades are recorded on the transcript, and the account is paid in full.

## Transcripts

Your official transcript will be released upon written request when your account is cleared. Transcripts for all previous high school work should be mailed directly to:

Registrar

Rio Lindo Adventist Academy

3200 Rio Lindo Avenue

Healdsburg, CA 95448

Rio reserves the right to record only those courses, grades, and credits, which are received on an official transcript from an accredited school.

## Transfers

If a student plans to leave school during the school year, a parent/guardian must send written notification to the school registrar notifying the school of the student's plan to withdraw. A withdrawal form will be prepared which shows the student's grades in his/her classes at that time. Students will be charged for any textbooks that are not returned.

## FACTS

Rio uses a school software program called FACTS to help communicate with parents and students about grades and attendance. Parents and students are notified daily of tardies and absences via emails sent out at the end of each day through FACTS. Weekly progress reports will be emailed showing any changes to grades. All parents and students should regularly check FACTS Family Portal to stay up to date on a student's academic progress.

# Intellectual Development

## Grading System

The academic year is divided into two semesters. Each semester is further divided into two nine week grading periods. Final grades for classes, and attendance are given at the end of each semester and recorded permanently on the official transcript. Attendance grades are not used to calculate the cumulative grade-point average. Semester and cumulative GPA's are included on the report cards.

| Grade Symbol          | Grade Points |
|-----------------------|--------------|
| A                     | 4.0          |
| A-                    | 3.7          |
| B+                    | 3.3          |
| B                     | 3.0          |
| B-                    | 2.7          |
| C+                    | 2.3          |
| C                     | 2.0          |
| C-                    | 1.7          |
| D+                    | 1.3          |
| D                     | 1.0          |
| D-                    | 0.7          |
| F                     | 0.0          |
| WF (Withdrew/Failing) | 0.0          |
| I (Incomplete)        | 0.0          |

## Academic Integrity

Rio Lindo Academy works to identify, promote, and affirm the values of academic integrity among students, faculty, teachers, and administration. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. All work and all grades should result from the student's own understanding and effort. We encourage students to take responsibility for their own learning.

Cheating includes, but is not limited to, the following behaviors:

- Taking credit for work you didn't do, plagiarism, or purposely failing to cite sources
- Doing someone else's work or submitting another person's work as your own
- Possession or use of cheat notes
- Taking a paper, test, or answer key and/or carrying them out of the designated classroom
- Sharing or being involved in the sharing of class work or test information/answers
- Communicating in any way with another student during the examination including the use of digital messaging
- Inventing or altering data for a lab experiment or field project
- Falsifying grades or academic records

The general policy for a student who cheats will be to receive a grade of zero on the work and the parent or guardian will receive communication regarding the incident. A student who continually demonstrates dishonesty may lose credit for the class, be placed on probation, and/or could also be suspended or expelled from school.

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## Library

The Library is a place for learning, exploring, and growing. With access to thousands of print archives, from heritage documents to recent periodicals, and state-of-the-art technology, the goal of the space is to provide teachers and students with the tools necessary to be well-informed and wise citizens of today and the future.

Books may be checked out of the library for a period of two weeks, after which they must be returned in as good of condition as they were borrowed. Materials taken without authorization or damaged are subject to a replacement charge fine.

Other Library computers, magazines, and resources may be used within the library itself, but are not to be removed without express permission from the supervisor.

## Music Department

The Music Department provides music for worship services, concerts, and other events both on and off campus throughout the school year. It is our goal to be used by God as ministers everywhere we go and to bring others closer to Christ through our music. The study of music not only allows students to excel in other academic disciplines, but it fosters a sense of perseverance, teamwork, and community that is valuable in all aspects of life.

## Music Organizations

Touring and non-touring music groups allow students a variety of opportunities to use their vocal or instrumental talents. Admission and continuance is by audition and director's discretion. Students are expected to attend all performances and rehearsals. Members in the touring groups should plan to be a part of the group for the entire year.

## Music Fees

Music Groups require additional charges for special attire, materials, and tours. See instructor for cost details.

## Music Lessons

Private music lessons may be available for your instrument, see the Music Director for a list of available instructors. There is an additional fee which is payable to the instructor.

## Attendance Policy

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The purpose of the attendance policy is to encourage regular and consistent attendance and punctuality in school by all students. There is a high correlation between good attendance, academic achievement and successful every day work experience. To foster positive work and study habits, Rio Lindo Adventist Academy administration and faculty believe that students must be in class in order to fully maximize their educational opportunities.

Additionally, student attendance can affect a student's eligibility to participate in activities such as the athletic program, leadership opportunities, club activities, and even certain work opportunities. Performance in this area may be reflected in a student's class grades and/or in their future recommendations for work or college.

### **Unexcused Tardies/Excessive Tardies**

Students who are not present and in their seats at the beginning of a class or appointment are tardy. Students significantly late during a block period (10 minutes to 60 minutes late) will be marked with an "Excessive Tardy".

### **Unexcused Absences**

An unexcused absence is defined as any missed class or chapel without prior arrangements and/or approval. (School sponsored events, sick list, and approved campus leaves made with prior arrangements will be excused.) Students who are absent to the majority of a class period will be marked absent.

In the event of unsatisfactory conduct in the classroom, a student may be asked to leave class and/or receive an unexcused absence. The student will be sent to the Principal, Vice-Principal, or the appropriate Dorm Dean.

### **How to get your tardies/absences excused**

Excused absences are those occasions when a student has received advance approval to miss a class or work period. Absences considered excused are those due to illness, death in the family, court appearances, medical or psychological appointments, or significant personal or family crisis. Approvals for other situations will be handled on an individual basis. An excused absence does not relieve the student from meeting the teacher's requirements for the schoolwork missed.

All school-sponsored events such as field trips, music tours, and sports trips will be excused by the school without the need to fill out a School/Work Absence Request and do not affect a student's perfect attendance eligibility. For all absences, students are expected to communicate with their teacher to get any makeup work.

If a class period runs long, or a faculty appointment interrupts another class period, the staff member should provide the student with a written excuse slip (with the reason stated on it) and turn it in to the teacher.

To excuse any absences for personal reasons, a School/Work Absence Request must be completed that requires administrative approval as well as signatures from all teachers and work supervisors. (The student's attendance record will weigh heavily in the consideration of these requests.) The form must be returned to the Office before the student leaves campus. Failure to follow this procedure will result in the student obtaining unexcused class, work, and chapel absences for the time the student is off campus.

**Dorm Students** - Before a student leaves campus for personal reasons, he/she must fill out a School/Work Absence Request form, which can be obtained at the School Office. A parent/guardian must call or email the school office confirming the reason for the absence and the date/time the student will be out of class. If a student becomes ill, he/she must notify the dean on duty immediately. A student on sick list must stay in their dorm room for the rest of the day. Only the dean may grant them permission to go on and/or off of sick list.

**Day Students** - For illness and unexpected absences, a parent/guardian must communicate with the School Office as soon as possible. For expected absences, day students are required to fill out the School/Work Absence Request form.

### Attendance Notifications

Attendance records can be viewed on FACTS. Students and parents receive emails daily if a student is marked tardy or absent from class. It is important to check this attendance record regularly to ensure it is accurate. In order for attendance mistakes to be excused, they need to be resolved within one week at the Attendance Office.

Additional follow up communication will occur if a student acquires multiple tardies and/or absences. (See Attendance Support Process below.)

### Attendance Grade

The average of the two quarter grades will determine the semester grade, which will be included on the student's official semester transcript (although not included in calculating the student's GPA). Grades will be updated every week and the following scale will be used:

### Attendance Point System

Points are added as follows:

- One point for each unexcused tardy
- One point for each Chapel & Navigate tardy/absence
- Two points for each excessive tardy (Between 10 and 60 minutes late for an 80-minute block class)
- Three points for each unexcused absence from a class

|            |    |      |              |    |     |              |    |     |
|------------|----|------|--------------|----|-----|--------------|----|-----|
| 0 points   | A  | 100% | 7-8 points   | B  | 85% | 14-15 points | C- | 71% |
| 1-2 points | A  | 95%  | 9 points     | B- | 81% | 16-17 points | D+ | 68% |
| 3-4 points | A- | 91%  | 10-11 points | C+ | 78% | 18-19 points | D  | 65% |
| 5-6 points | B+ | 88%  | 12-13 points | C  | 75% | 20-21 points | D- | 61% |
|            |    |      |              |    |     | 22+ points   | F  | 58% |

# Attendance Policy

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## Attendance Support Process

Any time a student gets an attendance point, the student and parent will receive a notification that evening.

Interventions that may occur include:

- Meeting with the Vice-Principal
- Class Recovery Time (with specific teachers or in the library)
- Meeting with a student support team
- Family team meeting (in person or via phone/Zoom)
- Missing a sports game
- Meeting with Dean's Council
- Loss of leadership positions and/or eligibility to play sports
- Attendance probation and/or an Attendance Contract for the following quarter/semester
- Other disciplinary action or interventions as outlined by Administration
- If a student exceeds 22 points during a single quarter OR receives an F in attendance in two consecutive quarters, their enrollment at Rio may be placed in jeopardy.

## Loss of Class Credit for Excessive Absences

According to state policy, students are not allowed to miss more than 15% of any one class and still receive class credit. School-sponsored absences (such as field trips, music tours, or varsity sports events, etc) are not included in the 15%.

Six unexcused absences or equivalent from an 80-minute class OR twelve unexcused absences or equivalent from a 40-minute class will result in a withdraw-fail from that class for that semester. If a student loses credit for the first semester, he/she may be reinstated in that class for the second semester with approval from the registrar. (If a student is in jeopardy of losing credit, parents will be notified.)

## Perfect Attendance

Students who are present for all scheduled school days and classes (and have no excused or unexcused absences or tardies) for a nine week grading period will be eligible for an award of \$25.00. Excused absences disqualify a student from receiving perfect attendance with the exception of school-sponsored events. Work tardies/absences disqualify a student from receiving Perfect Attendance reward.

## Absences When Dropping a Class

When a student wants to drop a class, he or she must contact the registrar to fill out a drop slip and obtain needed teacher signatures. It is important to return the completed drop slip to the registrar before no longer attending the class. Otherwise, the student will receive unexcused absences in that class.

## Teacher Tardy

If a teacher is late to class, students are to check with the Principal's Office. Students who leave class without permission may receive an unexcused absence.

# Behavior Guidelines

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## BEHAVIOR EXPECTATIONS

Rio's overall goal is to empower students to be autonomous and apply Biblical principles and morals to their decision making. Additionally when they make mistakes, we want them to reflect, learn, and grow. We would like to have open and supportive communication and collaboration with a students parents and/or support system to help them develop strong characters. At the foundation for our school rules and expectations is the desire for our students and faculty alike to:

- Love and serve Jesus
- Value themselves and others
- Respect and embrace diversity
- Think critically
- Take responsibility for their choices

## Bullying

All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear.

A student should not intimidate or harass another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal (or non-verbal/digital) assaults, such as threatening, teasing or name calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying.

Our school expects students to immediately report incidents of bullying to any staff member. Staff members are expected to immediately-intervene when they see or hear of a bullying incident and then report it to the Vice-Principal or the Principal.

When faculty learn of bullying, we will notify parents of all involved students. Students who bully may be subject to discipline. Law enforcement will be notified if appropriate.

## Sexual Harassment and Misconduct Policy

Rio Lindo Adventist Academy is committed to providing a school environment free of sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities might take appropriate action. Students who sexually harass others are subject to discipline, up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

### Definition

Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical contact. It includes offensive pictures, graffiti, jokes, and gestures. Additionally, sexual harassment includes transactions requiring submitting to offensive sexual conduct in order to receive a certain academic status, progress, benefit, honor, or activity. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

## Behavior Guidelines

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### Sexual Harassment Reporting

Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to a faculty member. If the harassment comes from an adult, the student should report to the principal or another responsible adult.

After an employee receives a complaint or learns of alleged sexual harassment, they will notify the principal (or if the principal is allegedly involved in the harassment, the Northern California Conference Superintendent of Schools). The school principal (or superintendent or their designee) will investigate the matter promptly, thoroughly, and confidentially and take reasonable steps to eliminate the harassment and protect complainant from retaliation.

After the investigation has concluded, the administrator will communicate to the complainant what actions have been taken regarding the accused harasser(s).

Cases of sexual harassment may be referred to law enforcement for advice or their involvement.

### Substance Abuse

At Rio, we want to teach our students to live a balanced, healthy lifestyle free from the influence of mind-altering substances. (Both on or off the campus during enrollment at Rio). Because of this, students will be subject to discipline if they choose to use, possess, distribute, or sell these controlled substances such as (but not limited to) alcohol, marijuana, tobacco, inhalants (including vape pens or e-cigarettes), controlled substances, prescription or recreational pills, or illegal drugs.

Rio Lindo Adventist Academy takes instances of substance abuse seriously and will suspend and may dismiss students who participate in the usage or distribution of tobacco, alcohol, marijuana, and/or other drugs. Rio Lindo Adventist Academy reserves the right to administer drug testing at any time and will communicate with parents regarding testing.

If a student is suspended he or she may be placed on a probation contract and must agree to follow the outlined stipulations in order to continue enrollment/attendance at Rio. Conditions may include ongoing drug testing, meeting with a counselor, accountability measures, and/or other stipulations. If any student tests positive for substance use and/or it's part of their probation agreement, student may be required to pay for drug testing- as well as ongoing testing and/or follow-up evaluations or treatment.

## DISCIPLINARY GUIDELINES

Rio places a high priority on students assuming responsibility for their behavior. In an effort to teach and train, redirection will be administered when necessary. Students are responsible for the choices they make, and part of the staff's commitment is to hold the student accountable. Consequences for misbehavior depend on the seriousness of the offense, the conditions under which it occurred, and the record of past behavior.

Rio's expectations have been outlined throughout the handbook in regards to various aspects of school life, interactions with others, and personal behavior. If these expectations are violated, faculty members will address the situation with the student and/or refer their observations to the deans, administrators, and/or Dean's Council.

The faculty use a behavior reporting system using demerits to document situations where they have had to redirect students or when concerns have been observed. A Behavior Report is a form of communicating and documenting what a faculty member has observed and is not a disciplinary action. Administration will follow up on demerits regarding concerns with student behavior.

The following is a list of possible situations that will require serious disciplinary action (which may include suspension, expulsion, or mandatory withdrawal from school):

- Possessing a firearm or weapon
- Sexual assault
- Stealing or possessing stolen goods
- Selling or distributing a controlled substance
- Assault and battery
- Conviction of a felony
- Threats of violence or harm\*

\*Note: Threats of violence or harm cannot be excused, even as a 'joke. All related comments will be taken seriously by administration.

**Each incident is handled case by case. The following is a list of potential consequences that will be decided on per Dean's council/administration advisement:**

- Fine/Restitution
- Loss of Privilege/s
- Campus Bound
- Suspension (on or off campus)
- Expulsion/Withdrawal

The purpose of our disciplinary process is not meant to be punitive in nature. Our process for follow up and redirection is intended to support the learning and growth of the student involved and to protect the safety of our environment and the wellbeing of the community at large.

The administration reserves the right to dismiss a student at any time or to deny admission or readmission to a student when it feels it is in the best interest of the student and/or the community.

## Behavior Guidelines

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### **Law Enforcement Involvement**

Rio Lindo Adventist Academy has an obligation to refer to law enforcement instances or threats of violence, child abuse/neglect allegations, and sexual misconduct (including possession of sexually explicit photos of minors shared between peers, even when shared voluntarily). Law enforcement will then determine whether or not they will investigate or what their appropriate level of intervention will be.

Law enforcement may be called to mediate or investigate illegal behavior such as theft, possession of controlled substances, possession of weapons, instances of aggression, and/or other concerning behavior as determined by faculty/administration.

The student may be immediately suspended pending further investigation. Parents will be notified when it has been necessary to involve law enforcement.

### **Search Policy**

As a school we strive to balance the privacy of the individual student while maintaining a safe environment for everyone. The school administration has the right and responsibility to conduct a search of student-designated spaces (such as dorm rooms and lockers), student property, including the student, a student's automobile, clothes, and/or backpack (or similar personal items) when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of a school policies or law. A student's personal computer, tablet, smartphone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to issues such as sexually explicit images of a minor, bullying, safety issues, or issues that administration deems as a serious violation of school rule. The school will use reasonable efforts to make the search minimally invasive and targeted. When possible, these searches will be done in the presence of an additional adult witness.

School property may be searched at any time for any reason. School property includes, but is not limited to, desks, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property.

Law enforcement may be contacted before, during, or after a search.

The school search policy applies to all enrolled students, both day students and boarding students.

# Campus Life

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## RESIDENCE HALL STUDENTS

Our residence halls provide a comfortable atmosphere away from home. Residence hall living develops a purposeful sense of direction through self-reliance and self-control. Students should be respectful neighbors. Students should not enter another person's room without an invitation. Students may not have sleepovers in dorm rooms, but can make arrangements with the deans to reserve common areas for sleepovers. Students of the opposite gender should never be in, or around, the opposite gender dorm day or night without permission from the deans. Being around the opposite gender dorm area, entering, meeting with someone, or helping someone enter the dorm will be subject to discipline and/or expulsion. The deans and administrators reserve the right to enter and examine student rooms and contents whether or not the student is present. Deans do regular room checks throughout the week for cleanliness and order.

## FACILITIES

### Kitchen

A kitchen area with a microwave, stove, and fridge is available for use in each dorm. Please contact the dean on duty if you would like to use the kitchen. This is a shared space by all residents, so please be considerate and keep the area clean. If kitchen is left dirty, the student's privileges may be revoked.

### Recreation Room

Each dorm provides a large recreation room for its residents where events and activities are often hosted. This room contains workout equipment, foosball table, ping pong table, TV, and an assortment of board games. Please see the dean on duty to have this room opened for you.

### Laundry

Washers and dryers are provided in each dorm for student use. Students may use these machines as they need. Laundry rooms will be closed from Friday sundown until Saturday sundown. We recommend students clearly mark their full name on each item of clothing to prevent confusion. Rio Lindo is not responsible for any lost or stolen items.

### Roommates

The deans have the final approval in the assignment of roommates. The deans also reserve the right to change a roommate assignment at any time as they deem necessary. Students may not move without the dean's approval. Single room occupancy will be charged an extra \$100.00 per month unless they have earned Honor Hall eligibility.

### Honor Hall

Honor Hall eligibility will be based on a student's quarter class grades, attendance grade, room cleanliness scores, and requires a good behavioral citizenship standing. Honor Hall privileges include: free single occupancy, relaxed study hall, open laundry room during study hall, room check only once a week, late lights out.

## Campus Life

### Guest Rooms

Guests should make arrangements with the Dean at least 24 hours in advance and are required to check in with the Dean upon their arrival. Approved guests are parents/guardians, RLAA day students, or people invited by the school. Guests are not allowed to stay in the students rooms unless permission has been given from the Dean.

- Guest Room (provided with bedding, private bathroom and shower) - \$35.00 a night
- Guest Room (bedding is provided, communal bathroom and shower) - \$25.00 a night
- Bunk Room Rate (no bedding, communal bathroom and shower) - \$10.00 a night

Day students may stay overnight, but must first obtain permission from a Dean and verbal permission from their parent/guardian. Students found staying in the dorm without obtaining a Dean's permission may lose their privilege of being in the dorm.

### Room Condition/Furnishings

It should be understood that all residence hall rooms are the property of Rio Lindo Adventist Academy. Each room is carpeted with two single beds (third floor contains one single bed) a desk, and a chair for each student, two built-in wardrobes, dresser units, and a sink. A thorough room assessment should be completed by the student upon arrival. Rio Lindo Academy reserves the right to charge a students account for any destruction or damage to dorm rooms or furnishings. A room key will be issued to the resident. If your key is lost a \$50 fee must be paid.

- The furniture in a residence hall room should not be altered, removed, or exchanged without permission from the dean.
- Doors, plumbing, electrical, windows, may not be removed, altered, and/or damaged.
- Curtain rods must be pre-approved by the deans. The dorm provides mini blinds in each room.
- Posters and other decorations used in a dorm room should be approved by the dean and be in harmony with the Christian principles of Rio Lindo Adventist Academy. All decorations must be mounted in a way that it does not damage paint or put holes in the walls.
- Nothing is to be attached to doors or any other woodwork in the room.
- Residence Hall janitorial equipment and supplies are not for personal use. Vacuum cleaners may be found on each hall. Please return them to their proper location and in good repair after use. If they are not working please bring them to the dean's office.

### Wifi

Wifi is available for all residents throughout the week. Some rooms may receive better quality service than others, the lobby and study rooms receive the highest quality. To encourage rest, the wifi is shut off at 11pm and is turned on again at 6am. Wifi is also turned off during Sabbath hours, 7pm Friday-7pm Saturday.

## Lost and Found

There is a lost and found box that is kept on the first floor in the lobby or dean's office. Please check frequently for your items. The items will be donated periodically to a local charity.

## Security Cameras

For our residents safety there are security cameras located throughout the dorm in common areas that are checked regularly. The primary purpose of video recordings is for your security in the dorm.

## Theft

To discourage theft, we urge you to take the following precautions:

- Do not leave your room unlocked
- Keep a written record of serial numbers of computers and personal electronics
- Write your name on your personal belongings
- Do not lend out your clothes or belongings
- Do not keep large sums of cash or extremely valuable items in your room

If you believe an item has been stolen, please contact the Deans immediately. Rio is not responsible for lost or stolen items.

## Sign-Out

For safety and security reasons, any time students wish to leave campus arrangements must be made with the dean prior to leaving. The individual who is signing you out must be listed on your Off Campus Permission form, be staff/faculty, or if the Dean on duty receives written parent/guardian approval. If a student leaves campus without permission, his/her parents will be notified and the school no longer assumes responsibility for the student.

The proper steps to properly 'sign-out':

1. Obtain permission from the dean on duty
2. Have the person taking you off-campus contact the dean
3. Sign out at the front desk

When you leave campus, it is expected that you return by 7:30pm for the evening programming. If you are running late, it is your responsibility to contact the dean to notify them. Student may return past 7:30pm only with parent/guardian. You must 'sign-out' when:

1. Leaving campus (going into town)
2. Going on a hike/river
3. Hanging out at church park
4. Visiting a staff/faculty house

## Town Trip

School transportation will be provided periodically on Sundays to drive students to a nearby mall and/or Walmart to pick up necessary supplies. A \$3.00 fee must be paid upon boarding the bus. The departure time will be listed the day of near the Dean's office. Students are expected to check out with the Dean before leaving campus.

## Campus Life

### Overnight Leaves

1. For an overnight leave, a leave slip must be completely filled out and turned into the Dean on duty
2. Written or verbal permission from a parent/guardian given to a Dean
3. If visiting a home other than your own, you must have written or verbal permission from your parent AND a written or verbal invitation from the host family
4. When requesting leave during school or work appointments, proper prior planning prevents negative repercussions. Please see the attendance section for more information

If a student provides information that is misleading/false, or if the student's conduct violates school policy he/she may lose off campus privileges, be suspended, or expelled from school.

### Home Leaves

Throughout the school year, students are given breaks from school and must leave campus for a long weekend. International students stay with their US host/sponsor for home leave breaks, or if the student does not have a host/sponsor, Rio provides a home leave plan for an additional fee. The dorms are closed and all students must leave during Christmas Break in December and Spring Break in March.

Home leaves are marked in the school calendar. You and your family should make travel arrangements for them well in advance. Students should leave campus during these times. All leaves and vacations begin at 12:00 noon on the designated days unless otherwise indicated. Dorms will be closed at 3:00 p.m. on leave days and will re-open at 3:00 p.m. on the day the leave ends. Students should return to the dorms by 10:30 pm on the day the leave ends.

In order to visit the home of a student's roommate, friend or family member, the following must be complete:

1. A written invitation from the host family
2. Written permission from the visiting students' parents for the specific occasion.

Rio provides transportation to various cities in Northern California for home leaves at a cost. Transportation is also provided to and from Sonoma County Airport on home leave and return days for free. Outside of these times you are responsible for your own transportation without prior arrangements. Students must sign up for Rio transportation with their dean at least a week before the home leave. Failure to notify the school ahead of time if a ride is no longer needed, will result in the family being charged for the route.

**Girls Dean Cell Phone: 707-547-7015**  
**Boys Dean Cell Phone: 707-547-7016**

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## Study Hall

To assist with your academics, we have set aside a block of time for students to concentrate on their studies. Study hall takes place Sunday-Thursday beginning at 8:30pm and ending around 10pm. Students living on second floor are expected to stay in their own room during study hall. If you feel the need to study with another resident, you must check in with the Dean on duty first. Third floor residents may study in each other's rooms as long as they remain respectful of the people around them.

## Structured Study Hall

Students who are consistently placed on the DFI list will be encouraged to attend structured study hall. This is to help students who may need additional assistance with their academics or time management. Electronic devices will be handed to the Dean on duty and can be picked up the following morning before class.

## Worship

Worship is the foundation of our purpose at Rio Lindo. Everyday we provide an evening opportunity to encounter Him. Dormitory worships are a part of our school program and are required of all dorm students. Attendance will be taken and each resident is expected to be present and on time. Unexcused absences or tardiness may result in further discipline.

## Mail

Any incoming mail will be delivered to your room. If you have a package you will be notified to pick up your package in the Business Office. To receive mail please use Rio Lindo Academy mailing address:

Example:

[Insert your First and Last Name]  
Men's/Women's Residence Hall  
3200 Rio Lindo Ave.  
Healdsburg, CA 95448

## Consequences

We believe each resident is a unique and special individual and deserves to be treated with respect, understanding and love. Everyone makes mistakes, and residents may need to be reminded of dorm policies from time to time. Should a resident choose to not follow our policies there will be consequences depending on the situation, the attitude of the resident, and the severity of the offence. The consequences may include: dorm community service, fines, loss of privileges, and/or being dorm bound or room bound. The deans hope that each resident will develop a sense of personal responsibility while living under our care. Please reference BEHAVIOR GUIDELINES section for more information.

*Respect yourself. Respect others. Respect your environment.*

## Campus Life

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### **DAY STUDENTS**

As a general rule, all school policies and regulations apply to day students as well as residential students. However, the following items are areas that specifically apply to day students.

#### **Closed campus**

Rio Lindo Adventist Academy is a closed campus, which means when day students arrive on campus, they are to stay on campus until leaving for the day. The Principal or Vice-Principal must approve any exceptions. Students may not transport other students at any time without specific, prior permission by the Principal or Vice-Principal. For more information please see SAFETY > Motor Vehicle Rules and Regulations.

#### **Chapels and Assemblies**

Day students are expected to meet all chapel and assembly appointments scheduled during the school day. If a day student has a work appointment which conflicts with school meetings, he/she should contact the Vice-Principal and provide a written excuse from his/her work supervisor.

#### **Evening Visits in Dormitories**

Day students may visit in the residence halls; however, after 7:30 P.M. specific permission from the dormitory dean is required for such visits. During such visits, all dorm policies (worship attendance, study-hall rules, etc.) apply to visitors.

#### **Overnight Stay in Residence Halls**

Day students wishing to occasionally stay in the dormitory overnight must make arrangements with the respective dean. They are expected to comply with all dorm regulations.

#### **Lockers**

Lockers are provided for storage during the day. Day students should sign up for a locker in the School Office. Students are to bring their own locks.

#### **Weekend Programming**

Day students are encouraged to attend weekend services. When day students are on campus, they are to be present and participate in the services or activities that are planned for residence hall students.

## Dress/Appearance Requirements

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At RLAA we believe that our school is strengthened through our diversity of culture. We know there is a wide variety when describing attire, and we understand that clothing options are important to students. We also recognize that there is a spectrum of variation in standards of dress. To encourage unity and a healthy school culture, our school has developed guidelines and descriptions to aid us in accomplishing this goal.

The following guidelines represent the principles utilized by RLAA when designing our dress code.

- Clothing must be modest, representing SDA Christian values.
- Clothing must be appropriate for the occasion.
- The dress code serves to encourage unity and a healthy school culture.

Adherence to the dress code is the responsibility of parents and students. Please familiarize yourselves with the dress code so you can follow the guidelines when purchasing school clothing.

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### General Attire Expectations

Following are descriptions that explain what is meant by modest, appropriate and representative of SDA Christian values. Clothing that does not meet the following guidelines will not be allowed.

- Clothing should fit well, not too tight, not too short, in a word, not revealing.
  - Clothes should not have rips, tears, or fraying.
  - Graphics on clothing should not contain offensive content or advertise products contrary to SDA Christian values.
  - Clothes will completely cover undergarments, abdomen, and cleavage.
  - All sleeveless top's straps must be at least 2.5" wide (approximately 4 finger widths).
  - All shorts/dresses/skirts should be mid-thigh or longer
  - Pants are to be worn at the waist.
  - Shoes or sandals should be worn outside of the dorm at all time and should be appropriate for the activity
  - Jewelry should not be worn on campus or on any Rio sponsored trips
  - Head coverings, including hats and hoodies, should not be worn inside the school buildings.
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### School/Work Attire

The school day is from the beginning of breakfast until dinner, regardless of class schedules (Work supervisors, PE, Art, and Industrial Arts instructors may require different dress for their work/classes). All attire must have finished hems, no fraying (manufactured or from normal wear and tear). The following can be worn during during school/work time.

- T-shirts, polo shirts, or dress shirts
- Sleeveless tops/blouses
- Jeans, khakis (or other slacks), shorts (non-athletic)
- Sweaters

On Fridays, a special dress code exception allows students to wear long sweatpants. Sweat shorts, athletic shorts, pajamas, or leggings are not allowed. If these guidelines are not adhered to, the privilege of wearing sweatpants on Fridays will be taken away.

## Dress Appearance

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### Recreation/Free Time Attire

Recreation begins at dinner time during the weekdays and weekends (unless otherwise specified by the school) . If you find yourself with free time during school hours, you should remain in school dress if you are planning to be in the administration building and other classrooms.

- Tank tops with a wide strap; no undergarments should be visible (no spaghetti straps) and no side seams ripped
  - Athletic shorts need to have at least a 2 inch inseam (*tight fitting shorts must be mid-thigh or longer*)
  - Frayed pants and pants with holes are not acceptable
  - *Swimming*: boys must wear swim shorts and girls must wear a solid, modest one-piece
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### Church Attire

Church attire will be mainly used but not limited to the Sabbath.

- Polo, collared, button-up, dress shirts
- Sleeveless blouses
- Khakis, dress pants and jeans
- Skirts/Dresses
- Dress shoes or dress sandals (*If the footwear is deemed to be too close to slippers or house wear, an individual may be asked to change them.*)
- Cardigans, suit jackets

Note:

Other events may occur that require specific dress-codes (such as music performances, class nights, etc.) Please expect to receive dress-code standards from the relevant sponsors or deans.

If a student does not comply with dress code standards, the student will be asked by a staff member to return to their room or home to change at the beginning of class. When sent back to change the student will be marked absent until they return back to class dressed appropriately. The student needs to comply even if they disagree. They can appeal the decision/request to the dean or administration at a later time. A behavior incident will be documented by the staff member asking the student to change to keep track of dress code offenses. Repeated offenders will result in a conference with Dean's Council and further discipline.

# International Students

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## International Student Travel Arrangements

Rio provides airport pickup from San Francisco International airport for all new international students in August. At all other home leave times, students should take the Sonoma County Airport Express bus to the Sonoma County Airport, where a Rio staff member will pick them up and take them to the school. Please see dean to arrange transportation.

## English Placement

As part of the registration process, all new international students are given an English proficiency exam to determine each student's placement in the proper English class. This test evaluates a student's speaking, listening, reading comprehension, and writing skills. After the test has been graded, each student will be placed in one of the following three levels:

1. English as a Second Language
2. Integrated English (advanced ESL class approved by the University of California as a regular English course)
3. Mainstream English class corresponding to the student's grade level

Students will be given an English proficiency exam at the end of the school year to determine what classes they will take the next year.

The registrar will determine a student's grade level based on an evaluation of the students official transcripts as well as the results of the English proficiency exam. All transcripts must be submitted with the completed application for accurate grade placement.

## Electronic Translators

Electronic translators are advised for all international students. The use of cell phones for translation may not be allowed in class.

## Testing

Rio offers SAT and ACT tests on campus several Sundays during the year.

## Home Leaves

Periodically during the school year, students are given a break from school and must leave campus for a long weekend. International students stay with their US host sponsor for home leave breaks, or if the student does not have a host sponsor, Rio provides a home leave option for an additional fee. All students must leave campus during Christmas break in December and Spring Break in March.

# Electronic Media Policy

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In an effort to prepare 21st century students to succeed in the world, Rio Lindo Adventist Academy encourages the responsible, purposeful usage of technology for learning and positive communication. From cell phones to Chromebooks to printers to projectors, the goal is for all students to be able to use technology positively, wisely, and safely to enhance their learning opportunities.

General school rules apply to digital behavior and communication. To ensure a safe and positive learning environment, the school reserves the right to have electronic media of any kind searched.

## Guidelines

1. The use of any electronic medium should promote student learning.
2. The use of electronics should be regulated by the Academy to promote a positive school environment.
3. The use of any electronic medium should align with Christian principles.

## Policies

1. Any form of digital communication from our students (whether created or sent on/off campus), including videos, pictures and graphics on personal or school devices/computers should have a positive purpose and influence.
2. Digital media (such as videos and games) should be in line with Christian principles and may be used in the dorms or in a supervised space with permission from the area supervisor.
3. Students must ask permission before posting a photo/video of someone else online.
4. Headphones may only be used in the dorms, in the library, while walking the loop, and during evening Rec. No headphones may be used in the cafeteria or school buildings at any time without specific staff permission.
5. Cell phones may be used between classes in common spaces and in the dorm until lights out. Students may only use their cell phones during class or after lights out with specific permission from the teacher or dean. Cell phones should not be used during school programs or religious programs (vespers/church) without specific permission.

Note: If a student violates these policies or is not using their devices appropriately, faculty may address the situation with the student, confiscate the device(s), and/or refer the situation to the administration for other disciplinary action.

## Internet/Network Usage

Wifi is available throughout the campus during school hours on school days, and available in the dorms during the day on Sunday and before and after school during the school week.

The network is provided for students to conduct research and communicate with others. Access is a privilege, not a right, and responsible behavior is expected. The school has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from sites.

It is not possible to list all activity that is not permitted, but the following are examples of unacceptable behavior that extends to all technology:

- Sending or displaying offensive messages or pictures
- Arranging a meeting with an online contact without school or parental approval
- Using obscene language
- Harassing, insulting, or stalking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's password or sharing your password with others
- Browsing in another person's folders, work, or files
- Using profiles or any other technology to bypass the school's filtering such as any sort of hacking, a VPN or proxy servers
- Using the network for commercial purposes

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## Chromebook Policy

All students enrolled at RLAA will receive a school issued Chromebook to use for the year. Students will use the Chromebooks to create and publish original work, practice specific skills, research curriculum topics, and explore their own interests.

Students will be required to use their school issued Chromebook during classes. If they have a personal computer they are welcome to use that device during their free time. Students have the ability to print work for classes (there will be a max. number of pages per day) using their Chromebook at a student printer available in the Student Center.

Through the use of GoGuardian software, teachers can monitor students' activity during online tests/quizzes. The school's web filters and controls ensure that student internet access is safe and appropriate. These filters also enable teachers to limit student access to websites and applications during class. Administration will be able to monitor internet searches that take place on school devices. If a student searches for something inappropriate (sexual content, self harm, etc.) the principal and parents will be notified.

Students are responsible for:

- Bringing a fully-charged Chromebook to school everyday.
- Chromebooks should not be left in an unsecured location at any time or loaned to other students.
- Students must use the protective case provided by the school.
- Personalization of the Chromebook or case is not allowed.
- Never log into another user's account or share login information with anyone except parents.
- If a Chromebook is in need of repair, is lost or stolen, please report damage to a teacher or the principal immediately.
- General care and maintenance of the Chromebook is the responsibility of the student.
- Chromebooks can be taken home at night, weekends and home leaves.
- If supplies are not returned at the end of the year, or the Chromebook is damaged, you will be responsible for the replacement cost.

# Safety/Emergency Plan

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Having a safe school is a priority for Rio Lindo Adventist Academy. In a world that is marred by sin, threats exist from both a natural and man-made origin. For this reason, we actively review our safety guidelines to ensure that our procedures address various dangers that may exist to students, staff, and visitors (regardless of the likelihood of an event's occur). We review parameters, processes, and resources that address dangers before, during and after they occur.

## Emergency/Natural Disasters

To reduce the possibility that a disaster may occur, our administration evaluates compliance with current safety standards, encourages the development of safety consciousness amongst our community, and will make ongoing recommendations to enhance our infrastructure in effort to reduce the impact of a disaster.

We hold regular emergency drills for Fires, Earthquake, and Lockdown/Lockout scenarios using the Standard Response Protocol.

## Security Cameras

In effort to provide a safe and secure environment, Rio has security cameras installed in common spaces throughout the campus, the school entrance, and in the dorm common spaces. (Please note that dorm cameras are only accessed by the respective deans.) This provides a heightened measure of accountability for both staff and students. Rio is not responsible for lost or stolen items.

## Asbestos

Federal law requires a public announcement to be given to school patrons regarding any asbestos material in a school. Rio has been checked by a certified asbestos professional. The report is filed in the maintenance department. The asbestos at Rio is in a non-friable condition and represents no hazard to anyone at the present time. It will be checked at stated periodic intervals to ascertain any change in the material.

## First Aid Equipment

Defibrillators are located in each dorm, the Ad Building, and the gym. First Aid supplies for small injuries are located in each dorm and the gym.

## Accident Reporting

See FINANCIAL/INSURANCE Section.

## Fire Safety

- Tampering with building wiring, fire alarms, fire extinguishers, smoke alarms and door alarms is not allowed.
- Appliances with open element heaters are not permitted in residence hall rooms (heaters, irons, waffle-irons, toasters, popcorn poppers, etc.).
- Flammable articles and fluids (candles, kerosene/gas lamps, incense, lighters, matches, firecrackers, smoke bombs, etc.) are not allowed.
- Blocking a door shut or jamming the lock will result in a \$50 fine for each person in the room.
- Violation of any fire safety policy will result in a \$500.00 fine and other disciplinary measures.

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**Helmets**

Bikes, skateboards, in-line skates, scooters, etc. are only to be used on roadways, not sidewalks. Helmets must be worn and fastened at all times.

**Supervision**

Service rooms, tunnels, storage rooms/closets, or any building that is not opened by a staff member and properly supervised is off limits.

**Water Safety**

Students may be allowed to go to the river in same-gender groups of at least 3, but are not allowed to swim in the river without a certified lifeguard and/or staff. Students are to be at either Boy's or Girls' beach, not at the Point. All students must receive clearance from the dean before going to the river. Students are not to be within the swimming pool area without a certified lifeguard present.

**School Property**

If school property is accidentally damaged, the student will be charged the actual amount of repair. Any damage must be reported immediately or an additional penalty will be added. Students may not use school equipment unless directed and authorized by a staff member. Deliberate damage of school property is considered vandalism and will incur the cost of repairs and/or a fine of \$250.00 or more.

## Motor Vehicle Rules & Regulations

In order to have the privilege of being a student driver at Rio, students are expected to adhere to Rio's campus driving rules and California State traffic laws.

### Regulations governing the vehicle:

1. All vehicles that will be driven by the student must be registered in the Principal's Office.
2. The vehicle must be currently licensed and insured to meet the minimum liability standards of the state of California.
3. Rio Lindo Adventist Academy cannot assume liability for cars while parked on campus.

### Regulations governing drivers, passengers, and the use of vehicles

Note the following guidelines to receive approval and maintain this privilege:

1. Student drivers must submit a copy of their valid driver's license, proof of insurance, and car registration.
2. The speed limit in the parking lots and on campus is 15 miles per hour.
3. Non-senior students (with their own vehicles) wishing to drive themselves to and from school during home leaves, must have parent permission, a valid drivers license, and notify deans of their travel plans to/from home leaves.
4. Students with a motorcycle may not carry passengers on the vehicle with them.
5. All student ATV vehicle use on campus must be approved through the Principal's Office.
6. All students must use school transportation for all school-sponsored activities; they may not drive their own vehicles.
7. If there is a vehicle accident on school premises, it must be reported to the Principal immediately.

### Day Student Drivers

8. Upon arrival, students are to drive directly to their parking space and park the car.
9. Students are not allowed to sit or lounge in cars in the parking lot once they have arrived at school.
10. If day students drivers are of eligible driving status and wish to carpool with fellow day-student passengers, this arrangement must be communicated in writing by both parents and approved by the Principal.

### Driving Services

Driving services (such as Uber/Lyft) can only be used for home leave transportation with written parent/guardian permission to the deans.

### Senior Driving Privileges

Senior students who have their own vehicle and are in good standing may request to have a Senior Driving Privilege which allows them to sign off campus throughout the week during their free time.

1. Provisional licensing only allows a student to drive themselves. In order for a student to be eligible to drive peers of the same gender, they must have graduated to a unrestricted license status.
2. Parents of the driver must give written permission for their child to drive other seniors classmates listed by name.
3. Parents of the senior passengers must give written permission for their child to ride with senior student drivers listed by name.
4. Both the driver and approved passengers must follow dorm protocols for checking out each time they want to leave campus.
5. Dorm students must be back in the dorm before worship in the evening and for all required programs on the weekend.

### Junior Driving/Riding Privileges

Responsible juniors with a license, insurance, a car, and parental permission can drive themselves to town after school and Sundays. (A responsible junior is defined as a junior meeting the criteria for dorm honor hall.)

1. They may not have passengers.
2. Responsible juniors with parental permission can ride to town with responsible same gender seniors after school and Sundays. A limit of 2 passengers per trip.
3. California driving rules for provisional drivers will be applied.
4. Students must be back on campus to participate in the evening dorm program.
5. Students must get outing approved by the dean.

Consequences for disregarding the driving rules may include:

- Losing driving privileges (if applicable)
- Losing riding privileges with seniors
- Being campus bound
- Further consequences up to withdrawal from school

\*All discipline will be determined on a case by case basis by discipline committee/deans' council

### Disclaimer on Rio's Insurance coverage regarding student driving/accidents:

Rio Lindo Adventist Academy's student accident insurance does not cover injuries sustained while riding a two, three or four-wheeled ATV motor vehicle. Therefore, students riding motorcycles to and from school should not plan on benefits provided by this type of insurance in case of an accident.

## Financial/Insurance Items

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### Force Majeure Clause

The school shall not be liable to the Parents or students for delays or failures in performance of any teaching or educational obligations resulting from unforeseen causes beyond the reasonable control of the school, including without limitation, acts of God; inclement weather; acts of war or public enemy; riot; fire; explosion; accident; sabotage or terrorist act; governmental or court-ordered laws, regulations, requirements, orders or actions; national defense requirements; injunctions or restraining orders; failures beyond the reasonable control of either party (hereinafter “Force Majeure Event”). Termination or expiration of the Parent’s obligations or the payment of tuition for any reason, including by reason of a Force Majeure Event, will not affect or negate any obligations of the Parents which arose prior to the effective date of such termination or inability of the school to provide or complete any educational obligations, including without limitation, Parent’s obligation to pay tuition payments.

### Refund Policy

If a student must leave school before the end of the year, the school reserves the right to withhold adjustment of the account until the end of the following month in order to allow time for any charges or credits to be processed. Credit balances on any scholarship account will be transferred back to the school scholarship fund.

### Transfer Students

Accounts from other schools must be cleared before a student enrolls at Rio Lindo Adventist Academy.

### Exam Arrangements

It is the policy of Rio Lindo Adventist Academy to work with the parents in regards to student accounts. The student’s account needs to be current at the end of each quarter/semester. The parents and student will be notified by email the week before exams if the student is ineligible to take exams.

### Textbook Rental

Textbook rental is included in the tuition amount. Workbooks, magazine subscriptions, and other consumable items are charged to the student’s account at the time the materials are issued or used. Students must return textbooks to their teachers prior to taking semester exams. Lost textbooks will result in a \$50.00 replacement fee.

### Senior Accounts

Accounts must be current for seniors to participate in weekend graduation services.

### Returned Checks

A charge may be assessed for each returned check. Rio Lindo Adventist Academy reserves the right not to accept any further checks as payment if a check has been returned.

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## Collection Policy

All accounts are either to be paid in advance or by the first of the month. Accounts are considered delinquent when they continue unpaid past the first of the month. A service fee may be assessed on the unpaid balance.

## Emergency Loans

The Business Office does not loan money. Transfer of cash (\$100.00 maximum) to a student can be done with a credit card for a \$5.00 convenience fee.

## Meals

The tuition amount for residence-hall students includes meals provided in the school cafeteria during the entire school year from registration to the close of school. Day students have two meals per day included in their tuition amount. No food is to be taken out of the cafeteria without permission.

## Guest Meals

Guests may purchase meal tickets at the business office or dorms. Meal tickets may be purchased in advance for guests who plan to visit on Sabbath. Immediate family members of current students can receive free meal tickets from the deans. Guests on official school business may eat for free.

## Banking

Students are encouraged to open a bank account with their parent or guardian at their local bank. Rio Lindo Adventist Academy cannot be responsible for lost or stolen cash.

## Transportation

The school is not responsible for transporting students to regular medical appointments during the school year. Doctor and dentist appointments should be made during scheduled home leaves.

At the beginning and end of home leaves and vacations, the school provides free shuttle service to and from the Sonoma County Airport (for transfer to the bay area airport shuttle bus service). Also the student or family may pay for school transportation to and/or from Sacramento and Tracy, with scheduled stops in between. Dorm students must sign up at least a week ahead of time with their dean.

## School Accident Insurance

The student's family health or international travel insurance plan is the primary coverage for school activity related injuries. Students are covered under a 24-hour accident insurance plan which provides secondary coverage, if needed, for school activity related injuries. Once the student's insurance plan limits have been reached, the school's secondary accident insurance coverage will become available. The injured student must report any injury to a staff member and then to the business office within 24 hours. If needed, applicable insurance claim forms will be sent to the parents for processing. This school's secondary accident insurance does not cover things such as poison oak, the flu, or self-inflicted injuries.

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### **Workers Compensation Insurance**

Workers compensation insurance coverage is provided for all students employed on campus. The injured student must report any injury first to the work supervisor and then to the business office within 24 hours.

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*This Handbook will be used for the 2022-23 school year.*

*Rio Lindo Adventist Academy reserves the right  
to update, change, or delete this handbook without notice.*

*Any announcements made by the Principal or Vice-Principal regarding school policies  
are considered as official as printed in this handbook.*

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