



Riverview Memorial School

Handbook 2026-2027



Riverview Memorial School

**Accredited by the Northern New England Conference Department of Education Recognized by
the Maine Department of Education**

Riverview Memorial School reserves the right to make any policy change or alterations that may be necessary during the year. These changes may replace or supplement those that are printed here. Regulations voted by the faculty or Administrative Council are announced to the students and families. They will have the same authority as those listed in this book or other published materials. The school reserves the right to interpret rules and policies as individual situations and needs arise.

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History

Riverview Memorial School had its beginning in 1915 at the home of Serene Farley, with 12-15 students and one teacher. Later the school moved to Fairfield Road in Skowhegan, then to a room in the Norridgewock Church.

In 1944, the old Dole Mansion on the River Road was purchased, and the school was expanded to three teachers. In 1973, the school moved to its present site on Route 2 and became Riverview Memorial School.

In 1999 the school continued to grow. An all-day certified Kindergarten program was added to the first through tenth grade program and a school business was established, known as Country Cupboard. God's leading throughout our history allows us to look to our future with hope and joy.

Mission Statement

RIVERVIEW MEMORIAL SCHOOL strives to **INSPIRE** others through our actions so that together we can **GROW** in Christ and **SERVE** our community until Jesus returns.

Our Philosophy

The Riverview Memorial School is operated by the Seventh-day Adventist Church to provide a spiritually oriented education for children. A belief in the existence of the Creator God is fundamental in the philosophy of Seventh-day Adventist schools. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the spiritual, mental, and physical powers of each student; preparing them for the joy of service in this life and for the higher joy of service in the life to come. To achieve this goal, we encourage each student to:

- Develop a personal relationship with God and his fellow men as stated in Matthew 2:37-39.

- Master the basic academic skills.
- Value labor, physical and mental, as the blessing God intended.
- Cultivate physical fitness, mental ability, and moral purity as the blessing God intended.

Riverview Memorial School is operated in harmony with the guidance and direction of the Office of Education, North American Division of the Seventh-day Adventist Church.

Admission Policies

PRE-K

******AS OF 2020-2021: The Pre-K, has been put on hold due to enrollment. For more information, please reach out to Andrew Marple. *** (see page 11 for contact information) ******

Admission Process

Riverview Memorial School welcomes children (grades K-10) who desire a Christian education. Students agree to uphold the Christian principles upon which the school is founded. The admission process includes the review of a completed application, transcripts from previous school(s), an Individualized Education Plan (IEP) if applicable, and a meeting with the RMS registrar and treasurer. Application for admission will be reviewed by the school board.

Non-Discrimination Policy

It is the policy of the Seventh-day Adventist Church in all its church-operated schools to admit students of any race, color, sex, ethnicity, or national origin to all rights, privileges, programs and activities generally accorded or made available to students at its school and makes no discrimination on basis of race in administration of education, policies, application admission, scholarship and athletic or extracurricular activities.

Age of Admission

Students are admitted to kindergarten if they have attained the age of five by October 15. A student may enter first grade if he/she reaches six on or before October 15 of the current school year. These are minimum guidelines set by the Maine Department of Education. A birth certificate is required at registration. The school may require readiness screening for first graders.

Special Education

RMS is committed to the success of each of its students and their educational needs. Though our program is not a special education or therapeutic program, we are willing to work within our means to ensure success. Our program is not designed to manage students with serious behavioral, social, or emotional needs or learning disabilities requiring independent special education classes. If you have any concerns or questions, please reach out to the head teacher.

Probationary Acceptance

Students are subject to acceptance under a probationary period of 30 days. This is to ensure that RMS is the best school for the student and family. An ongoing assessment of the student's progress will be conducted during that period and communicated with the family.

Transfers

A child transferring from another school will be required to present records from the last school attended. Students may be assessed to ascertain grade level.

Physical Examinations

A current physical examination for all new students and those entering grades 5 and 7 are required. Examination reports must be delivered to the school office before a student is permitted to attend classes. This is a mandatory state law and conference policy.

Immunization

To comply with state law, each student must:

1. Be fully immunized, or
2. Be medically exempt.

We must have a complete Certificate of Immunization form on file. We ask that parents/guardians obtain these records and submit them to the school prior to attendance. As per Maine State School immunization requirements, philosophical or religious exemptions are only allowable for students with an IEP and exemption in place prior to September 1, 2021.

Medical Release

A medical release form is required in case of an emergency on or off campus. The release is needed to

ensure immediate and proper medical attention on behalf of emergency services. (See Appendix A).

Attendance Policies

Attendance

The goal for all students is daily attendance. Riverview Memorial School is bound by state law to maintain regular attendance and punctuality records.

All absences and tardies are automatically recorded as unexcused until proper notification is received. Written explanation must be received by administration within two (2) school days upon return for absence or tardy to be excused.

Parents must write an explanation for each absence listing the student's name, date of absence, reason for absence, and parent signature.

Students must arrange for make-up work with teachers and complete all work within the time given by the teacher. Assignments that are not made up will be reflected in the quarter and semester grades.

A total of eighteen (18) day absences for elementary are allowed per semester, excused and unexcused, including those accrued by being tardy. If a student is tardy three times that equals one absence. Absences beyond 18 will result in a No Credit (NC) grade, except in the case of extenuating circumstances such as a prolonged illness.

School Closures

School closures will be announced on the News Center Maine website and the NBC TV network. We will also email and text parents with this notification. All planned closures will be on the school calendar. If there is a delay on Friday, school will be canceled. To limit our emergency school closure days (typically we are allowed 5 in a school year), we will be doing STORM PACKETS. These packets will either be paper packets or online learning that teachers ask students to do during a Snow Day. These packets must be returned the next day for students to receive credit for that day.

If school has not been canceled, and you choose to keep your child home based on your assessment that the road conditions are too hazardous for travel in your area, your child's absence will be considered an excused absence. Notify the school if you choose to keep your child at home.

School Hours

School begins at 8:00 a.m. and ends at 3:00 p.m. Monday through Thursday. On Fridays, school ends at 1:30 p.m. Children should not arrive more than 15 minutes before school begins and should leave promptly after dismissal.

Safe School Program

Child Advocacy School

RMS, in accordance with Maine State Law, is a child advocacy school that takes an active role in reporting to the proper state authorities suspected child neglect and child abuse.

Fire and Emergency Drills

All students are expected to cooperate in fire and emergency drills. The teachers take drills seriously and expect students to comply with all requests. Anyone caught tampering with, discharging, or abusing fire extinguishers or alarms will be subject to suspension.

Emergencies

When student injuries occur, appropriate first aid will be provided, and emergency vehicles will be called if needed. Parents/guardians will be promptly notified. Students will be taken to Redington-Fairview General Hospital unless the parents request an alternate hospital. A medical release form must be filled out at the beginning of the school year for the student and will be kept in the school files and at the hospital. (See Medical Release in Admissions Policies)

Chemicals/Fertilizers/Cleaning Supplies

The chemicals, fertilizers and cleaning supplies that are located on the school property are listed in an MSDS book located in the janitor's closet.

Prohibited Items

The following items are not allowed in the school or on school property during school hours or during school activities.

Radios, iPods, iPads, Tablets, Mp3 players, playing cards, video games, video systems, pornography or other material that do not reflect RMS Christian values and principles, skateboards, stereos, headsets, and of course, firearms, knives, weapons, fireworks, ammunition, and other dangerous material are not permitted on the school grounds or in the buildings.

Any violation of this policy will result in the item being confiscated and the parent being called. Subsequent violations will result in increasing levels of discipline and may result in suspension or expulsion from school. Riverview Memorial School adheres to the federal and state statutes regarding firearms, concealed or otherwise, that they shall not be allowed within 1,000 feet of all school property.

Medications

If a student needs to take medication during school hours, the student's parents and physician must fill out a form. Medication forms may be obtained from the school office. Medication should be kept in the original prescription container with the student's name on it. Medications, herbs, and vitamins are not to be shared by students. Medications will be kept in the school office and administered at the appropriate times. All changes must be updated immediately.

Cell Phone & Tablet Policy

If a student has a cell phone or tablet, we ask that they are turned off during school hours. They must be stored out of sight so as not to distract the student. We understand communication is important, but they are at school to actively learn. If a student needs to communicate with a parent, they must have the teacher's permission to make phone calls or text messages at an appropriate time (before class begins, at lunchtime, just before dismissal, etc.) Cell phones and tablets may be used as tools such as a calculator or research tool, but *only with teacher permission*. If a student is using a cell phone or tablet, it is within the teacher's right to confiscate it for the school day if it is used inappropriately (not for schoolwork, inappropriate searches, playing games, etc.) If a student chooses to bring a cell phone or tablet to school, it is their responsibility to keep it safe. The school is NOT responsible for lost or damaged cell phones.

RMS has working landline phones available should a parent need to contact the school or to reach their child. Teachers will have their cell phones on as well in case of an emergency, please reach out to them. Any violation of this policy will result in the cell phone or tablet being confiscated and the parent being called. Subsequent violations will result in increasing levels of discipline and loss of technology privileges (see Appendix B).

Chromebook & Internet Usage Agreement

The Internet and devices are essential in today's 21st Century classroom. We provide Chromebooks for students to use at school for educational purposes. A usage agreement must be filled out by the students and parents at the beginning of the school year. This agreement is to ensure that students use the internet and devices appropriately and wisely. Chromebooks are not allowed to be taken home unless previously approved by the teacher (see Appendix B).

Closed Campus

RMS operates a closed campus. Students are expected to stay on campus until the school day ends. Students may leave the school with the permission of the head teacher and the parent or guardian. If a student is picked up before dismissal time, a parent/guardian needs to communicate with the teacher via phone call, text, or come inside.

Visitors

Visitors are welcome at RMS but should always report and sign in with the head teacher. Students wishing to bring a guest to class must ask the teacher at least 24 hours before the visit.

Dress Code Policy

The dress code is designed to serve as a guide to parents and students on the proper attire for our students. Students should be dressed to respect and honor God, themselves, and others. Clothing should be neat, modest, and appropriately sized.

Parents and students are responsible for understanding and adhering to the dress code. In all circumstances, RMS retains the final authority to determine, in its discretion, whether a student is following the dress code. If a dress code infraction pertains to modesty, the student will be required to

change their attire or have a parent bring appropriate clothing to school. The administration reserves the right to amend the dress code as needed to address new fads and styles.

There will be announced dress-up days and “fun” dress days.

Disciplinary Standards and Procedures

Students are expected to:

- Walk when in the hallway or in the room.
- Conduct themselves politely.
- Chew gum outside of the building.
- Respect school property.
- Be courteous during presentations.
- Clear the building after school and after all events.
- Dress appropriately.
- Receive constructive criticism.
- Use technology appropriately and when allowed to.
- Respect the property of others.
- Remain in class unless given permission to leave.
- Treat others as they would like to be treated.
- Obey and cooperate with faculty and staff.
- Advise of anyone that is not supposed to be on the property.
- Remain in school during school hours and field trips.
- Treat everyone with respect.
- Speak kindly to everyone.
- Use proper language.
- Have respectful conversations and conduct themselves in the same manner.
- Keep hands to themselves.
- Keep the peace.
- Always tell the truth.
- Keep RMS in the highest regards.

- Prevent harm and injury to self and others.
- Prevent self and others from voicing acts of violence.
- Keep the school safe by avoiding weapons and not bringing any to school.
- Keep the school as a drug free environment.
- Avoid activities that may be unsafe or using language designed to lower the self-esteem of others.
- Possessing or showing items that are age and school appropriate.
- Participate in Christian themed activities.
- Only taking items that belong to them.
- Keep the school and property free of any damage.
- Be law abiding citizens.
- Parents should follow and cooperate with school rules, faculty, and staff.
- Not enter the school or other building if not authorized to do so.

The initial violation will require grade/age/category appropriate discipline. Parents will be notified to meet with the Disciplinary Committee to formulate a corrective strategy. Within the context of state and federal laws and the seriousness of the violation, every effort will be made to help the student. In some cases, resolution may require permanent dismissal at the discretion of the Board of Directors.

Discipline Committee

The Discipline Committee is comprised of the head teacher, a faculty member(s), and school board members.

Financial Policies

Operating a private school is expensive. RMS receives income from many sources. The Norridgewock Seventh-day Adventist Church provides a subsidy each academic year. Individuals also make direct contributions to the school. Parents/ guardians pay tuition. Financing Christian education is a cooperative effort involving many. The tuition only covers about half of the expenses for the school but without tuition the school cannot run. We need everyone doing their part to keep the school caught up financially.

If unforeseen circumstances arise, contact the inner finance committee to see what financial aid might be available. At which time, the inner finance committee will supply an application to be submitted along with your most recent tax return.

If, for whatever reason, tuition payments (or individual arrangements) are not being met, the following actions will be instituted:

At 30 days non-payment, a reminder letter will be sent. It is the responsibility of the parents to set up a meeting with the inner finance committee to work out arrangements for your bill.

At 60 days non-payment a mandatory meeting with the parents and the inner finance committee will be scheduled to discuss your situation and work together to keep your student enrolled.

Transcripts

Transcripts and/or final report cards will not be released if your tuition bill is not paid unless it has been approved through the finance committee.

Tuition

Available Upon Request

1st Monthly Payment is due on or before Registration Day, usually held in July each year.

Note: Additional child discounts

2nd child - 10%

3rd child - 25%

4th child - 35%

* For additional children, see the RMS Treasurer

Monthly statements will be mailed to the parent or guardian responsible for tuition payment. Tuition is paid in twelve (12) equal installments and is due by the 15th of each month, July-June. The first payment is due in July. Payments may be made in cash, by check, or money order payable to Riverview Memorial School. Payments may be mailed or placed in the locked treasure box located in the school office. When mailing, please send to:

Riverview Memorial School
Attn: Treasurer
201 Mercer Rd.
Norridgewock, ME 04957

Mentor Program (PFE- Partnering for Eternity)

RMS offers a scholarship program for students and parents who have a passion to serve. PFE is not a need-based scholarship. It is for students who would benefit from a positive intergenerational relationship. This program involves a student (one mentee) visiting an older adult (one mentor) for 1 hour per week from August to May. The student receives \$30.00 per visit which is applied to his/her tuition payment. The student also receives the blessing of an intergenerational friendship. PFE was designed to ease senior isolation and loneliness.

Referral Policy

We offer a financial incentive for families of current students who recruit new students. This policy is outlined below.

1. All enrolled RMS families are eligible for the referral discount.
2. A discount of one month's tuition will be applied to tuition bill upon completion of two (2) months attendance by new family.
3. The referral discount is on a per family basis - not a per student basis.
4. New non-church member families will receive half off their first month's tuition for each student enrolled upon on-time payment of first month's tuition bill.

Fundraisers

Anyone is welcome to do a fundraiser. If you are interested in doing one you need to present your idea to the school board. Once they have approved your idea, all funds (checks and cash) must go through the school treasurer. Checks are to be made out to RMS. If any expenses occur during the fundraiser a bill must be presented to the treasurer, and he/she will take care of paying it using the funds coming in.

Administration/Faculty/Staff

Position	Names	Phone Number
Teaching Principal (5-10)	Andrew Marple	207-330-1812
Teacher (K-4)	Theresa Sweet	207-357-2359
Home & School Leader	Vacant	207-612-8001
Treasurer & Inner Finance Chair	Jeremy Manasco	316-295-7237
School Board Chairperson	Janice Grant	207-587-2045
Pastor	John Quade	509-680-2475