

RIVERSIDE JUNIOR-SENIOR HIGH SCHOOL

HANDBOOK ACKNOWLEDGEMENT FORM  
2018-2019

You have received a copy of the 2018-2019 Riverside Junior-Senior High School Student Handbook. We ask that you, along with your parents(s) or guardian(s), please read over the handbook very carefully. As a student at Riverside, you are responsible for all rules and regulations contained in the handbook. Failure to comply with these rules and regulations can result in disciplinary action.

RIVERSIDE JUNIOR-SENIOR HIGH SCHOOL  
STUDENT HANDBOOK  
2018-2019

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## MISSION STATEMENT

To think differently and collectively, in order to create a vehicle that will inspire a passion for learning, character, innovation, and social responsibility.



**ALMA MATER**

TUNE 'GOD OF OUR FATHERS'

Hail, hail to thee,

Our Alma Mater dear,

With praise and love,

Your honor we revere.

And when the day

Our life pathways shall part,

Still, still by thee

United one in heart.

With lofty voice

We sing along the way,

Dear Alma Mater,

Prosper day by day,

Waving on high

Your colors, red and blue,

Our grateful hearts

To you, will e'er be true.

## **ASSEMBLY PROGRAMS**

- A. Assembly programs at Riverside High School will be scheduled as they are needed. Students are reminded that a school assembly is just as important as regular class instruction. Therefore, students are expected to demonstrate their best classroom behavior during an assembly program. The following suggestions are made regarding conduct during an assembly program.
1. Students must enter the auditorium in an orderly manner.
  2. Students must not talk during an assembly program:
    - (a) They should pay attention to the program.
    - (b) They should respect the efforts of those taking part in the program and should never make fun or belittle anyone who is participating in the program.
    - (c) Students should remain quiet during breaks in the program; such breaks are not a signal for an assembly audience to talk.
    - (d) If a student is not interested in the program, he should at least remain quiet so that others may enjoy the program.
  3. A well-mannered audience indicates its appreciation by applauding. Cheering, whistling, shouting, etc. are indications of ignorance and will not be tolerated during an assembly program.
  4. Students may not eat, read, study, or comb hair during an assembly program.
  5. The time for an assembly program will be announced in advance.
    - (a) Usually, separate assemblies will be held for the Senior High (10th, 11th, 12th grades) and for the Junior High (7th, 8th, 9th grades).
    - (b) Occasionally, the entire school will be assembled in the gym; procedure for that particular assembly will be announced.
  6. At the conclusion of the assembly students must report promptly to the classes to which they have been scheduled.
  7. Any student who fails to obey any of the preceding rules will be removed from the assembly program and will face further disciplinary action.

B. Remember:

1. Students are judged as a group by the manner in which each individual student behaves.
2. Good conduct and courtesy, during an assembly program, are of utmost importance.
3. Your school assemblies should be something of which everyone can be proud.

**ATTENDANCE - ABSENCES**

A. It is important that every child attend school on a regular basis since regular attendance is essential to satisfactory progress, achievement, and success in school.

B. Irregular attendance usually results in:

1. Lower levels of accomplishment.
2. Work that is missed and which can never be fully made up.
3. Explanations, discussions, and teacher presentations that are missed.

C. Compulsory School Age in the Commonwealth of Pennsylvania

**§ 11.13. Compulsory school age.**

Except as otherwise provided by law, compulsory school age refers to the period of a child's life from the time the child enters school (which may be no later than at the age of 8 years), until the age of 17 or graduation from a high school, whichever occurs first.

1. All persons between the ages of six and twenty-one years who reside in the Commonwealth are entitled to a free and full education in the Commonwealth's public schools.
2. Parents or guardians of all children between the ages of eight and seventeen are required by the Compulsory Attendance Law to ensure that their children attend an approved educational institution, unless legally excused.
3. Exception to the compulsory attendance would be. Any child who has attained the age of sixteen (16) years, and who is regularly engaged in any useful and lawful employment during the time the public schools are in session, and who holds an employment certificate issued according to law.
4. The responsibility for regular school attendance of the child rests with the parents or guardian.

5. The accounting for and the enforcement of this regulation are the responsibility of the local school.
- D. Riverside High School Attendance Procedure.
1. Parents or guardians are asked to call the high school (562-2121) by 8:30 a.m. on days that their children are absent. The high school secretaries will call home in order to verify the absence of any student whose parents have not called.
  2. On the day following the absence, the students are expected to present to the homeroom teacher an excuse signed by a parent or guardian that states the reason for the absence. If the excuse is not brought in within 3 days, the absence will be considered unexcused. The school also reserves the right to refuse any backdated excuses (including medical). Any Medical Excuse must be turned in within 5 days of the absence or the absence will be considered unexcused. No Exceptions !!!!  
When a student has accumulated 15 days of unexcused absences (without a medical excuse) or skips, or tardies, their name will be placed on a list which is given to each teacher. At that point, students will receive zeros in all of their classes for each subsequent absence (unless a medical excuse accompanies the absence within 5 days of the absence). Also, students on the list will be prohibited from participating in extra-curricular school functions/activities which can include but are not limited to: attending home games, dances, Semi-Formal, Jr.-Sr. Prom, field trips with classes, and all dress down privileges are lost, etc. No excuses of any kind will be accepted beyond 5 days to have a student removed from the 15 day list. Once a student reaches 10 days, a formal letter will be sent to the parents notifying them that their child is in jeopardy of being placed on the 15 day list. At this time a Meeting will take place with the Truancy Intervention Program team members. Also, if a student is placed on the 15 day list they cannot participate in any extra-curricular activities/clubs, any field trips, and cannot participate in any sports teams or be a member of any PIAA – Riverside sports team.
  3. Upon determination of an unexcused absence or skip, the teachers are notified in writing of the student's skipping with the recommendation by the administration that the student be given no credit for that day's classes. If a test or quiz was scheduled for that day, then the student will receive a zero as a grade. If the student persists in skipping school, in-school suspension

or further penalties may be given by the administration. Further failure to attend school on a regular basis may cause the student's case to be brought before a magistrate. Furthermore, if the student fails to return to school on a regular basis following the magistrate's hearing, the student and/or parents will be in violation of Section 1333 of the Public School Code dealing with compulsory attendance. At that time, the school district will file a dependency petition with the Lackawanna County Family and Orphans Court, seeking to declare the child incorrigible. If found guilty, the court will place the student with a foster family or an institution to insure compliance with the compulsory attendance laws.

4. Also at the discretion of the school administration, a student may be asked to bring in a doctor's excuse to verify their absences. Failure to do this will cause school officials to treat any further absences as unexcused with the same penalties noted in paragraph three. Medical excuses will be considered as legal excuses. The excuses must contain the following information: The date that the student was seen in the doctor's office, the doctor is legally excusing the student for that designated day, and the excuse must state that the student was physically present in the doctor's office for that day. The excuse must be turned into the Main Office within five (5) days from when the student returns back to school. The school reserves the right to refuse any excuses that are beyond the five (5) day limit. If the excuse is not turned in within five (5) days then the absence will be considered unexcused.
  5. Class time lost due to either chronic tardiness to school or early dismissal from school may also be considered in determining the point where any further absences, tardies or early dismissals will be considered as unexcused.
  6. Late to school will count towards the 15 day list. The minutes that a student is late to school will be added up and counted and applied to the 15 day list.
- E. Excuse to Leave School. Student must bring an excuse to leave school early to the main office of the Vice-Principal before homeroom. The excuse should include the reason (medical) for the request, the name and phone number of the physician, and the time of the appointment. Excuses for personal reasons will not be accepted and parents can call the school if they have any questions.

- F. For a student to receive credit for a full day of school they must attend at least up to and including 7th Period. Students who are excused from school prior to 12:30 PM and do not return to school, will be declared absent for that day unless they receive a medical excuse stating that the student's absence was required for medical or other professional services. If arriving late, students must be in school by 9:30 am. To receive credit for the day the student must produce a bona-fide medical excuse or other legal documentation, which clearly stated the need for the student to miss the entire day. If such medical or professional excuses are not produced, the student will be charged with an absence that will count toward being placed on the 15 day a list. (see the 15 day list)
- G. Students must be in attendance during the school day in order to participate in any extra-curricular activities, contests, dances, events, practices, or meetings held after school on a given day. Students who are absent because of a funeral, doctor/dentist appointment, religious event, or court will be given permission to participate in that days event if an excuse accompanies the student to that practice.
- H. 20 Day Policy- Students that miss 20 or more days or classes without legal documentation will not receive credit for those classes that are missed and will repeat those classes or possibly the entire school year the following year. This policy will be explained by administration to all students in 7<sup>th</sup> -12<sup>th</sup> grade during the first week of school in class meetings. You can also find the entire policy on our web-site and click on the link labeled 20 day policy.
- I. **Important Notice to Parents: Vacation is not an excused absence. All vacation days will be marked as unexcused absences.**

All In-School Suspension and Out-of-School Suspensions will be counted as an unexcused absence and will also be counted towards the 15 and 20 day policy set forth in the district guidelines.

### **BACKPACKS**

Use of backpacks by students are allowed. However, students who bring backpacks to school must keep them in their locker from the time of their arrival at school until their departure at the end of the day. The only exception to this rule is that students who have art, shop, gym, and so forth in that part of the building may take their backpacks to those classes at the beginning of 9th period. Parents should exercise good judgment in selecting a backpack. Backpacks that cannot fit into a student's locker will not be allowed in the building.

**RIVERSIDE JUNIOR-SENIOR HIGH SCHOOL**

**BELL SCHEDULE**

7:49		Teachers in Homeroom
7:51	- 7:58	Homeroom (Roll/Opening Exercises)
7:58	- 8:01	Passing
8:01	- 8:45	1st Period
8:45	- 8:48	Passing
8:48	- 9:32	2nd Period
9:32	- 9:35	Passing
9:35	- 10:19	3rd Period
10:19	- 10:22	Passing
10:22	- 11:06	4th Period
11:06	- 11:09	Passing
11:09	- 11:39	5th Period-Lunch-7th & 8th
11:39	- 12:09	6th Period-Lunch-11th & 12th
12:09	- 12:39	7th Period-Lunch-9th & 10th
12:39	- 12:42	Passing
12:42	- 1:31	8th Period
1:31	- 1:34	Passing
1:34	- 2:23	9th Period
2:23	- 2:26	Passing
2:26	- 2:59	10th Period

**COMPRESSED BELL SCHEDULE**

9:49	- 9:58	Homeroom
9:58	- 10:01	Passing
10:01	- 10:27	1 <sup>st</sup> Period
10:27	- 10:30	Passing
10:30	- 10:56	2 <sup>nd</sup> Period
10:56	- 10:59	Passing
10:59	- 11:29	5 <sup>th</sup> Period-Lunch-7 <sup>th</sup> & 8 <sup>th</sup>
11:29	- 11:59	6 <sup>th</sup> Period-Lunch-11 <sup>th</sup> & 12 <sup>th</sup>
11:59	- 12:29	7 <sup>th</sup> Period-Lunch-9 <sup>th</sup> & 10 <sup>th</sup>
12:29	- 12:32	Passing
12:32	- 12:58	3 <sup>rd</sup> Period
12:58	- 1:01	Passing
1:01	- 1:27	4 <sup>th</sup> Period
1:27	- 1:30	Passing
1:30	- 1:55	8 <sup>th</sup> Period
1:55	- 1:58	Passing
1:58	- 2:23	9 <sup>th</sup> Period

## **BULLYING/CYBERBULLYING**

The Riverside School District is committed to providing a safe, positive learning environment for district students. The Riverside School District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Riverside School District prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**Bullying**, as defined in this policy, also includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Riverside School District prohibits all forms of bullying by district students.

The Riverside School District encourages students who have been bullied to promptly report such incidents to the building principal or designee.

Please refer to Board Policy for further explanations.

## **BUS REGULATIONS**

- A. At Riverside, it is considered a privilege to ride a bus to school; therefore, the following are considered to be violations of the bus privilege:
  1. Smoking/Tobacco
  2. Using profane language
  3. Throwing debris on the bus or out of the bus windows
  4. Fighting
  5. Destroying property
  6. Endangering the safety of passengers and/or bus driver
  7. Other violations as determined by the bus driver
- B. Penalties for Violations  
Penalties for violations may include a parental contact, loss of bus privilege for varied lengths of time, and/or suspension from school, and from riding the bus indefinitely.

C. Rules for Bus Students

1. The driver is the sole authority while the bus is enroute to or from school.
2. Students are expected to display their best classroom behavior while they are riding the school bus.
3. Students shall be taken on and discharged from the bus at designated zones only.
4. Students shall pass in front of the bus to cross the highway.
5. Students shall not be permitted to move about either to change seats or to leave the bus while it is in motion.
6. Students must be at their loading zones on time since each driver is on a strict time schedule.
7. The bus driver will issue seats to students.
8. Any student taking the late bus (10th Period) home must have a valid-legal pass from a teacher, administrator, or athletic coach. No students will be allowed to ride the bus without a pass. Athletic, extra-curricular activities, tutoring from teachers, 10th Period class, and detention are some of the reasons that a student may stay after school. Other requests, by students, to take the 10th Period bus will be determined on an individual basis and determination will be based on the legitimacy of the request.
9. Any violation of rules will be reported to the Vice Principal's Office by the bus driver. The Vice Principal will impose the penalties for the violation as discussed in paragraph B.

**CAFETERIA**

The following are some suggestions regarding the use of the cafeteria:

1. Students may purchase food from the various lines in the cafeteria.
2. Students who do not wish to buy food from the cafeteria may bring their lunches from home. These lunches, however, must be eaten in the cafeteria.
3. Students may have quiet conversation during lunch periods. Shouting, unnecessary moving about or creating disturbances are as out of place in a school cafeteria as they would be in any public eating place.
4. Students are to deposit all of their trash (including used milk cartons, paper napkins, lunch bags, etc.) in the large waste containers provided for that purpose.

5. Students must not take any food or beverages from the cafeteria. Open containers, of any type, will not be allowed outside the cafeteria area for any reason.
6. Students must obey the requests of the teachers on duty regarding behavior and clean-up duties.
7. Students must leave their tables and the surrounding areas clean.
8. In order to leave the cafeteria for any reason at any time, students must have a pass from the teacher on duty. Passes are not to be requested on a regular basis.
9. If students are caught cutting the lunch line, upon the first offense, students will be given one month of lunch detention in the conference room. If a second offense occurs, they can be given lunch detention for the remainder of the year.
10. When excused from the cafeteria, students must place their chairs in position at the table.
11. Students are also reminded that cafeteria privileges can be taken away from them by action of the Vice Principal.
12. At the conclusion of the cafeteria period, students will leave the cafeteria in an orderly manner. NO RUNNING or YELLING!
13. If necessary, students will be assigned seats by the cafeteria duty teacher or administration, or be placed in the In-School Suspension Room/Conference Room to eat lunch due to disruptive behavior.
14. Students must respect the rights of other students especially when they are standing in line to be served. There must be no breaking into the line at any time.
15. Students can put money on their account before homeroom.

### **CAR REGULATIONS**

1. Students driving to school are to park their cars in the student parking area only. The student parking area is located on the cafeteria side of the school. The faculty parking lot is off limits to students.
2. Students are advised to remove the keys from the parked cars and to lock the cars.
3. Students are not allowed in the parking lot between or during classes or during lunch period without permission of the administration. Once students are in the school, they will not be allowed to go to their cars for any reason.
4. No speeding or reckless driving will be

- permitted in the parking lot or elsewhere on the school grounds. The speed limit on the school grounds is 1 to 10 miles per hour.
5. Students are reminded that the use of parking facilities at the school is a special privilege. Any violation of the above parking regulations will result in the loss of the privilege of driving on school grounds.
  6. Students are also reminded that their vehicles are parked on school property. As such, the vehicles are subject to the same rules governing search and seizure as their lockers and person if there is reasonable suspicion that they are the depository of contraband.
  7. Reckless or unsafe driving/failure to adhere to regulations may result in loss of driving privileges at the discretion of the administration or notification of the local police department.
  8. Some students have purchased parking spots as fundraisers. If there is a painted parking spot, students are not to park in those spots. Students who drive to school and didn't purchase a parking spot, can park in a non-painted parking spot.

Drive Carefully, Park Properly, And Avoid Accidents.

### **CAREER TECHNOLOGY CENTER (CTC)**

Students who choose to go to CTC and are accepted, will go in 10th, 11th or 12th grades for 1/2 day. Normally, Sophomores will attend morning sessions. Juniors will attend either the morning or afternoon sessions and Seniors will attend the afternoon sessions.

Students will be chosen according to best grades in school, best scores on the Differential Aptitude Test and the best attendance.

Courses taken at Riverside for graduation will be offered at the home school.

Seniors may be eligible for Co-op Program which means they may be able to work during that year instead of going to CTC.

All students will receive three (3) credits for each year of CTC they passed.

Students are not permitted to drive to the Career Technology Center (CTC). Bus transportation is provided to and from the CTC by the Riverside School District.

CAREER TECHNOLOGY CENTER  
SHOPS THAT ARE OFFERED

Air Conditioning and Refrigeration	Auto Visual	Electronics Technology
Communications	Automotive Technology	Graphic and Printing Communication
Building Mechanic Trades	Business Electronics	Health Occupations Technology
Technology Carpentry		Industrial Machine Technology
Collision Repair Technology	Child Care	Law Enforcement/Police Science
Computer Maintenance Technology	Cooperative	Marketing
Education Cosmetology		Masonry
Culinary Arts		Ornamental Horticulture
Diesel Equipment Technology	Drafting/Design	Plumbing and Heating
Technology Electricity		Residential Construction
		Warehouse Management
		Welding

**CLASSROOM REGULATIONS**

- A. Students
1. Students should be ready to work as soon as they enter the classroom.
  2. Students should anticipate what materials they will need for each class. Having pencils and paper and other immediate needs available should become a matter of habit so that borrowing will be unnecessary.
  3. Students should contribute to class discussions, but they should respect the opinions of others even if they disagree with those opinions.
  4. Students should remember that rudeness is avoidable if each one has a considerate attitude toward others.
  5. Students should place their chair in its place under the desk before they leave the room.
  6. Teachers will dismiss students in an orderly manner at the end of each class period.
  7. The bell is a signal for dismissal to the teacher only.
  8. The teacher should, however, dismiss promptly at the signal so that students may move on to the next class.
  9. Students must respect the right of teachers to teach and students to learn without interruption or interference from disruptive or rude students. Students who violate these teacher and student rights will face disciplinary action.

## **DETENTION HALL PROCEDURE**

1. Students may be assigned to detention room after regular school hours for the following reasons:
  - a. lateness to school
  - b. lateness to class
  - c. illegal absence from classroom without a written excuse
  - d. rule violations (bus, classroom, study, etc.)
  - e. classroom disturbances
  - f. unacceptable behavior
  - g. coming to class without books
  - h. disrespect for teachers
  - i. incomplete homework assignments
  - j. reasons determined by the principal, vice-principal and teacher.
2. Special notice
  - a. at no time does a co-curricular **activity, athletic practice or participation, or work** take precedence over a detention hall obligation.
  - b. failure of a student to report for detention will result in a Wednesday detention. If a second incident occurs, then the student will be placed in an In-School Suspension and cannot enter the school until a parent conference is made with the Vice-Principal. If a third offense occurs, the student will receive an Out-of – School suspension and cannot enter the School until a parent conference is made with the Vice-Principal.
  - c. all students must bring written work with them so they can begin to work promptly. The room must be quiet at all times with strict study rules in force.
  - d. students assigned to detention may not leave the room except in extreme emergencies.
  - e. parents of students in 7<sup>th</sup> & 8<sup>th</sup> grade assigned to detention will be contacted by the teacher assigning the detention.
  - f. detention will be conducted from 2:26 to 2:55 PM.
  - g. there is a late bus for students who have detention that will take them home.
3. Senior Detention
  - a. Senior detention will be every morning from 7:15 to 7:45 AM. Seniors will report to the Vice Principal in the morning. They will have written work to do.
4. Wednesday Detention  
Wednesday detention will be from 2:26 – 3:55 PM. Students must be seated by 2:26 PM with written work for the full 1 ½ hours.

At no time will a co-curricular activity, athletic practice, participation in a game, or work take precedence over a Wednesday detention. If a student skips a Wednesday detention, does not work during detention, or disrupts the detention, the student will serve an In-School-Suspension the next day and parents will be notified. If a second offense occurs, the student will receive an out-of-School suspension and cannot enter the school until a parent conference is made with the Vice-Principal.

### **DISCIPLINE**

Nothing fixes the reputation of a school in the minds of the public more readily and firmly than does discipline. Consequently, the subject of discipline should always be of paramount importance to the students. Discipline, however, is the concern of every student. Therefore, the philosophy of Riverside Junior-Senior High School toward discipline and the implementation of the regulations of the school concerning discipline must be understood by all students. Self-discipline is the first and foremost requirement for the establishment of good learning.

Listed below are areas in which students can acquire self-discipline that will help them mature:

- a. care of lockers, books, and school property
- b. respect for teachers, students, etc.
- c. conduct in classes, in corridors between classes, during lunch periods, and in after-school activities.
- d. attitudes and manners during assembly programs and during school events.

### **DISASTER DRILL**

A disaster drill is conducted periodically. A very long bell or an announcement over the P.A. System indicates the beginning of the drill. Teachers will guide their classes during the drill. Instructions will follow.

### **DRESS CODE**

The intent of this policy is to ensure that our students dress appropriately, are not disruptive to the educational process, and do not compromise the safety and security of our school. While requiring a specific type of clothing, it is not our purpose to interfere with student decisions or freedom of expression. However, the safety of all students, the security of the building, and the environment in which our students learn must be the foremost objectives of our school.

## **Uniform Policy**

All uniforms must be appropriately sized to the student.

**Pants:** Khaki (Beige/Tan) and Navy Blue are the only acceptable colors that may be worn by students. Pants must be secured at the waist. Cargo pants, baggy/skateboard pants, extra wide/extra full, military pants (fatigues), sweat pants, wind pants, capris, and jeans are not permitted. All pants must be a solid color of either Khaki or Navy Blue. At no time are school pants to be cuffed or rolled up. Faded Navy Blue pants will not be accepted as the uniform pants and color.

**Skirts:** Khaki (Beige/Tan), Navy Blue are the only acceptable colors that may be worn by students. Skirt length should range from the middle of the knee to the ankle. All skirts must be a solid color.

**Shirts:** All shirts must have a collar. Golf style shirts, (long sleeve or short sleeve), and button down dress shirts (long sleeve or short sleeve) must be worn. Golf shirts must bear the Riverside Logo on the shirt. No other type of golf shirt will be accepted unless it bears the Riverside Logo, which is the only acceptable logo. The colors may be White, Navy Blue, or Red. All shirts must be of a solid color.

The button down dress shirts must have a collar and the only acceptable color is white. The button down dress shirt can either bear the Riverside Logo or not. The Riverside Logo is the only acceptable logo that can be worn. Shirts must be fully buttoned except for the top three buttons.

Any shirt that exposes the midriff or tied in a knot in the back is prohibited.

**Sweaters:** Crew, V-neck, and button down/zipper sweaters may be worn. A collared school shirt must be worn underneath. The sweater colors are those listed above for shirts. Sweaters must be a solid color and cannot bear any logo except the Riverside Logo. A collared school shirt must be worn underneath the sweater and visible to the faculty.

**Sweatshirts:** Crew neck sweatshirts may be worn. They must be a solid color of White, Navy Blue, Red, or Gray. They cannot be ripped or torn around the neck line. The only acceptable logo is the Riverside Logo or those of the Riverside Junior-

Senior High School clubs, sports, or organizations. Students may have their names and jersey numbers printed on the back of the sweatshirts. The sweatshirts cannot be worn inside out. No hooded sweatshirts or zipper-up sweatshirts are allowed in the homeroom or in any classroom throughout the day. A collared School shirt must be worn underneath the sweatshirt and be visible to the faculty.

Shorts: Shorts will not be permitted.

Shoes: Some style of shoe/sneaker must be worn at all times. Flip-flops and slipper style shoes are prohibited. Any footwear that poses a safety hazard is not permitted.

Display of any type of undergarment will result in an automatic In-School Suspension

The following may not be worn while in school: No hoodies, hats, coats, jackets, vests, torn clothing, sunglasses, or head bands. No chains worn on clothing or attached to backpacks or other hand held items. Spiked bracelets, dog collars, or any type of bracelet that is offensive in nature and disrupts the educational process is prohibited during school hours.

All book bags and backpacks must be placed in the students' lockers after they enter the school building. They will not be allowed in the classrooms or other parts of the building. The only exception to this policy will be for students who have a ninth period class in gym, shop, art, and family and consumer science areas to facilitate the student's ability to access the school buses at the end of the school day.

Any item brought into the school by a student that, in the opinion of the administration, constitutes a danger or threat to that student or others in the building will be confiscated.

Any changes to the dress code during the school year will be made by the Administration.

The school nurse and/or Administrative Secretary will assist the administration in determining when a particular style of clothing is deemed immodest. Upon such a determination, the student will be placed in In-School Suspension.

### **Discipline Guidelines for Dress Code**

All students will attend school in uniform. Any students arriving to school in violation of the mandated uniform policy will be subject to the following disciplinary action:

1st Offense: The student will receive a warning. They will call home to have their parent(s) or guardian bring in the proper uniform clothing. If they cannot bring in clothing then the student can see if the school

nurse has the proper clothing. If not, then the student will be placed in I.S.S. for the remainder of the day. The administration will contact the parents regarding the student's non-compliance with the uniform policy.

2nd Offense: The student will be placed in In-School Suspension for the day. The student will not be able to return to school unless a parent accompanies him/her to meet with the administration. Also, the student will be prohibited from participating in all dress down days for the remainder of the school year. The administration will contact the parents regarding the student's non-compliance with the uniform policy.

3rd/4th Offense: The student will be subject to an Out-Of-School Suspension which will last for 1 day. The student will not be able to return to school unless a parent accompanies them to meet with the administration. The administration will contact the parents regarding the student's non-compliance with the uniform policy.

5<sup>th</sup>/ or more Offense: There will be a mandatory 3 day Out-of-School Suspension. The student will not be able to return to school unless a parent accompanies them to meet with the administration. The administration will contact the parents regarding the student's non-compliance with the uniform policy.

All In-School Suspension and Out-of-School Suspensions will be counted as an unexcused absence and will also be counted towards the 15 and 20 day policy set forth in the district guidelines.

## **DRIVER EDUCATION**

- I. Because unskilled driving attitudes can jeopardize the lives and welfare of others, the Administrators of the Riverside School District urge that a comprehensive driver and traffic safety course will help students enter adulthood as informed conscientious, and responsible citizens. Therefore, all students, who qualify, are encouraged to participate in the Driver Education Program.
- II. Qualifications for behind the wheel instruction include:
  - a. Successful completion of the Driver Education Classroom instruction.
  - b. Possessing a valid permit or license.
  - c. Students are required to make necessary

- application with the driver instructor.
- III. Driver Education Teacher instructs and encourages students to develop not only proper motor skills necessary for safe and efficient driving, but also to respect the rights and privileges of others.
  - IV. Passengers also have a share in the responsibility for safe driving:
    - a. Overcrowding a car is dangerous.
    - b. Dares and jeers from riders often cause accidents.
    - c. Wise students will refuse to ride with a reckless driver or a driver who is under the influence of alcohol or drugs.
  - V. Parents also share the responsibility for safe driving.
    - a. They must be firm in their decision to refuse a request for the car by young people who cannot comply, or demonstrate responsibility for safe driving regulations.
    - b. Parents should, however, be generous in their praise of a young driver's courtesy to others, obedience to the laws, and careful handling of the car.

### **DRUGS**

A student who on school grounds, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol, drugs, or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substance, or any substance purported to be a restricted substance or over the counter drug shall be subject to discipline pursuant to the provisions and procedures outlined in the Administrative Guideline section of the district policy.

Students may not possess or take any medication while in school. There are serious consequences for students who violate this policy. Any and all medication must be presented to the school nurse by the parent and specific guidelines must be followed.

Parents should contact the school nurse if there are any questions.

The above is part of the Riverside School District drug policy and the memorandum of understanding between the Riverside School District and the Lackawanna County District Attorney's Office.

### **DUAL-ENROLLMENT PROGRAM**

Riverside offers a Dual-Enrollment program to Junior and Senior students. This program allows them to take college courses while still in high school at a reduced rate. The goal is to allow students to discover the college experience and concurrently

develop a strong interest in furthering their education beyond high school.

We are partnered with Lackawanna College, Penn State University, Worthington Campus, Johnson College and the University of Scranton. While the colleges can enforce their own admissions qualifications, Riverside requires that students have a cumulative GPA of at least 80, that they are passing all current classes, and that they are not credit deficient. Students earn 3 college credits and a high school elective credit upon successful completion of the course. Students must earn a C or better in the course to be eligible for grant covered cost reductions.

Pending approval students can take courses after school hours at any of the 3 institutions in either the Fall or Spring semesters.

### **ELECTRONIC DEVICES**

The Riverside School district prohibits all students from using any personal electronic devices. Electronic devices include but are not limited to: cellular phones, pagers, laser pointers, digital cameras and hand held video games. Electronic devices should be shut down upon arrival to Riverside Junior Senior High School and then stowed away in a purse or pocket. Electronic devices are prohibited prior to 10<sup>th</sup> period.

#### **Any electronic devices that are confiscated will follow the following return procedures:**

If a student's cell phone goes off or is out whether it fell out of their purse or pocket will be confiscated by the teacher. The return of the device will be as follows: 1<sup>st</sup> Offense – (1 day-parent pick up at the end of that day). 2<sup>nd</sup> Offense – (1 day-parent pick up at the end of that day). 3<sup>rd</sup> Offense – (1 day-parent pick up at the end of that day). 4<sup>th</sup> Offense – (3 day-and a parent meeting must take place between parents and administration before the device is returned). Any more infractions after that will be a 5 day hold on the phone.

If a student has the phone out in view of the teacher and using the phone for any reason, the phone will be confiscated by the teacher. The return of the device will be as follows: 1<sup>st</sup> Offense – ( 1 day-parent pick up at the end of that day). 2<sup>nd</sup> Offense – (3 days-parent pick up at the end of the 3<sup>rd</sup> day). 3<sup>rd</sup> Offense – (5 days-parent pick up at the end of the 5<sup>th</sup> day). 4<sup>th</sup> Offense – (5 days-parent meeting must take place between parents and administration before the device is returned). Any more infractions after that will be a 10 day hold on the phone.

Phones that are not picked up by 3:15 on the day of the violation can be picked up by the parent on the next school day. Phones will not be returned to students at any time.

**Refusal to turn over a device will result in an automatic 5 day out of school suspension. The refusal will count towards an offense.**

All In-School Suspension and Out-of-School Suspensions will be counted as an unexcused absence and will also be counted towards the 15 and 20 day policy set forth in the district guidelines.

### **FIELD TRIPS**

Field trips will be limited to special interest groups who are researching and investigating specific areas of knowledge. Students must have permission slips signed by parents or guardians before leaving school.

Students are reminded that field trips are school sponsored activities and are therefore governed by all of the rules and regulations which pertain to students during a regular school day. Any activity or action by a student/ students which is detrimental to or an embarrassment of the Riverside Junior-Senior High School will be dealt with by appropriate disciplinary action. Any student on the 15 day list will be ineligible to attend any field trips.

### **FIRE DRILLS**

Fire drills are conducted for the purpose of developing and maintaining prompt, orderly evacuation procedures. Safety of the occupants of the building is of primary importance. While safety must not be sacrificed for speed, continual efforts must be made so that both speed and safety result when the building is being evacuated.

There is no substitute for actual drills. Perfection is not attained without repeated drills.

The fact that the building is fire resistant, or that no fires have occurred in the building will never justify neglecting the fire drills. Repeated practice is essential to reduce to a minimum the chances of loss of life or serious injury in case of fire or emergency.

Having fire drills in school also creates a sense of becoming "fire drill conscious" on the part of both pupils and teachers. This fact, of course, applies not only in school but in situations in other public places where emergencies may occur.

When a fire drill takes place( actual or a drill) and the bells are sounded, students will remain in the classrooms until a announcement is made by the administration (within about 30 seconds) that it is clear to evacuate the building and follow all procedures for the fire drill.

#### **STUDENTS' RESPONSIBILITIES DURING FIRE DRILL**

1. Students must assume a serious attitude about fire drills:
  - a. every drill could be the real thing
  - b. jumping down stairways, pushing, or participating in any kind of horseplay will not be tolerated.
2. In every classroom, the student should observe the sign which indicates the fire exit.

## **GRADUATION REQUIREMENTS**

A student has freedom to plan a program suitable to his individual needs and interests. Certain requirements, however, must be met before a student may graduate from Riverside High School. Some of these requirements are determined by the Pennsylvania State Department of Education; others are determined by the Riverside School District.

Requirements for graduation from Riverside Junior-Senior High School (grades 9-12) include:

- 4 units of credit in English (Language Arts I, II, III, IV) or A.P. Language Arts or A.P. Language Arts/Composition
- 4 units of credit in Social Studies (World Cultures, United States History I & II, American Government/Economics. Only 3 credits required if the student attends the Vocational-Technical School for 3 years)
- 3 units of credit in Science (Physical Science, General Biology, or College Prep Biology, or Advanced Biology, and one other Science)
- 4 units of credit in Mathematics (8th grade Algebra I can be counted).
  
- 2 units of credit in Arts or Humanities or both (must include Communications)
- .6 units of Personal Finance & Management
- .8 units of credit in Health
- .4 units of L.A.S.T. class
- 1.6 units of credit in Physical Education
- 3 units of credit in courses approved for credit toward graduation by the school district, including approved vocational-education courses.

A student receives one unit of credit for passing a course which meets five periods per week for the entire school year. If a course meets 3 periods per week only .6 credits can be earned, while a course meeting 7 periods per week can earn 1.4 credits. At least 23 credits are necessary for graduation.

Advanced Placement/Honors Courses will have a weighted grade which will be reflected in determining class rank, honor roll, and honor society.

The Advanced Placement grade will be multiplied by .05 and the derived figure will be added to the report card grade. The Honors grade will be multiplied by .025 and the derived figure will be added to the report card grade.

## **GRADUATION TICKETS**

All graduating seniors will receive the same number of tickets for commencement (four). Extra tickets will be given on a first come first served basis (no more than two extra tickets). The top four seniors of the graduating class will receive four extra tickets in addition to their four tickets.

In order to receive the tickets the senior must have achieved all academic requirements necessary for graduation and also have no outstanding debts such as library fines, lost books, etc.

## **GUIDANCE SERVICES**

Guidance services are available to faculty, students and parents. The aim of the guidance program is to help each student reach a level of self-understanding that will enable them to utilize their potential to the fullest extent. Guidance personnel works with teachers and administrators to enhance the development of each student.

Some of the specific services offered by the Guidance department include: aptitude, interest and achievement testing, individual psychological testing, individual and group counseling, career counseling, developing student's class schedules, processing applications to post-secondary schools and assisting in information and applications on scholarships and/or financial aid. The counseling staff conducts group guidance classes and handles student registration and orientation. Students are encouraged to explore various career opportunities, obtain accurate career related information by utilizing the Career Resource Center, and to develop realistic career goals. Class schedules are planned in relation to a student's interests, abilities and goals. Students are urged to seek the assistance of their parents and teachers as well as the counseling staff when making course selections.

An individual counseling component is also a part of the Guidance services offered to students. This gives a student the opportunity to discuss freely, in a confidential setting, any matter that may be of concern to him. Referrals to appropriate outside agencies are made on an individual basis whenever needed.

The Guidance program is designed to help a student realize his responsibilities to himself, his community and the society in which he lives. Guidance services enhance the quality of educational programming and empower students with the ability to make more informed choices.

A more in-depth explanation of the Guidance program can be found in the Student Services Handbook.

## **HALL REGULATIONS**

1. When the bell rings for classes to change, students are to report directly and quietly to their next scheduled class.
2. Students are to walk to the right in corridors or on stairs.
3. Students must not run at any time.

4. Students must not yell or make inappropriate noises at any time while in the hallways.
5. Students must keep the halls and clean by:
  - a. refraining from dropping anything in the halls or stairways.
  - b. picking up and disposing of any debris.
6. Students must cooperate in obeying these regulations in order to have traffic within the school move more quickly with a minimum of confusion.
7. Students are not permitted to carry food or drink in the halls between classes. Food and beverages may only be consumed in the cafeteria. Students may carry lunches from their lockers to the cafeteria during the lunch periods. Also, opened containers of any type of drink are prohibited. Students may bring closed containers for their lunch but they can be opened only in the cafeteria. Food and beverages are not allowed out of the cafeteria for any reason.
8. Students not complying with the above rules will be sent to the Vice Principal's Office and face disciplinary action.

### **HARASSMENT**

The Riverside School District strives to provide a safe, positive learning climate for students in schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The district shall annually inform students, staff, parents, independent contractors, and volunteers that unlawful harassment of students will not be tolerated.

The term harassment includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, natural origin, age or handicap/disability which create intimidating, hostile or offensive educational environments.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services, or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

## **Complaint Procedure**

When a student believes that s/he is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive, or inappropriate. If the unwelcome offensive or inappropriate behavior continues, the student should follow the established complaint procedures.

1. A student shall report a complaint of harassment, orally or in writing, to the building principal/ assistant principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.
2. The building principal/assistant principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged incident. In determining whether alleged conduct constitutes harassment, the totality of the circumstance, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.
3. The building principal/assistant principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent, and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

## **Appeal Procedure**

1. If the complainant or accused is not satisfied with the principal/assistant principal's decision, s/he may file a written appeal to the Superintendent.
2. The Superintendent shall review the initial investigation and report and may also conduct a reasonable investigation. S/he will prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved as appropriate. Complaints of harassment or sexual harassment may also be filed through the Title IX coordinator.

The Title IX coordinator for the Riverside School District is:  
Superintendent of Schools  
310 Davis Street  
Taylor, PA 18517  
Phone (570) 562-2121

### **HEALTH SERVICES**

School Health Services at Riverside are designed to include a variety of services aimed at maintaining good pupil health. Our main goal is to attain optimum health for all children through joint co-operation of the home school and community. Health needs of the pupil and available community resources are considered when planning our school health services.

Pennsylvania School Health Law, Regulation of the State Department of Health and Public Instruction and standards of national health and education authorities are incorporated in Riverside's Health Services Program, Policies, and Procedures.

Mandated Health services provided for Junior-Senior High School students are as follows:

1. Measurement of height and weight - all students annually.
2. Vision screening - all students annually.
3. Hearing screening - 7th and 11th grade students, annually and other students with known hearing problems as well as other students specified by the school nurse or teacher referral.
4. Dental examinations - 7th grade students and other students - annually as specified by the school nurse.
5. Physical examinations - 11th grade students annually and other students specified by the school nurse.
6. Sports physical examinations - all students participating in sports activities per PIAA requirements.
7. Scoliosis screening - 7th grade students annually.
8. Tuberculosis Testing - student testing is deferred, except documentation of having TB Test is required if foreign born, never tested, and out-of-state transfer students.
9. According to the Pennsylvania Department of Health, all students entering 7<sup>th</sup> grade must have a current Tdap and Meningococcal (MCV) vaccine before entering 7<sup>th</sup> grade in September of each school year.

Parental consents are given to each student for dental screenings, scoliosis screenings, and physicals. These examinations are mandated by State Law. These screenings and physicals will not be done without written parental consent. A special form is available if you prefer to have these testings done by your family physician or dentist at the expense of the family.

Private physicals and private dental examinations shall be completed and reports given to the school nurse by a specific date (set by the school nurse) in January of every year. At the discretion of the Riverside School District, failure to provide this documentation may result in exclusion from school.

When students fail any of the mandated screening tests, parents are notified either in writing or by telephone. It is the family's responsibility to make medical, vision, and dental appointments when referred by the health nurse, school medical physician and/or school dentist. Forms sent home by the health nurse are to be completed by the appropriate referral health care professional and returned to the school health nurse within a reasonable length of time. Maximum time - one month from date of referral. One written warning will be given at the end of one month referral and if no response takes place within 5 days, the student will not be allowed to attend school.

Students are provided with first aid and emergency service for injury or illness. Prior to a student's dismissal from school due to illness or accident, parents are notified by the health nurse so that they may make arrangements for transportation home.

Adequate professional health care is the school's health service goal. Parental guidance is available through the school nurse. In cases where the expense of eye, ear, or dental care creates a family hardship, financial aid will be explored in cooperation with family and available referral co-operating agencies.

School health law prohibits the school nurse from administering any medication including patent medicine (e.g. aspirin, Tylenol) to school children, without specific written orders from a physician or dentist and written parental consent. Parental permission by phone or note is not sufficient. Specific parental and physician forms may be obtained from the health nurse. If and when proper consents are signed, specific medication must be in a prescribed labeled container by a pharmacist.

Students may not use prescription medicines or patent drugs to self medicate. Students may not possess prescription or patent drugs on their person or in their lockers. The district has a policy regarding medication and the method by which they may be dispensed to students. The school nurse should be contacted for more information regarding the district policy on prescription medications.

It is important that parents and students feel free to discuss with the school nurse any finding and/or recommendations from family medical care givers, since many resources are available for children with defects or handicaps.

All students entering the Junior-Senior High School must present proof of full immunization. State Regulations require that each student be fully immunized against Diphtheria, Tetanus, Pertussis (DPT), Polio, Measles, German Measles, and Mumps. Beginning the 2002-2003 school year, all 7th grade students are required to have proof of having Hepatitis B shots and having had the Chicken Pox Disease or the Varicella Vaccine. Please provide written documentation by your physician to the health

nurse as your child receives updated immunizations.

1. If a student becomes ill during the school day, he should:
  - a. inform his classroom teacher that he is ill
  - b. ask for a written pass to report to the nurse
2. The school nurse will:
  - a. assess the student's physical complaint
  - b. decide if the student is to be sent home.
  - c. call the parent to arrange for transportation home (transportation is the responsibility of the parents).

**HOMEWORK ASSIGNMENTS REQUESTS**  
**(DUE TO ILLNESS OR OTHER VALID REASONS)**

If a student is absent from class, it is the responsibility of the student to see his/her teachers to collect what work they have missed and make up the assignments.

If a student is illegally absent, then a zero will be given for that days homework.

If a student is absent for a minimum of 5 consecutive days and possesses a medical excuse from a doctor, arrangements can be made through the Guidance Department for the student's work.

Parents who request homework from the school because their son/daughter is ill or unable to attend school for a valid reason must be responsible for picking up the requested work. Most importantly parents must see that the assignments are completed and returned to the appropriate subject matter teacher. Failure to comply with the above may result in your son/daughter receiving zeros for all work that is not completed or turned in to the teacher in prompt manner. To put together meaningful assignments for students, both guidance and the faculty must devote a great deal of time and effort. Failure to pick up the requested assignments or not turning in completed assignments makes our effort a waste of valuable time. We will do all in our power to assist our students academically but to do this successfully we need the cooperation of both parents and students.

**HONOR ROLL**

An example of computing an average for a 7th to 12th grade student is listed below:

	Periods per wk	Grade
English-5 periods per week =	5 x	91 = 455
Social Studies-5 periods per week =	5 x	88 = 440
Geometry-5 periods per week =	5 x	92 = 460
German III-5 periods per week =	5 x	89 = 445
Chemistry-7 periods per week =	7 x	90 = 630
Art-3 periods per week =	3 x	91 = 273
Total periods per week	30	2703

2703 divided by 30 = 90.10

The average for this student is 90.10

Only subjects for which a student receives a numerical grade may be used to compute an average.

High honors will include an average from 100 to 94.5 while honors will include an average below 94.5 to 89.5.

### **INTERNET USE POLICY**

Every Riverside Jr.-Sr. High School student must have an internet user permission slip. If the permission slip is not returned, signed by a parent and the student, internet use will be denied to that student.

Prohibitions of Internet use include but are not limited to the following:

1. The use of the Internet for any illegal activity is prohibited.
2. Illegal use of copyright materials and software is prohibited.
3. Swearing and other inappropriate language is prohibited.
4. Harassment of others, in any form, through the use of the Internet is prohibited.
5. Commercial use of the Riverside School District Internet connection is prohibited.
6. Access to other accounts is prohibited.

Consequences for inappropriate use:

1. Staff supervisor/student conference and written reprimand.
2. Confiscation of inappropriate materials.
3. Denial of participation in class and/or school activities.
4. Loss of privilege of using any equipment and network. Additional actions to be taken in compliance with the Riverside School District. Disciplinary Code will include:
5. Restitution for damaged material (software, hardware, etc.)
6. Suspension from school.
7. Expulsion from school.
8. Criminal prosecution.

The following list of offenses and consequences are not meant to be all inclusive but, instead offer a guideline for student and parent. All offenses will be handled on an individual basis with the understanding that continual violators will be punished more severely.

Minor offenses to be handled by teachers:

1. Verbal warnings.
2. Call to parents.
3. Contacting the guidance counselor
4. Assigning detention.
5. Searching inappropriate sites, such as MTV, games, chat rooms, communications with friends, etc.
6. Causing class disruptions which interfere with the teacher's right to teach and the

student's right to leave.

Major offenses will be handled by the school administration.

Examples of punishment for major offenses:

1. Loss of all Internet access privileges.
2. In-school suspension.
3. Out-of-school suspension.
4. Restitution for damages.
5. Fines and penalties under local and state statutes.
6. Expulsion from school.

### **INTERPRETING SERVICES**

Interpreters can be arranged for parent conferences, school meetings, or any other information that needs to be communicated to parents. If you are in need of an interpreter due to a language barrier or disability, please contact the high school guidance counselor in a timely fashion in order for the appropriate scheduling to occur.

### **LIBRARY**

The library serves as a positive educational environment that promotes learning, literacy, self-improvement and self-expression. The collection is developed and maintained to support the current curriculum and diverse interests. Resources in both print and electronic format are readily available to aid students in meeting their educational needs. Library knowledge provides students with the necessary research tools that will ensure success in school and beyond.

1. Entry: Every student who enters the library must have a pass and must sign-in.
2. Library Courtesy: To ensure a productive learning environment for all, library patrons are asked to respect others who are working and reading by speaking quietly. Any student that is disruptive will be asked to leave.
3. Library Assistance: Students should not hesitate to ask the library staff for assistance. Whether you need help with research, resource locations, computer troubleshooting...we are here to help.
4. Shelving Books: To make sure that needed resources are found without difficulty, students who do not remember where a book is shelved are asked to leave them on a table or at the circulation desk.
5. Checking Out Books: All books/resources borrowed must be checked-out at the circulation desk before it is removed from the library.
6. Due Dates: Books can be borrowed for 20 days. Students must be considerate of the needs of others and return borrowed books promptly. Keeping books past

their due date may cause serious inconvenience to others who are awaiting the book's return.

7. **Renewing Books:** If a student is not finished with a book by the due date, they may renew it for another 15 days. If a book is returned past its due date, the student may not renew unless the fine is paid and no other student has that book on hold.
8. **Lost Book:** If a student cannot locate a borrowed book, they must pay for it.
9. **Property Damage:** If a student returns a book with irreparable damage, they must pay for it.
10. **Consequences:** Any student that has an overdue book or a fine... cannot check out books, cannot enter the library unless with a teacher, cannot use the library 10<sup>th</sup> Period. Fine/Overdue reports are given to the homeroom teachers who alert the students.
11. **10<sup>th</sup> Period:** The library will be open 10<sup>th</sup> Period unless the Librarian is unavailable. 10<sup>th</sup> Period is a privilege; any student who is being disruptive will be asked to leave.
12. **Library Computer Room:** If unaccompanied by a teacher, students must receive permission by the Librarian for computer access.
13. **Internet Usage:** Using the Internet is a privilege not a right. Students must have an Acceptable Use Policy form on file in the Library for internet access. The Internet is for school related research only. Non-school related web sites are not permitted.
14. **Printing Responsibly:** All images and text must be copied and pasted into a Microsoft Word document before printing.

### **LOCKER REGULATIONS**

- A. Students are reminded that going to lockers is not an excuse for arriving late for any class.
- B. The following are suggestions concerning lockers to help with traffic problems in halls:
  1. use lockers before classes begin in the morning
  2. use lockers before and after lunch periods
  3. use lockers after dismissal
  4. only in special cases may a student go to the lockers during a class period. He must have a written excuse from the teacher.
- C. Report to the Vice-Principal the fact that a locker does not work properly.
- D. School administrators will do everything possible to safeguard personal property. They cannot, however, assume responsibility for valuables left in lockers or in desks.
- E. Students should keep lockers clean, neat, and locked at all times, especially their gym lockers.
- F. No student may use a locker as a depository for a substance or object which is prohibited by law or district regulations. Lockers are the property of the Riverside School District and are subject to

search by authorized personnel if contraband or dangerous weapons are suspected. Further explanation is provided in the Riverside School District Policy on locker searches.

### **LOST AND FOUND**

1. Students must keep valuables locked in their lockers or carried with them at all times.
2. Students must report the loss of an article to the Principal's Office where a description of the article will be recorded.
3. Articles which are found should be turned in to the Principal's Office.
4. Students who have lost articles should check at the office to see if they have been turned in.

### **NATIONAL HONOR SOCIETY**

The purpose of the Riverside Chapter of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to serve, to promote leadership and to foster the development of good character.

Membership in the National Honor Society is both an honor and privilege. Candidates must have spent at least 1 semester in this school and be members of the sophomore, junior, or senior class. All candidates must have a minimum cumulative average of 94.0 at the end of the previous academic year. This 94.0 average must be maintained throughout the student's academic career.

Once a student is inducted into the National Honor Society, they will meet with the National Honor Society advisor to go over the rules and regulations of the National Honor Society.

The National Honor Society is a service organization and members are encouraged to participate in at least 1 service project a year and volunteer for 20 hours of community service. This is explained in detail during the first NHS meeting at the beginning of each year.

### **OPEN CONTAINER**

Students are not allowed to enter school or be in the hallways/classrooms with any open containers/liquids. All liquids must be consumed before entering the building or leaving the café. Students found in violation of this policy will receive a warning the first time and upon the second offense will be placed in In-School-Suspension and a phone call home to their parent.

## **OPENING EXERCISES/FLAG DISPLAYS**

A United States flag shall be displayed in classrooms and on or near each school building during school hours, inclement weather and at other times determined by the Board.

District schools shall provide opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem.

Students may decline to recite the Pledge of Allegiance or National Anthem and to salute the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate.

The Board may direct professional employees to conduct a brief period of silent prayer or meditation as part of daily opening exercises. Silent prayer or meditation shall not be conducted as a religious service or exercise.

## **PASSES**

A pass permits a student to be at a given time in a room or area which is different from the place to which he has been assigned. Therefore, no student should be away from an assigned area without a pass. It must be recognized that disciplinary problems arise from too much wandering and too little supervision, especially during study periods. Students should know the following points about the use of passes:

1. Blank passes with merely the teacher's signature are of no value and may be challenged.
2. A student's full name must be used and the teacher must sign his name rather than his initials to the pass.
3. The time and the date must be clearly indicated on the pass.
4. There should be only one student's name on a pass.

## **PHYSICAL EDUCATION**

All students receive a numeric grade for physical Education. Each quarter you son/daughter will start with 100 points. If they are unprepared, inactive in class, or misbehave they will be given a "U" (unsatisfactory) for that day.

An unsatisfactory will be (-15) points. A student may earn 10 points back from a "U" by participating in Wednesday morning gym make up classes. Example: Student A starts with 100, receives a "U", they lose 15 points and now have an 85. If they do not make that class up before the end of the marking period they will receive a first quarter grade of 85. If they do complete the make-up class they will earn 10 points back and will receive a 95.

Also, all students must attend and participate in (minimally) 75% of their classes each quarter or 15 points per class exceeded will

be deducted. They must attend and participate as follows or present a valid medical excuse. All students present must participate in PE class; Below are guidelines for students who are chronically absent.

7<sup>th</sup> & 8<sup>th</sup> Grades have 9 classes per quarter (once per week). They must attend and participate in 7 of 9.

9<sup>th</sup> through 12<sup>th</sup> Grades have 18 classes per quarter (twice per week). They must attend and participate in 13 of 18.

EXAMPLE: A 10<sup>th</sup> grade student is dressed and participates in all classes but is absent 6 times, they have exceeded the minimal attendance requirement by (1) class. They will receive 85 for that quarter instead of 100. If they attend Wednesday morning make-up class they can earn 10 points back and will receive 95 that quarter.

Additionally, students who are present for the day and have a valid medical excuse will be given written work worth 15 points to be completed during their regularly scheduled class. Failure to complete or poorly submitted work will result in a points reduction for the day.

PE make up classes are held every Wednesday morning from 7:00 a.m. until 7:45 a.m. Transportation is NOT provided.

A. DRESS

Shorts: Gym (Athletic) shorts only, i.e., nylon, elastic waistband (no pockets, no belt loops, no cargo pants, no jean shorts). Length will be no shorter than arms length (length at fingertips). One solid color – no stripe anywhere on shorts (red, navy, white). A small manufacturers label or the Riverside logo from any Riverside sport or club is acceptable.

Sweatpants/Wind pants: One solid color. Must be worn at waist. May not drag on floor. No tearaways. Same colors as shorts. A small manufacturers label or the Riverside logo from any Riverside sport or club is acceptable.

Shirts: Tee shirts – red or navy tee shirt with Riverside PE Logo or a plain white tee shirt. Also, the school shirt - 3 button with collar, short or long sleeve – solid color (red, white, navy). No tank tops, no midriiffs.

Sweatshirts: Solid colors (red, navy, white). Riverside logo only. No hooded sweatshirts.

Sneakers: Must be fastened with laces, zipper, or Velcro. No slip on sneakers.

**Display or any type of undergarment is prohibited. No articles of clothing may be altered or worn inside out. All clothing must be worn as designed. No rolling of shorts or sweatpants.**

B. Excuses:

All students are required to participate in physical education class. The only exception is with a signed doctor's excuse that specifically states that the student cannot participate in gym due to illness or injury. With any other excuse, the student must attend a make-up class.

C: Make-up Classes

The makeup classes are held every Wednesday morning starting at 7:00 AM. It is the student's responsibility to arrange for their own transportation. The class consists of completing 25 laps per gym class missed.

Students are advised to make up any gym classes they have missed as early as possible in case for some unforeseen reason they cannot make them up at a later date. (i.e. injury)

Any student who makes up gym classes on Wednesday morning are advised not to leave the school. If the student is late to homeroom or school they will not receive credit for the make-up laps.

D: Suspension

If a student misses three physical education classes without making any up, they will be given a Wednesday detention and parents will be notified. If a student misses four physical education classes without making any up, they will be given an In-School-Suspension and the parents will be notified. If a student misses five physical education classes without making any up, they will be given an out-of-school suspension.

E. Skipping Gym Class

Any student who skips a gym class will receive 75 gym make-up laps that can only be completed on Wednesday mornings.

- |                         |   |                                    |
|-------------------------|---|------------------------------------|
| 1 <sup>st</sup> Offense | - | warning plus laps                  |
| 2 <sup>nd</sup> Offense | - | In-School Suspension plus laps     |
| 3 <sup>rd</sup> Offense | - | Out-of-School Suspension plus laps |

## **PLAGIARISM**

The handbook of the Modern Language Association describes plagiarism as “giving the impression that you have written or thought something that you have in fact borrowed from someone else”

Examples of plagiarism in paper writing include: direct quoting of any source material whether published or unpublished without giving proper credit through the use of quotations marks, footnotes and customary means of identifying and crediting sources; submitting papers written by another person to persons; offering false, fabricated or fictitious sources for papers, report or assignments.

Examples of plagiarism in taking an examination include any attempt to do the following: 1. Look at another’s examination; 2. Communicate by any means with another student during the course of an examination regarding its content; 3. Use any unauthorized materials, such as notebooks, notes, textbooks, or other sources, not specifically allowed by the course teacher for use during the examination period; or 4. Engage in any other activity for the purpose of seeking or offering aid during an examination. (By the term “examination” the code includes quizzes, hourly test, midterms, finals, laboratory practical, etc.)

Completing an assignment for another student, or submitting an assignment done by another student, e.g., exam, paper, laboratory or computer report. Submitting out-of-class work for an in-class assignment. Changing grades or falsifying records. Unauthorized retention of exams.

Another kind of plagiarism consists of fabricating, falsifying or copying data to represent the results of laboratory work, field assignments or computer projects.

## **PENALTY FOR PLAGIARISM**

Plagiarism is the use of another’s words or ideas as if they were one’s own. All words or ideas, which are not one’s own, must be credited to the original source, whether that source is a published work or another student. All parties to plagiarism are considered equally guilty. Any student found to have plagiarizing an assignment or examination will receive a grade of zero for that assignment or examination. The Riverside Junior-Senior High School policy on academic integrity is a school-wide policy and is not negotiable.

## **PROM**

This Formal social event is usually held on the second or third Friday in May. All prom decisions are made by a Prom Committee consisting of the class officers, volunteers from the class, and the class advisors.

The invocation at the Prom is given by the Junior Class vice-president. Following dinner, the Junior Class president

offers an official welcome followed by the Senior Class president's reply.

The Prom is open to all Riverside Juniors and Seniors, graduates, and any student who is at least the equivalent of a Junior or Senior in high school.

**Students must be present in school on the day of the prom for 4 periods and will be excused at 11:06 a.m. Only a medical excuse will be accepted and will be verified by the administration. If the excuse is found to be illegal then the student(s) will not be allowed to attend the prom.**

The King and Queen and her court are selected by a secret ballot of those Riverside students attending the Prom. The vote is taken in school several days prior to the Prom with the official announcement being made at the Prom. One senior boy will be king and One senior girl will be queen.

Since this is a formal social event, it is expected that all attending students and guests will wear formal attire. Formal attire includes a tuxedo or suit for the boys and a gown or dress for the girls.

#### **PUBLIC DISPLAYS OF AFFECTION**

Students displaying inappropriate degrees of affection during school or at school functions will be referred to the Administration. Students repeatedly engaged in inappropriate displays of affection may be suspended and, if at a school function, directed to leave. ("Inappropriate" will be defined as more than holding hands.)

#### **RIVERSIDE ASSISTANCE PROGRAM**

During the past few decades, American students have faced new social challenges affecting their educational development. To meet these challenges, Pennsylvania has recognized the needs of "high risk" students and has initiated a student assistance program to assist them.

The Student Assistance Program is an intervention program staffed by teachers, guidance counselors, nurses, administration and appropriate agencies from the community. To initiate this program, a team was selected and then trained to identify and refer "high risk" students to appropriate treatment. Many of our "high risk" children are experiencing alcohol/drug problems, suicidal issues, and other concerns interfering with their educational growth. Referrals come from parents, students, teachers, counselors, administrators, school staff, and community members. If there is a concern for the physical and emotional well-being of a student, any team member may be contacted.

The Student Assistance Team meets on a regular basis and coordinates information to determine a plan of action. For the benefit of the students, their families, and the school community, factual information is gathered; a team intervention may occur encouraging the students to seek further assistance in addressing their problems.

In addition to attending several seminars, the Riverside

Assistance Program (RAP) team attended an intensive week-long training. The training was conducted by Project Care and was recognized by the State Department of Education. It resulted in a heightened awareness for our school team of the procedures and the effectiveness of the team approach. Research indicates that a team approach gathers information more quickly and accurately, increases communication efficiency and reaches responsible, committed decisions which benefit the "high risk" students.

For the Riverside Assistance Program to continue being successful, the entire school community must work together in order to recognize "high risk" students and what to do to help them.

### **REPORT CARDS**

1. Report Cards are given out by the homeroom teacher at the end of each of the first three quarters. The card envelope is to be properly signed by the parent or guardian and returned to the homeroom teacher within three days. Report cards are mailed to the students at the end of the school year.
2. Report Cards will be held at the end year if there are books or fines owed to the library. A letter will be mailed explaining the fine.
3. If a student fails to turn in their report card envelope or loses it, they will not receive a report card until their parent or guardian comes to the school to pick it up.

### **RECYCLING**

Students are expected to contribute to the schools' recycling effort as much as possible.

### **SCHEDULING STUDENTS**

1. Students will be given scheduling information and options for the next school year early in the third quarter.
2. Several days later the students choices will be recorded by a Guidance Counselor during a classroom visit.
3. The student can make an appointment with their Guidance Counselor if they need assistance in making out their schedule.
4. Students can discuss schedule changes and concerns during a specified time in the spring, usually in May, with the Administration and the Guidance Department. Valid educational reasons must be the basis for any schedule changes. In most cases, the students' parents will be contacted regarding the schedule change. Wanting to be with friends or preferring to have a specific teacher are not valid reasons for schedule changes and will not be honored.

## **SEARCH AND SEIZURE**

In all interest of maintaining a safe school environment, the administration reserves the right to search a student and his/her possessions, including vehicles, while the student is under the jurisdiction of the Riverside School District, if there is reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the Riverside School District and may be searched at any time if there is a reasonable suspicion that a student has violated the law by improperly using the locker for the storage of contraband, a substance or object of which is illegal, or any material that poses a threat to the health, welfare or safety of the school population. Anything that is found in the course of a search that may be evident of a violation of school rules or the law may be taken and held or turned over to the police.

As used in this section, "reasonable suspicion" means circumstances which would cause a reasonable person to suspect that a search of a particular person, place, or thing can lead to the discovery of : Evidence of a violation of the student conduct contained in the student handbook; Anything which because of its presence presents an immediate danger of physical harm.

A full copy of the Riverside School District School Board Policy 226 under Searches can be found on the district web site.

## **SPORTS**

- A. Students are not only encouraged to show interest in the school's extra-curricular activities, they are invited to attend all activities which take place during the afterschool hours.
- B. Athletics should foster clean sports. It is the privilege and duty of every person connected with the athletic program to exemplify the principles of sportsmanship in his own actions and to earnestly advocate them before others.
  - 1. Visiting teams are honored guests of the home team and are to be treated as such.
  - 2. Unsportsmanlike or unfair practices are not to be used even when they are used by opponents.
  - 3. A student-spectator is as much a representative of his school as is the athlete.
  - 4. Decisions of officials are to be abided by, even when they seem unfair.
  - 5. Good points in others should be appreciated and suitable recognition should be given them.

6. The practice of “booing” is regarded as discourteous and unsportsmanlike.
  7. No objects are to be thrown onto the playing area.
  8. Noisemakers and banners are not allowed at basketball games.
  9. If students are unsportsmanlike and discourteous, they will be disciplined by the administrator and will be removed from the current game and any/all other sporting events for the remainder of the year.
- C. The Riverside High School Athletic and Extra-Curricular Policy will govern the expected behavior of athletes. Each student will receive a copy of this policy. In the future the policy will be included as part of the student handbook.

### **ELIGIBILITY RULES**

All students will be given a handout containing eligibility rules for PIAA sponsored athletic competition.

Some topics from the handout include:

1. Academic requirements
2. Attendance requirements
3. Parental or guardian consent
4. Physical examination
5. Students must be present in school for a minimum of 7 periods to be eligible to participate in that day’s sports practice or game.
6. Student must be passing a total of 5.0 credits to be eligible to participate in PIAA sports. Each Friday teachers will turn in the students names of those who are not passing their classes. A list will be compiled and sent to the Athletic Director. The AD will notify the coaches and students. They will not be able to participate in any PIAA events from Monday morning of that week to Sunday night. They can practice but cannot play in a sporting event.

### **STANDARDS OF STUDENT BEHAVIOR**

1. It is expected that Riverside High School students shall respect duly constituted authority. The standards of good behavior include conformity to school rules and regulations.
2. Riverside High School students are expected to show consideration for the rights and privileges of others. They also are expected to cooperate with all personnel in the school community and to demonstrate self-control and self-respect.
3. Riverside High School students shall maintain high personal standards of courtesy, decency, clean language, honesty, morality and wholesome relationships with others.

4. Respect for school and personal property and pride in one's work and achievement within one's ability shall be expected of every student.
5. Students at Riverside High School must not, at any time, express endearment in public view. Public display of affection in such places as halls, at lockers, in the cafeteria or at stairway landings provide an unbecoming appearance not only to visitors but to other students as well. Bad reputations and ugly rumors often begin as a result of lack of self-control in one's public life.

### **STUDY HALL REGULATIONS**

1. Students are expected to arrive at a study hall with material relating to class assignments.
2. The excuse "I have nothing to do" is not accepted.
3. Students are allowed to work together. These students must work quietly, however, so they do not interfere with those students who prefer to work independently.
4. Students may request a pass to go from study hall to destinations such as the library or career center. For the most part, these passes are to be given during the latter part of the period. All students are to return to the study.

### **STUDY HINTS**

Good school work and a good scholastic average depend to a great extent on how well a student studies. The following suggestions about studying are offered.

1. Set up a time schedule which not only contains a specific time for doing homework each day, but also allows time for relaxation, recreation, and adequate rest.
2. Study in a favorable location, one free from distractions and interruptions.
3. Begin to work promptly.
4. Review briefly the previous lesson before beginning the new one.
5. Know what your assignments are.
6. Keep a notebook.
7. In studying and writing, remember these: who, what, when, where, why, how.
8. Never be satisfied with one man's opinion or with the opinions in one textbook. Read newspapers, magazines, general reference work, encyclopedias, etc.
9. While reading remember to: compare, contrast, describe, discuss, evaluate, outline, summarize, criticize.
10. Review, study, recite, learn and above all, think!

## **SUMMER SCHOOL**

A student who has failed either 7th or 8th grade has the option of repeating the grade or going to summer school to make up the subjects needed in order to pass. Students in 7th or 8th grade must pass the equivalent of 6 full periods in order to be promoted to the next grade. Therefore, if a student fails the equivalent of 6 or 7 full periods, summer school is not a feasible alternative since a maximum of only two subjects may be taken in the summer. The subjects taken during the summer must, of course, be the subjects failed during the school year.

In grades 9-12, if a student fails a subject required for graduation, they must repeat the course the following year or make it up in summer school. Students will only be allowed to make up two subjects in summer school.

Since Riverside does not conduct its own summer school, there is no guarantee that a course needed by a student will be offered in any summer school in the area.

## **TARDINESS**

### **LATE TO SCHOOL**

1. Any student who is late in reporting to school must do the following:
  - A. Report to the office of the Vice-Principal
  - B. Obtain late slip signed by Vice-Principal
  - C. Present late slip to class room teacher
2. In order to prevent students from forming the late habit and thereby missing valuable class time, the administrators may give penalties which may include detention, a phone call to parents, or in-school/out-of-school suspension for frequent tardiness. Excessive tardiness can also result in charges pending from the district magistrates' office.
3. Any student that is late to school after 8:30 A.M. must present a valid excuse to the administration or be accompanied to the Main Office by a parent. A valid excuse may be, but is not limited to, medical excuse, funeral services, and church services. All of the above will be checked by the administration.  
Any student arriving after 8:30 A.M. without a valid excuse or presence of a parent, will receive a warning from the administration upon the first offense.  
Upon the second offense, the student will be placed in In-School Suspension for the remainder of the day unless a valid excuse or parent accompanies their child to school.  
If a third or more offense occurs, then the student will be placed in In-School Suspension for the remainder of the day and then will be placed on Out-Of-School Suspension until a parent accompanies them to school for a conference with the administration.

4. For Riverside record keeping, according to the School Code on Mandatory School Attendance, Section 13.1333, the number of minutes/hours for each tardy will also be recorded. When this number reaches 6.5 hours (one school day) the tardy becomes 1 illegal day to be turned in to the district magistrate (see Truancy).
5. The tardy and absentee record becomes a part of the student's permanent record and is one of the areas investigated by employers when students apply for work.
6. Any student who is late to school will receive a detention upon the 3<sup>rd</sup> and 4<sup>th</sup> tardy. If a student is late a 5<sup>th</sup> time, they will receive a Wednesday detention and a phone call home to their parents. Any subsequent tardiness after 5 times will result in an out-of-school suspension. This will be per quarter.

#### LATE TO CLASS:

1. Any student who is late in reporting to class must do the following:
  - A. Students will report to their class and receive a checkmark for being late to class.
2. Any student who is tardy to class will receive a detention upon the 3<sup>rd</sup> and 4<sup>th</sup> tardy. If a student is tardy a 5<sup>th</sup> time, they will be sent down to the Vice-Principal and receive a Wednesday detention. Any subsequent lates to class will result in an In-School-Suspension/ Out-of-School-Suspension. This will be per class, for the entire year.

#### **TELEPHONE MESSAGES FOR STUDENTS**

Messages for students given to the secretaries via the telephone will not be forwarded to students unless they represent an emergency situation. It is not the responsibility of the school to provide individual messages nor does the school choose to accept the responsibility of being certain that the messages are delivered and delivered with the intent and the information provided over a telephone. Therefore, the secretarial staff has been instructed that phone messages are not to be forwarded to students unless there is an emergency.

#### **TELEPHONES**

1. The office telephone is not to be used by students for any business unless it constitutes an extreme emergency.
2. Permission to use the office phone must be given to the student by the Principal or the Vice Principal.
3. Students may not be called to answer the telephone during school hours. In an emergency, a message may be left with the office secretary who will arrange to have the message delivered to the student.

## Temporary Medical Excusals (TME)

The Riverside School District, pursuant to the Pennsylvania School Code and State Board of Education regulations, will review and consider approval of temporary requests for excusals from the compulsory attendance requirements of the Commonwealth of Pennsylvania. Such excusals are discretionary and not required by law.

### **Eligibility Criteria**

A student will be considered for a temporary medical excusal if the student suffers from a **temporary** medical and/or psychiatric condition considered medically urgent and so severe that:

- a. It is likely to persist for more than two (2) weeks during the time that school is in session.
- b. It is a condition that will prevent the child from attending even part of the school day during the above-referenced timeframe.
- c. The excusal from school is based upon the recommendation of an appropriately-licensed physician, psychiatrist or licensed psychologist.

A parent/guardian must submit a complete application for approval. Applications are available the guidance office and must be fully and properly completed in a timely manner by both the parent/guardian and physician. Incomplete or improperly completed forms will not be considered.

TME cannot exceed 30 days without reapplication. TME cannot be renewed after 60 days. If there is a persistent medical reason why a student cannot return to school at the conclusion of the approved TME time period, a team meeting must occur including the student, parent/guardian, and school officials. It is the responsibility of the parent/guardian to provide the district with up-to-date medical information.

### **Prior to approval of a TME the parent/guardian must consent to the following:**

- It is the decision of the district to grant a TME for a period of 30 days and/or a renewal for up to a maximum of 60 days.
- Students cannot participate in extracurricular activities, including sports team practices and athletic events, during the excusal period.
- The district is not obligated to provide course materials or tutoring during the excusal period. If the district does provide either course materials or tutoring, this does not ensure that the student will earn credit for courses in which they are enrolled during the leave.
- TME is not a replacement for special education services and the IEP team must be convened before TME for a student receiving special education services can be approved. It is in the best interest of the child that they fully participate in and attend their educational program. If their needs can be addressed through the IEP process and modifications to the current educational plan this should always take precedence over a temporary excusal from school.

## **TOBACCO USE**

At Riverside, tobacco use shall be defined as the use and/or the possession of a lighted or unlighted cigarette, cigar, pipe, other lighted or non-lighted smoking products such as E-cigarettes or Vaporizers, and all other forms of smokeless tobacco, including but not limited to chewing tobacco and snuff.

It is recognized that smoking presents a health and safety hazard which can have serious consequences for the users and non-users. Tobacco products are prohibited in school buildings, on school grounds, and on school buses. Also, the prohibition also applies to students representing Riverside at places other than the above.

Violation of this rule will result in parental contact and a three day Out-of-School Suspension and will also result in a fine upwards of \$130.00 pursuant to Act 145 of the 1996 Pennsylvania Crime Code effective as of February 3, 1997.

## **TRUANCY**

Students who are truant from school can and will face penalties from the administration. They can range from detention to suspension. If a student is out 10 days, a call will be made home to the parents/guardians to have a meeting with the school's truancy team. Once that meeting is had, any unexcused absences after the meeting will result in truancy charges being filed with the magistrate's office. Charges will be filed in accordance with the Pa. Compulsory Attendance Law. Students and their parents found guilty of truancy can face a fine of up to \$300.00 and students can have their drivers licenses suspended.

Any student who is found truant from school will receive a zero for all work that day. If tests, quizzes or homework assignments were scheduled then the student will receive a zero as a grade.

All In-School Suspension and Out-of-School Suspensions will be counted as an unexcused absence and will also be counted towards the 15 day policy set forth in the district guidelines. (See Attendance/Absences) The S.T.A.R.S. truancy program, developed through the Lackawanna County Court System, will be contacted regarding truancy. **The In School Suspensions and Out of School Suspensions will also be counted towards the 20 day policy.**

## **WEAPONS**

A weapon is any item that can inflict bodily harm to a person. Examples of weapons are, but not limited to, knives, cutting instruments, cutting tools, nun-chuck sticks, mace, firearms (handguns, rifles, shot-guns, etc.), BB/pellet guns, explosives, poisons, and any other tool, instrument, or implement capable of inflicting serious bodily injury. Weapons may also include counterfeit or replicas, whether or not they are operable.

Other items, such as pens, pencils, or any sharp object would also be considered a weapon if improperly used or used in a

threatening manner.

These items have no place in a school setting and the possession of such items would result in disciplinary action. A school setting includes the school, school grounds, school buses, and any other place used for a school activity.

The above is part of the Riverside School District weapons policy and the memorandum of understanding between the Riverside School District and the Lackawanna County District Attorney's Office.

### **WITHDRAWAL FROM SCHOOL**

1. When a student plans to move from the Riverside School District or if he plans to leave school for any other reason, he must do the following:
  - A. Report to the Guidance Office
    - (1) to bring with him/her a note from the parents; the note will give:
      - (a) reason for leaving
      - (b) address of new residence
    - (2) complete Guidance Office records and prepare transfers which the student will take with him/her. Transcripts will be forwarded to new school upon request by school administrators.
    - (3) The parents of the student should accompany the student to the Guidance Office to sign the withdrawal form.
2. Clear himself of all Riverside obligation:
  - A. return all books (textbooks and library books)
  - B. pay fines
  - C. clean out locker

### **WORKING PAPERS**

All employment certificates are to be issued by public school officials on forms supplied by the secretary of education, Department of Education. In Riverside Junior-Senior High School, Mrs. Elaine Orzel of the Guidance Department issues working papers to students, from the ages of 14 to 17 years inclusive, in the following manner:

1. Application for any type of employment certificate must be made in person by the parent or guardian of the minor seeking employment after a job has been promised.
2. The parent or guardian must bring proof of age (i.e. birth certificate) for the person who is seeking employment.
3. For students, the work permit (blue card) is to be shown to the employer and then kept in the student's possession in case they leave that job and start another. It is a transferable working paper and is valid until they reach the age of 18 and no

longer need working papers.  
**WORKING PAPERS ARE NECESSARY FOR THE  
FOLLOWING REASONS:**

1. It gives the employer proof that the student is old enough to work.
2. It certifies that the student has completed the years of schooling required in the Commonwealth of Pennsylvania.
3. It certifies that the hours and conditions of work are within the requirements of the law.
4. It indicates that the individual is physically fit for work.

**CLUBS AND EXTRA-CURRICULAR ACTIVITIES**

Art Club	National Honor Society
Astronomy Club	Olympians
Audio/Visual (A.V. Club)	Publications
Concert Band	S.A.D.D.
Marching Band	School Newspaper
Drama Club	Science Club
Jazz band	Ski Club
FBLA	Vikings Read Book Club
Math Club	Chorus
Gay/Straight Alliance	Student Council
German Club	Viking Yearbook Staff
La Sociedad Hispanica	Scholastic Bowl Team
Marching Units	

**STATEMENT OF NONDISCRIMINATION**

The Riverside School District, an equal opportunity employer, will not discriminate in employment, educational programs and activities, based on race, sex, handicap, or because a person is a disabled veteran or a veteran of the Vietnam Era. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy in this document is in accordance with state and federal law including Title IX of the Education Amendments of 1972, Title VI, civil Rights Acts, and Sections 503 and 504 of the Rehabilitation Act of 1973.

Inquiries should be directed to:

Superintendent Riverside  
School District 300 Davis  
Street  
Taylor, PA 18517  
Phone (570) 562-2651