

# **RIVERSIDE JUNIOR-SENIOR HIGH SCHOOL**

**2020 - 2021**

## **STUDENT HANDBOOK**



### **STUDENT HANDBOOK ACKNOWLEDGEMENT**

**2020/2021**

You have received a copy of the 2020/2021 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. Having a successful school year requires you to comply with these rules and regulations.

RIVERSIDE JUNIOR-SENIOR HIGH SCHOOL  
STUDENT HANDBOOK  
2020-2021

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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**

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 and show respect to all assembly participants.
3. A well-mannered audience indicates its appreciation by applauding. Cheering, whistling, shouting, etc. are not appropriate during an assembly program.
4. Students may not eat, read, or conduct academic work during an assembly program.
5. At the conclusion of the assembly students must report promptly to the classes to which they have been scheduled.
6. Any student who fails to obey any of the preceding rules will be removed from the assembly program and will face further disciplinary action.
7. Good conduct and courtesy, during an assembly program, are of utmost importance.
8. Your school assemblies should be something of which everyone can be proud.

## **ATTENDANCE - ABSENCES** **11.13 Compulsory Attendance**

The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent conditions that may reasonably cause the student's absence.

### **WRITTEN EXCUSES**

Students are allowed three (3) days following an absence to submit a written excuse to the attendance office. Excuses must be written and signed by the student's parent/guardian. Students may not write their own excuses. Failure to submit an excuse will result in the absence being recorded as unlawful or unexcused. After a student's 10th total absence, excused and unexcused, the only excused absence is a verified medical excuse.

### **TRUANCY- ALL STUDENTS**

Parents/Guardians of a student accumulating three (3) unlawful/unexcused absences will be notified by letter of the possible consequences for being truant pursuant to the Pennsylvania School Code. Parents/Guardians of a student accumulating six (6) unlawful/unexcused absences will be notified with a regular mail letter of the possible consequences for being truant pursuant to the Pennsylvania School Code. Any unlawful/unexcused absence following the second notice will require the school to offer, in writing, the student and parent/guardian the opportunity to participate in a meeting to create a Student Attendance Improvement Plan (SAIP) according to Pennsylvania Compulsory Attendance Guidelines. If a student accumulates eight (8) unexcused absences, parents will be notified and an additional meeting will be held with the Lackawanna Attendance Liaison. At ten (10) unexcused absences, a citation will be filed with the local magistrate's office.

### **STUDENTS UNDER FIFTEEN (15) YEARS OF AGE**

For any student who has not attained the age of fifteen (15) who fails to comply with the compulsory attendance

requirements and is habitually truant the school must refer the student to either: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school may file a citation against the parent of a habitually truant child in a magisterial district court.

#### STUDENTS FIFTEEN YEARS OF AGE OR OLDER

For any student who has attained the age of fifteen (15) who fails to comply with the compulsory attendance requirements and is habitually truant the school must either: (1) refer the student to a school-based or community-based attendance improvement program or (2) file a citation against the student and parent in a magisterial district court. If the student incurs additional absences after a school refers that student to an attendance improvement program or the student refuses to participate in an attendance improvement program, the school may refer the student to the local CYS agency for possible disposition as a dependent child under the Juvenile Act.

#### EXCUSED REASONS FOR ABSENCE

The state of Pennsylvania considers the following conditions to constitute reasonable cause for absence from school:

1. Illness (doctor's verification will be required after 10 absences).
2. Quarantine.
3. Death in the immediate family (parent/step parent, grandparent, or sibling).
4. Religious holidays or instruction.
5. Impassable roads.\*
6. Inclement weather.\*

\*The last two (2) reasons for absences shall be determined by the school buses' inability to operate.

Examples of Unexcused/Illegal absences may include, but are not limited to:

1. Babysitting.
2. Visiting Relatives.
3. Missing the bus.
4. No transportation.
5. Senior Skip Day.
6. Any skip day, as an individual or as a group.
7. Personal reasons.
8. Other reasons specified in Parent-Student handbooks and as established by the district.

#### EARLY DISMISSALS

All notes for early dismissal must be presented to the main office before homeroom. The note should include the reason for the early dismissal, the name of the doctor/dentist, if applicable, and a phone number where

parent/guardian may be reached if there is a question regarding the early dismissal. The school reserves the right to randomly check early dismissal requests. Phone calls will not be accepted as permission for early dismissal. A doctor's note must be presented upon return to school for that dismissal to be excused.

### **INDEPENDENT STUDY/EDUCATIONAL FIELD TRIPS (NEW PROCEDURE)**

Upon receipt of a written request from the parents/guardians of the students involved, students may be excused from school attendance to participate in an educational tour or trip in accordance with state regulations.

Approval of these trips shall be requested in writing, on forms provided by the district. Request forms for educational trips shall be available in the school office. Requests must be submitted at least 10 school days prior to the date of departure date and must be completed in detail. Forms shall not be accepted after the trip has been completed.

- The request must include the destination, date of departure, date of return, and a brief statement explaining the trip and its educational benefit(s) to the student. The student must be under the direction and supervision of a parent/guardian or another adult who is acceptable to the parent/guardian. The completed request form shall be submitted to the building principal. When requests are denied, parents/guardians will be notified by letter or telephone. The following conditions shall apply:

- The trip must be of educational value and not merely a matter of convenience to the parent/guardian or student. A written report of what the student did while on the educational field trip must be submitted to the building principal within five (5) school days upon return. Failure to submit this report will result in those days being counted as illegal/unexcused.

- Educational trips will not be approved if they conflict with mid-term exams, final exams, or the PSSA and Keystone Exam testing windows.

- Students will be limited to a maximum of five (5) school days per school year for family emergencies or educational trips. The number of student absences per school year, prior to the trip will be examined. If the student has three (3) or more unexcused/unlawful absences at the time of the trip request, the building principal will not approve it. If absences to date and the current field trip request combine to more than fifteen (15) days of absence, the building principal will not approve the educational field trip in its entirety. Each day of an educational field trip that exceeds the limit of fifteen (15) combined absences will be considered unexcused/unlawful.

- All trip request approvals are contingent on the fact that the student's absenteeism at the time of the trip has not exceeded the outlined parameters within this policy. If, at the time of the trip, the student's attendance exceeds the parameters set forth in this policy, then all days missed over the allowed combined total of fifteen (15) days will be considered unexcused/unlawful and subject to the procedures set forth in this policy in regards to unexcused/unlawful absences.

- Students of any age must make up missed work or receive zeros for that work as per school policy. Schoolwork for the time of absence must be acquired prior to the time of the absence and be completed by the time of the return.

- Absences due to unapproved trips shall be counted as unexcused/unlawful absences and be subject to the procedures set forth in this policy in regards to illegal/unexcused absences.

### **TARDINESS/LATES TO SCHOOL**

Parents/Guardians and students are responsible for being on time to school. Reasons such as, but not limited to oversleeping, missing the school bus, or riding with a parent/guardian or friend are not acceptable reasons for tardiness. If a student arrives at school after the start of school, he/she must report directly to the main office to be issued a class admission slip. Students who accumulate three unexcused lates to school will receive a detention. Every three additional unexcused late to school infractions will be assigned a detention. **When a student has received (4) four unexcused lates, driving privileges will be suspended for five (5) school days and the**

**student may face other disciplinary consequences, as outlined in the Student Driving Policy.**

### **15 DAYS OF UNEXCUSED ABSENCES**

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, extra-curricular activities and sports teams, Semi-Formal, Jr.-Sr. Prom, field trips with classes, and all dress down privileges are lost, etc. No excuses of any kind may 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.

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.

- Section 1333 of the Public School Code dealing with compulsory attendance.

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.

### **ATTENDANCE TIME SCHEDULE**

- If a student arrives after 8:45 AM but before 9:30 AM and completes the remainder of the day, the student will receive credit for a full day of attendance.
- If a student arrives after 8:45 AM but before 11:45 AM and completes the remainder of the day, the student will receive credit for a half day of attendance.
- If a student arrives on time and leaves after 10:30 AM but before 1 PM, the student will receive credit for a half day of attendance.
- If a student arrives on time and leaves after 1:00 PM, the student will receive credit for a full day of attendance.
- Arrivals between 7:51 AM and 8:45 AM will be designated as tardy.

A. Students must be in attendance during the school day by 9:30 AM and may not leave prior to 1:00 PM in order to participate in any extracurricular 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 day's event if an excuse accompanies the student to that practice.

B. 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.

### **BACKPACKS**

Use of backpacks by students is allowed during the 2020/2021 school year as a strategy to support social distancing and avoid the congregation of students at student lockers.

### **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 must have the proper academic credit, based upon grade-level, to attend CTC.

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  
Communications Automotive Technology  
Building Mechanic Trades Business Electronics  
Technology Carpentry  
Collision Repair Technology Child Care  
Computer Maintenance Technology Cooperative  
Education Cosmetology  
Culinary Arts  
Diesel Equipment Technology Drafting/Design  
Technology Electricity

Electronics Technology  
Graphic and Printing Communication Health  
Occupations Technology Industrial Machine  
Technology  
Law Enforcement/Police Science Marketing  
Masonry  
Ornamental Horticulture Plumbing and Heating  
Residential Construction Warehouse  
Management Welding

### **CHILD FIND**

#### **Annual Public Notice of Special Education Services and Programs, Services for Gifted, Homeless, Migrant Students and Services for Protected Handicapped Students**

El contenido de esta nota se ha escrito en inglés. Si usted no entiende esta nota, debe contactar el distrito escolar (vea los contactos) y solicite una explicación.

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the school district (see Contacts) and request an explanation.

#### **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973, McKinney-Vento Homeless Assistance Act, Education for Homeless Youth 42USCA 11431. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district,

intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services, including youth incarcerated in adult facilities and/or residential/detention facilities, homeless and migrant children, wards of the state, and private school students.

If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact NEIU Early Intervention Supervisor at (570) 876-9255.

### **Evaluation Process**

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school personnel listed at the end of this notice. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to NEIU Early Intervention, 1200 Line Street, Archbald, PA 18403.

### **Consent**

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, [www.pattan.net](http://www.pattan.net). Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

### **Program Development**

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

### **Confidentiality of Information**

The SDs, IUs, and CS's maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit.

Riverside School District / Kristin Samsell, Director of Special Education, at (570) 562-2121

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam war. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

### **CLUBS AND EXTRA-CURRICULAR PROGRAMS**

#### **CLUBS**

Art Club  
Band  
Chorus  
Concert Band  
Drama Club  
FBLA  
German Club  
Math Club  
National Honor Society  
E-Sports

#### **CLUBS**

SADD  
Science Club  
Ski Club  
Spanish Club  
Student Council  
Valhalla Gazette/Vikings Read!  
Vikings Read!  
Vikings Reading Team  
Yearbook Club

#### **EXTRA-CURRICULAR**

Band (Marching/Units)  
Baseball  
Basketball  
Cross Country  
Football  
Golf  
Soccer  
Softball  
Tennis  
Track & Field

### **DISCIPLINE**

Self-discipline is the first and foremost requirement for the establishment of good learning. The Riverside Jr./Sr. High School prides itself on the behavior of our excellent students. To ensure all learners have the ability to learn and educators to teach, the school enforces discipline consistently and equitably. Please reference the Student Code of Conduct established by the Board of Education.

## **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/Vaping
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.

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 (8th 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, 8th Period class, and detention are some of the reasons that a student may stay after school. Other requests, by students, to take the 8th 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 Principal's Office by the bus driver. The 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, disciplinary consequences will be imposed.
10. Students are also reminded that eating in the cafeteria is a privilege that can be taken away by action of the Principal.
11. At the conclusion of the cafeteria period, students will leave the cafeteria in an orderly manner. NO RUNNING or YELLING!
12. 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.
13. 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.

### **STUDENT DRIVING 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. REQUIREMENTS TO DRIVE TO SCHOOL:
  - A. PROOF OF REGISTRATION AND INSURANCE
  - B. VALID DRIVER'S LICENSE
  - C. ONCE A & B ARE MET, A PARKING TAG WILL BE ISSUED.
  - D. TAG MUST BE DISPLAYED IN THE VEHICLE WINDOW.
3. Students are advised to remove the keys from the parked cars and to lock the cars.
4. 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.
5. 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.

6. 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. **When a student has received (4) four unexcused lates, driving privileges will be suspended for five (5) school days and the student may face other disciplinary actions for further unexcused lates. Additional unexcused lates may result in the complete loss of driving privileges. Driving and parking a vehicle on the school property during a period of lost driving privileges will result in the issuance of a trespassing citation.**
7. 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.
8. Reckless or unsafe driving/failure to adhere to regulations will result in loss of driving privileges at the discretion of the administration and notification of the local police department.
9. Some students have purchased parking spots as fundraisers. If there is a painted parking spot, All students will have an assigned parking spot.

### **CLASSROOM REGULATIONS**

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 each one of us must have 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. 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 PROCEDURES**

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 and teacher.

At no time does a co-curricular **activity, athletic practice or participation, or work,** take precedence over a detention hall obligation. Failure of a student to report for detention will result in a Wednesday detention. If a second and subsequent incident occurs, then the student will be placed in an In-School Suspension. 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 enforced. Students assigned to detention may not leave the room except in extreme emergencies.

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.

detention will be conducted from 2:26 to 2:55 PM. There is a late bus for students who have detention that will take them home.

#### Senior Detention

- A. Senior detention will be every morning from 7:15 to 7:45 AM.
- B. Seniors will report to the Principal in the morning. They will have written work to do.

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.

### **DISASTER DRILLS/EMERGENCY PROCEDURES**

Disaster drills, emergency drills and other safety procedures are conducted periodically. Plain language shall be used by school administrators in establishing and implementing all drills and procedures. Appropriate student behavior during drills is crucial to the success of the drill and supporting a safe school environment. The following are examples of drills and procedures that will be explained by teachers and administrators to all students:

- fire drill
- intruder drill
- modified and full lockdown drills
- building evacuation drills
- campus evacuation drills
- severe weather drills

### **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: Golf style shirts, (long sleeve or short sleeve), and button down dress shirts (long sleeve or short sleeve) may be worn. T-shirts and other types of shirts are appropriate if they bear the Riverside Logo on the shirt or are associated with Riverside programs and activities. No other type of 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 are not 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.
- 
- The following may not be worn while in school: hoodies, hats, coats, jackets, vests, torn clothing, sunglasses, or headbands. Chains worn on clothing or attached to backpacks or other hand held items are not permitted. Spiked bracelets, dog collars, or any type of bracelet that is offensive in nature and disrupts the educational process is prohibited during school hours. Display of any type of undergarment is prohibited.
- 
- 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 and students will be informed of the changes prior to them taking effect.

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

All students will attend school in clothing that meets dress code requirements. Any students arriving to school in violation of the mandated dress code 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 dress code policy.
- 
- 2nd Offense: The student will receive a detention. 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.
- 
- 3rd/4th Offense: The student will receive a Wednesday detention. 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.
- 
- 5th/ or more: There will be a mandatory In-School Suspension. The administration will contact the parents regarding the student's non-compliance with the uniform policy. A parent meeting will be held with the school principal prior to the student returning to school.

## **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 are encouraged to participate in the Driver Education Program.
- II. Qualifications for behind the wheel instruction include:
  - Successful completion of the Driver Education Classroom instruction.
  - Possessing a valid permit or license.
  - Students are required to complete the 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:
  - Overcrowding a car is dangerous.
  - Dares and jeers from riders often cause accidents.
  - Wise students will refuse to ride with a reckless driver or a driver who is under the influence of alcohol or drugs.

## **DRUGS/CONTROLLED SUBSTANCES**

A student who on school grounds, during a school session, or anywhere at a school-sponsored activity and 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, Keystone College, Johnson College and the University of Scranton. 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 four 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 handheld 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 permitted in the cafeteria during breakfast and lunch and throughout the building during 8th period. All electronic devices must be put away prior to leaving the cafeteria.

**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-student pick up at the end of that day). 2<sup>nd</sup> Offense – (1 day-student 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: 1st Offense – ( 1 day-student 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 5th 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.
- Any 3rd offense and subsequent offenses will also result in disciplinary action, such as detention and Wednesday detention.
- 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.

**Refusal to turn over a device will result in an automatic 1 day out of school suspension and a mandated parent meeting. The refusal will count towards an offense.**

**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 governed by all of the rules and regulations which pertain to students during a regular school day. Any activity or action by a student(s) which violates the student code of conduct will be dealt with by the school principal. Any student on the 15 day list will be ineligible to attend any field trips.

**FIRE DRILLS**

When a fire drill takes place and the alarms are sounded, students will remain in the classrooms until an 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:
  - every drill SHOULD be viewed as an actual emergency situation
  - 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

1 Credit equals one full year course (6 days/cycle) or a combination of two 1 SEMESTER courses (3 days/cycle).

4 Credits of English

4 Credits of Mathematics

4 Credits of Social Studies

\*Technical Education students that complete the program may graduate with 3 credits in Social Studies.

3 Credits of Science

2 Credits of Arts or Humanities (\*1 of which may be a Social Studies credit)

1.5 Credits (3 Years) of Physical Education passed

.5 Credits of Health

.5 Credits Modern Living ~ 11th Grade Mandatory Course

.5 Credits of Exploring Computer Science ~ 9th Grade Mandatory Course

3.5 Credits of Electives

A minimum of 23.5 credits are required for graduation.

\* As of January 2020, students who will be graduating in 2022 must take all three Keystone Exams (Algebra 1, Biology, and Literature) AND pass at least one of the three Keystone Exams AND have a minimum combined score of 4452 on all three assessments. \* CTC students may graduate by meeting the local requirements and passing the NOCTI. The complete list of state graduation requirements can be found on the Pennsylvania Department of Education website

The Humanities requirement is satisfied via passing music, art, family & consumer sciences, or world languages; students planning on pursuing additional education at an institution of higher education are highly encouraged to complete at least two years of a foreign language within their course of study.

In addition to the completion of 23.5 credits, all students must demonstrate achievement of the academic standards in the following areas:

1. Arts and Humanities
2. Career Education and Work
3. Civics and Government
4. Economics
5. Environment and Ecology
6. Family and Consumer Science
7. Geography
8. Health, Safety and Physical Education
9. History
10. Mathematics
11. Reading, Writing, Speaking and Listening
12. Science and Technology

If a student is deficient in the achievement of academic standards, an alternative method for achievement of the

standards will be provided for the student. The options may include: summer school, tutoring, field experience, and credit recovery.

If a student with a disability that requires an IEP (Individualized Education Plan), graduation requirements whether goal or credit based, will be discussed during the IEP meeting and approved by the Special Education Director. 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.

### **GUIDANCE SERVICES**

The school counselors of the Riverside School District provide high quality, comprehensive school counseling services to all students. School counselors are professional school advocates who provide support to maximize student potential and academic achievement as well as enhance career, social, and personal strengths. School counselors facilitate the support system through partnerships with students, educators, parents or guardians, the community, and post-secondary institutions. This ensures ALL students at Riverside have access to and are prepared with the knowledge and skills to contribute at the highest level as productive members of society.

Counselors also provide data driven counseling services that support the continuous improvement efforts of our schools so that ALL students can succeed. Counselors develop and implement a comprehensive Developmental Guidance Program that:

- Supports students' accomplishments;
- Facilitates the efforts of students, parents/ guardians, school staff, community and business partners;
- Attends to the needs, interests, and challenges related to each stage of student development and education;
- Facilitates students' transition through these diverse developmental and learning stages.

### **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 must not run at any time.
3. Students must not yell or make inappropriate noises at any time while in the hallways.
4. Students must keep the halls clean by:
  - refraining from dropping anything in the halls or stairways.
  - picking up and disposing of any debris.
5. Students must cooperate in obeying these regulations in order to have traffic within the school move more quickly with a minimum of confusion.
6. 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, except for clear containers of water. 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.

### **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 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 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 cooperation 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. Fever screening - random/no touch.
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 7th and 12th grades must have a current Tdap and Meningococcal (MCV) vaccine before entering 7th and 12th grades 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 co-operation with family and available referral cooperating 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 (Rubella), Mumps, Hepatitis B and varicella (or proof of having the chicken pox) vaccines. 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/she should:
  - a. inform his/her classroom teacher that he/she 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 day's homework.

If a student is absent for a minimum of 2 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. 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**

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

Advanced Placement grades will receive an extra 5% weighting and Honors courses will receive an extra 2.5% weighting.

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

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

Periods x Grade per cycle = Points

English - 6 periods per cycle =	6 x 91 =	546
Social Studies - 6 periods per cycle =	6 x 88 =	528
Geometry - 6 periods per cycle =	6 x 92 =	552
German II - 6 periods per cycle =	6 x 89 =	534
Chemistry - 9 periods per cycle =	9 x 90 =	810
Art -3 periods per cycle =	3 x 91 =	273
Total periods per cycle =	36 Classes	3243 Points

3243 Points divided by 36 Classes = 90.0833 The average for this student is 90.08

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

#### **Inappropriate use of the Internet includes but is 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.

#### **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, 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 possible 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.
7. Criminal charges.

### **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, a replacement fee will be charged.
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 8<sup>th</sup> Period. Fine/Overdue reports are given to the homeroom teachers who alert the students.
11. 8<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**

**For the 2020/2021 school year, students are asked to use their lockers as sparingly as possible.**

- 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 main office 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 on 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,

except for bottles holding water. 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 subject to disciplinary procedures and a phone call to their parents will occur.

### **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 minimum 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 midribs.

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 expected 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 is recommended to 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 of 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. Skipping Gym Class:

Disciplinary consequences for skipping gym class will be imposed by the school administration.

### **PLAGIARISM & ACADEMIC DISHONESTY**

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 any and all assessments.)

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.

### **PENALTY FOR PLAGIARISM & ACADEMIC DISHONESTY**

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.

### **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**

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 students in need to appropriate treatment.

Some of our students may at some point experience 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.

### **REPORT CARDS**

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.

## **RECYCLING**

Students are expected to contribute to the schools' recycling effort as much as possible. Recycling bins are available in multiple locations throughout the school.

## **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.

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 could lead to the discovery of evidence of a violation of the student code of conduct contained in the student handbook or presents an immediate danger to the health and well being of the school community.

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 after school hours.
- B. Athletics should foster sportsmanship, teamwork and self and school pride. 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. The following are tenants that compose the fundamental elements of good sportsmanship:
  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 may 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.

### **ELIGIBILITY RULES**

1. Students must be present in school for a minimum of 5 periods and be present in school no later than 9:30 AM or leave no sooner than 1:00 PM to be eligible to participate in that day’s sports practice or game.
2. Students must be passing a total of 5.0 credits to be eligible to participate in PIAA sports. Each Friday 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 Sunday morning of that week to Saturday night.

### **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 respectful 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.

### **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. 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. Review briefly the previous lesson before beginning the new one.
4. Know what your assignments are.
5. Keep a notebook.
6. In studying and writing, remember these: who, what, when, where, why, and how.

7. While reading remember to: compare, contrast, describe, discuss, evaluate, outline, summarize, criticize.
8. 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 4 core classes in order to be promoted to the next grade. Therefore, if a student fails the equivalent of three core classes, 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 each year. 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**

Any student who is tardy to class will receive a detention upon the 3rd tardy. If a student is tardy a 4<sup>th</sup> time, they will be sent down to the Principal and receive a Wednesday detention. Any subsequent lates to class will result in an In-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.
3. Students may not be called to answer the telephone during school hours. In an emergency, a message 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.

### **TOBACCO USE**

**Under Act 93 of 2019, it is now a summary offense for students to possess or use “nicotine products or ENDS” in the school building, on a school bus or on school property owned by or under the control of a school. "ENDS" is a product or device used to ingest a nicotine product,**

**including electronic cigarettes and vapes. Electronic cigarettes are defined as “an electronic device that delivers nicotine or other substance through vaporization and inhalation.”**

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 and nicotine 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, a three day Out-of-School Suspension, and a fine pursuant to Act 93 of 2019.

### **TRUANCY**

Students who are truant from school can and will face penalties from the school district and the Commonwealth of Pennsylvania. See the **ATTENDANCE - ABSENCES 11.13 Compulsory Attendance** section of the student handbook.

### **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**

When a student plans to move from the Riverside School District or if he plans to leave school for any other reason, he/she must do the following:

1. Report to the Guidance Office to:
  - a. bring with him/her a note from the parents; the note will give:
    - i. reason for leaving
    - ii. address of new residence
  - b. complete Guidance Office records and prepare transfers which the student will take with him/her.
    - i. Transcripts will be forwarded to the new school upon that school's request.
  - c. 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) and district loaned technology
  - b. pay fines
  - c. clean out lockers



## **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.

## **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

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