

**The Riverside Campus**  
*"Beaver Pride" 2021-2022*

Name \_\_\_\_\_ Grade \_\_\_\_\_

**MISSION STATEMENT**

Through a culture of excellence, immerse students in educational opportunities and empower them to excel in an interconnected world.

We believe that:

Family is an integral influence in the development of a student  
The higher the expectations, the greater the results  
A culture of excellence creates a first-rate school district  
Students learn at different rates and in different ways  
Diversity and inclusion enriches us as individuals and as a society  
Both the District and community benefit from a genuine partnership  
The District, in partnership with the community, is responsible for developing students who can compete in an interconnected world.

Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

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**2021-2022 Riverside Campus Student Handbook**

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Riverside High School  
585 Riverside Drive  
Painesville, OH44077  
Phone: (440) 352-3341  
Fax: (440) 352-1257

John R. Williams  
625 Riverside Drive  
Painesville, OH44077  
Phone: (440) 352-3345  
Fax: (440) 352-1278

The contents of this book have been approved by the Riverside Local Board of Education

Revised by the Riverside Campus Administration

The Riverside Local Board of Education reserves the right to modify any section or code in this book as necessary for the health, safety, or welfare of our staff, students, and administration.

Administrators reserve the right of interpretation with regard to policies and procedures herein. Administrators will enforce the Student Code of Conduct when applicable. Penalties for infractions may include suspension and expulsion if warranted.

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**Riverside Local Board of Education**

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Mrs. Jennifer Harden, *President*  
Mrs. Belinda Grassi, *Vice President*  
Mr. Thomas Hach  
Mrs. Lori Krenisky  
Mr. Jack Miley

Mr. Gary Platko - *Treasurer*

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**Central Administration Office**

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Ms. Jennifer Felker, *County Superintendent*  
Dr. James Kalis, *Local Superintendent*  
Mr. Charles Schlick, *Assistant Superintendent*  
Dr. Melissa Mlakar, *Director of Curriculum and Instruction*  
Mrs. Cheryl Lanning, *Director of Pupil Services*

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**Riverside Campus Administration**

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Mr. Peter Hliatzos, *Principal*  
Mr. Rich Frimel, *Assistant Principal*  
Mr. Michael Lewis, *Assistant Principal*  
Mrs. Jennifer Westbrook, *Assistant Principal*  
Dr. Chris Basich, *Assistant Principal*  
Mr. Dave Bors, *Athletic Director*  
Deputy Robert Rowland, *School Resource Officer*

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**Guidance Counselors**

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Mr. Scott Bailis, *Grade 12*  
Ms. Alyssa Winer, *Grades 11*  
Ms. Karin Pennock, *Grade 10*  
Ms. Brianna Ball, *Grade 9*  
Mrs. Jamie Clark, *Grade 8*

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## **CHARACTER COUNTS!sm**

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At The Riverside Campus, administrators and faculty members want students to have good values and strong character. Good character doesn't just happen, however, and it is up to each of us to lay a solid foundation for character development by teaching students right from wrong and by acting as positive role models. Character building is most effective when we regularly seize opportunities to strengthen ethical consciousness, enhance ethical commitment, and improve ethical competency.

With programs and materials, the Character Counts! Coalition tries to help. The Coalition, a project of the Josephson Institute of Ethics, is a nonpartisan partnership of some 200 leading educational and youth-serving organizations, including the YMCA, 4-H, Boys and Girls Clubs, Big Brother Big Sister, Little League, and La Raza, all of whom are dedicated to strengthening the character of young people through promotion of the **Six Pillars of Character**: Trust, Respect, Fairness, Citizenship, Responsibility, and Caring.

### **TRUSTWORTHINESS**

Trustworthiness is being honest, telling the truth, keeping promises, and being loyal so people can trust you. Trustworthy people don't lie, cheat, or steal. They have integrity and the moral courage to do the right thing and stand up for their beliefs even when it is hard to do so.

### **RESPECT**

Respect is showing others that they are valued for who they are, for their character, not what they like or what they have. It means treating others the way you want to be treated, never insulting or making fun of others who are different in looks, ability, race, or religion. A respectful person is polite, does not use bad language, and never uses violence.

### **FAIRNESS**

Fairness is playing by the rules, taking turns, sharing, and listening. Fair people do not take advantage of others, consider all sides before they decide, and don't blame others unjustly.

### **CITIZENSHIP**

Citizenship is doing your share to help your family and make your community a better place. Good citizens are good neighbors. They cooperate with others, obey laws and rules, respect the authority of parents, teachers, and others, and they protect the environment.

### **RESPONSIBILITY**

Responsibility is doing what you are supposed to do. Responsible people think ahead, set reasonable goals, control their tempers, and always do their best. They don't give up easily, especially when others are counting on them. They are accountable for the consequences of their choices; they don't blame others for their mistakes.

### **CARING**

Caring is being kind, helpful and generous to everyone. Caring people are not selfish; they are considerate and always think about how their conduct affects others. They have compassion and empathy; they care how others feel, and they are charitable and forgiving. They do good deeds without thought of reward.

## **Disciplinary Procedures**

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The Riverside Campus has a progressive behavioral discipline code. School officials reserve the right of interpretation for all misconduct. Consequences may vary based on the severity of each infraction or the repeated violations of misconduct. Penalties are cumulative for any offense during the current school year. A violation of any rule may result in disciplinary action, including **conferences, warnings, lunch detentions, 1 and 2**

**hour detentions, Saturday Academy, Controlled Learning Center (C.L.C.), out-of-school suspension, referral to Juvenile Court, loss of driving privileges, and/or expulsion.** The Student Code of Conduct applies wherever the school has authority to regulate student conduct, which includes school property, school transportation, and school activities wherever and whenever held.

The behavior management of a student is the teacher's and administrator's responsibility. Referral of a student to the administration is used after teachers have exhausted all other appropriate preventive and corrective measures, including parent contact. Once a student is referred to the office, the administration will reserve the right of interpretation and will take disciplinary action as they see appropriate at the time of misconduct. The case will be dealt with as soon as possible.

To receive a **lunch detention** means that on the given day of the lunch detention, the student will spend his/her assigned lunch period in the C.L.C. room. During the lunch detention, students are expected to complete make-up work in accordance to previous day's C.L.C. referral. Students will have the opportunity to bring their lunch or request a lunch (peanut butter sandwich, fruit, and white milk) purchased at the student's expense.

To receive a **1 hour after-school detention** means that on the day(s) of the detention(s) a student spends the assigned date from 2:25 p.m. to 3:25 p.m. in a specific room on the Campus. Failure to attend or comply with the after-school detention may result in further disciplinary actions.

To receive a **2 hour after-school detention** means that on the day of the detention a student spends the assigned date from 2:25 p.m. to 4:25 p.m. in a specific room on the Campus. Failure to attend or comply with the 2 hour after-school detention may result in further disciplinary actions.

To receive a **day in the Saturday Academy** means that on the day(s) of the Academy(s) a student spends the assigned **Saturday Mornings(s)** from **9:00 a.m. to 12:00 p.m.** in a specific room on the Campus. Failure to attend or comply with **Saturday Academy** rules may result in an **out-of-school suspension** for a duration to be determined by an administrator.

A student may be removed from class for minor disciplinary reasons and sent to the Controlled Learning Center for the duration of the Block.. Each student will receive a set of C.L.C. guidelines which must be followed or may result in further disciplinary actions. Students sent to C.L.C. may receive a lunch detention, and an accumulation of CLC referrals may result in further disciplinary consequences.

During an **out-of-school suspension**, the student may not attend classes, participate in or attend school activities, or visit the school grounds **including the community field house**. A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension and receive at least partial credit. The missed assignments must be made up outside of normal class time.

When a student is suspended, a parent/guardian will be contacted by mail, phone, or conference by an administrator in order to inform them of the rule violation and suspension hearing results. The administrator will determine the duration of the suspension. The student may also be charged in court for any violations of the Student Code of Conduct. With the accumulation of an excessive number of suspensions or other actions in violation

of the Student Code of Conduct, the principal shall forward the student's records to the superintendent for review and consideration for expulsion from school for the remainder of the semester/year.

The pupil and his/her parent/guardian may appeal an out-of-school suspension or expulsion. Appeals must be made within five (5) school days to the **Campus Principal**.

**Note:** The offenses listed should not be interpreted as the only offenses for which a student may be suspended or otherwise disciplined. Other incidents are subject to the principal's judgment. *An administrator may increase or decrease a penalty if, in his/her judgment, the offense is serious enough to place it at a different level.*

### **Scope**

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This code of conduct shall apply to the following situations:

1. On school property during and immediately before or after school hours;
2. On school property at any time when the property is being used by a school-sponsored group;
3. Off school property at any school-sponsored function or on school buses provided by the Riverside Local Schools for transporting students, and in private vehicles used for the same purpose; and
4. The authorization of student codes of conduct to include discipline for misconduct which occurs off school property to the extent that (1) the misconduct is connected to activities or incidents which have occurred on property owned or controlled by the board of education, and (2) misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

### **Search and Seizure**

It must be noted that lockers and other assigned storage areas (desks, cabinets, etc.) supplied by the school and used by the students are the property of the Board of Education. Therefore, student lockers and assigned storage areas, as well as the contents of such areas, are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute. Random searches of lockers may include the use of dogs trained to detect the possession of drugs.

Search of a student and his/her possessions, **including vehicles and cell phones**, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is reasonable suspicion that the student is in violation of the Code of Conduct. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. **Failure to comply with a reasonable search will be considered insubordination.**

### **Surveillance Cameras**

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to the local law enforcement agencies.

### **Behavioral Expectations / Beaver Bravo Rewards Program**

A matrix of behavioral expectations for assemblies, cafeteria, bathrooms, bus, classrooms, hallways, media center, and sporting events has been developed and is included in this handbook. Students are expected to adhere to these expectations at all times.

The Beaver Bravo Rewards Program will recognize and reward students who have shown positive responses to the behavior expectations.

## **CODE OF CONDUCT**

### **Rule 1 – Misconduct**

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In order to provide an appropriate climate for learning, The Riverside Campus will not tolerate any disruption of school, building safety and security, or any actions, which disrupt the educational process of a class or school activity (not dressing for gym class constitutes misconduct). Students will not use force, coercion, violence, threat, harassment, or insubordination, which obstructs or disrupts the educational process including all extracurricular activities. Students ejected from extra-curricular activities will be subject to disciplinary action.

### **Rule 2 - Inappropriate Language / Acts**

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The use of profane, obscene, vulgar, improper or abusive language is not permitted in any area of school buildings, at school sponsored or related activities or events on or off school property. This includes written or verbal use, gang signs and symbols, and the use of obscene gestures, signs, pictures, or publications either directly or indirectly.

### **Rule 3 - Racial, Religious or National / Origin Bigotry and Intolerance**

No student shall verbalize or display racial, religious or national origin bigotry or intolerance.

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#### **Rule 4 - Truancy and Tardiness**

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Being absent from any portion of the school day without authorization is truancy. Leaving the school building and/or grounds without permission of the administration is truancy. **If a student misses more than half of any class, they are considered truant from that class.** From 7:20 a.m. to 7:40 a.m. all students must report to their appropriate **first block class** and will be considered tardy to that class unless excused by a parent or guardian. After 7:40 a.m., all students are considered **truant** from their first period and all subsequent classes unless excused by a parent or guardian. (See Attendance Policy, p 14-17) **All students arriving after 7:20 a.m. are to sign in with the Deputy Sheriff at the Board of Education entrance on the blue attendance sheet. After they sign in they are to report to their first period class or the class they are scheduled to attend. This sheet will be the official attendance record for students entering the campus tardy.**

#### **Rule 5 - Unauthorized Sale or Distribution**

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Distributing or selling unauthorized materials on school property, or attempting to distribute or sell such items, is not permitted. Only school sanctioned publications may be distributed at school. The administration must approve any other distributed items. Approval must be granted by an administrator prior to the posting of any written materials, signs, or posters in the lobbies or halls.

#### **Rule 6 - Forgery/False Reports/ Lying**

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Any incident involving the falsifying, forgery or lying of information in any capacity on school forms or any other form of communication is considered a suspendable offense.

#### **Rule 7 – Loitering**

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Loitering is defined as a student's presence in a restricted area at an unauthorized time and is not permitted under any circumstance. Students may not loiter in areas such as but not limited to the JRW or RHS Lobbies, Media center Hallway, or Board Office Lobby before or after school, between classes, or during the school day.

Students found in restrooms without permission may be considered out of bounds and subject to disciplinary consequences. No more than one (1) person may be in a stall at the same time.

This includes the student parking lot. No student is to be in the parking lot during school hours without an administrator's permission. Students are not to congregate in the parking lot before or after school. Once students arrive at school, they are to remain on school property and enter the building immediately.

#### **Rule 8 - Disrespect**

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Abuse, verbal or written, to any school employee will not be tolerated. This also includes intimidation, insult, and insubordination.

#### **Rule 9 – Insubordination**

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Insubordination is defined as disobedience or not complying with reasonable requests by school personnel for appropriate behavior of students while on school property or at school activities. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections of this book may be dealt with as insubordination. This includes failure to accept discipline. No student shall refuse to accept discipline from teachers, school officials, teacher aides, or other authorized school personnel.

#### **Rule 10 - Use/Possession of Flame Producing Device**

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The unauthorized use or possession of matches, lighters, or other flame producing devices or items, which are designed to cause disruption on school property, is not permitted.

#### **Rule 11 – Hazing**

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The Board of Education believes that hazing of any type is inconsistent with the educational process and thus prohibits hazing of any kind on or off school property where students are engaged in school activities. No administrator, faculty member, or other Board employee shall encourage, permit, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined for purposes of this policy as committing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subject to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

#### **Rule 12 – Gambling**

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Any action of gambling by use of money or materials is prohibited.



## **Rule 13 - Physical/Verbal/Ethnic Harassment/Bullying**

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### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

Harassment, intimidation or bullying means any intentional written, verbal, graphic or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status or disability. It would include, but not limited to, such behaviors as stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, hazing, and dating violence.

Ethnic slurs, degrading statements, gestures, symbols, and signs associated with hate groups constitute harassment based on national origin, ethnicity, or on other grounds and are unprotected speech in the school environment. Such symbols and signs include, but are not limited to: Confederate flags, Nazi flags, insignias and salutes and are prohibited in school, at school events, and in school publications. Such prohibited expressions include verbal and written statements, gestures, and electronic and graphic expressions in any form. This includes prohibited expressions being displayed on vehicles driven onto the school property.

Harassment, intimidation or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA) or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

For purposes of this policy, "school district community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on school district property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the school district community at school-related events/activities (whether on or off school district property).

## **REPORTING HARASSMENT/BULLYING**

Conduct constituting harassment/bullying may take different forms, including but not limited to the following:

### **SEXUAL HARASSMENT**

**A. Verbal:**

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

**B. Nonverbal:**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

**C. Physical Contact:**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

### **GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT HARASSMENT**

**A. Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, sexual orientation, gender identity, etc. toward a fellow student, staff member, or other person associated with the district.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

B. **Nonverbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. **Physical Contact:**

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

D. **Bullying.**

See definition above.

## **DATING VIOLENCE**

Dating violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner.

A dating partner is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should make contact with one of two or three persons selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind. **The report can be made to the student's teacher, guidance counselor, and/or assistant principal.**

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on [Form 5517 F1](#) and a copy forwarded to the principal.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the student who files a complaint;

- B. encourage the reporting of any incidents of sexual or other forms of harassment;
- C. protect the reputation of any party wrongfully charged with harassment.

#### **Staff Member Harassment of a Student**

If a student reports that s/he is being harassed by a member of the staff, the matter is to be reported immediately to the principal who shall then contact the superintendent. If

deemed necessary, the superintendent shall arrange promptly for a proper investigation by an agency that is experienced in such investigations. In addition, the principal, upon receiving the complaint from a minor student or his/her parents shall determine if the harassment may constitute child abuse and, if so, follow the child-abuse reporting procedure described in AG [8462](#).

Investigation of a complaint will normally include conferring with the parties involved (may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district.

This guideline does not negate the requirement for reporting suspected child abuse to the proper authorities in compliance with AG [8462](#).

#### **Rule 14 – Threatening Behavior / Intimidation**

A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. **A student shall not urge another student or person to threaten or coerce with physical violence by any means any student, teacher, or other school employee or visitor.** Intimidation shall include, but is not limited to, threats used to extort money or any other item of value from another person or student.

#### **Rule 15 - Public Display of Affection / Lewd or lascivious acts**

Students are prohibited from demonstrating a public display of affection at school or at school sponsored events. Included in the prohibition shall be any display of affection, such as kissing, embracing, fondling, and sex acts.

#### **Rule 16 - Vandalism and/or Destruction of School Property**

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All campus rooms, books, equipment, computers, and apparatus must be used with care. Students and their parents/guardians may be held financially responsible for any damage to school property due to abuse or neglect on the student's part. Students who deface school property or the property of other people may be responsible for restitution, repair, replacement, and/or restoration. Writing on desks, walls, lockers, computers, or other technology equipment is prohibited.

#### **Rule 17 – Wireless Communication Devices / Prohibited Items / Toys**

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Cell phones and other electronic devices used inside the building during the regular school day are at the discretion of building administration and teacher.

The use of technological devices for academic purposes or to support academics is left to the discretions of the individual teacher.

Cameras and video recorders are permitted only when required as part of a school assignment. Unauthorized use of camera phones, cameras, video equipment or any other recording device for taking pictures of or recording school personnel, students or documents is strictly prohibited. Students that expressly videotape a fight or an altercation between other students are in violation of the student code of conduct and are subject to school discipline at the discretion of the administrator. The act of videotaping, posting and/or sharing of these videos creates a substantial disruption to the normal school day, which detracts from the educational environment. This prohibition applies in all situations within the school's jurisdiction.

The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

#### **Rule 18 - Out-of-Bounds**

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Out-of-bounds is defined as any place where the student is not supposed to be unless the student has been given an authorized pass. Cutting class is an example of out-of bounds. Specifically, out-of-bounds may include, but is not limited to the following:

1. RHS or JRW wing during unscheduled times
2. In the basement

3. Outside, except in picnic area during lunch
4. Auditorium during lunch periods and when closed
5. Front entrance and front lawn area of campus
6. Loft, attic, or on the roof
7. Any unattended classroom(s), office, or storage area
8. Media Center (inside or outside in hallway) during unscheduled times
9. Woods, tracks, triangle, or across the street
10. Loitering in the stairway, entrances to the building, and restrooms
11. The gym is not to be used as a walkway to or from the parking lot during class time.
12. The Parking Lot is considered out of bounds during the school day unless a student has administrative approval to go to their vehicle.

#### **Rule 19 – Extortion**

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While under the jurisdiction of the school, students are prohibited from borrowing or attempting to borrow any money or object of value from any person unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

#### **Rule 20 – Theft**

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A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of any other student, teacher, employee of the district, or any other person while under the jurisdiction of the school.

#### **Rule 21 – Fireworks / Explosive Devices, etc.**

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Possession or use of explosive materials, fireworks, stink bombs, or any product that can endanger or harm individuals is forbidden.

#### **Rule 22 - False Alarms / Bomb Threats / Other Threats**

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Falsely setting off the fire alarm, calling or communicating a bomb threat or other similar threats, and/or calling 911 without reason and a valid purpose; and/or falsely communicating an emergency is prohibited. This behavior endangers individuals and may result in a ten-day suspension, court referral, and a recommendation for expulsion.

#### **Rule 23 - Dangerous Weapons and Instruments**

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Possession, sale, distribution, concealment, conveyance, or use of deadly weapons or dangerous ordinances (as defined in Sections 2923.11-2923.122 of the Ohio Revised Code), including guns, knives, chains, deadly explosives, pepper spray (or similar products) or anything that may harm someone may result in a ten (10) day suspension, recommendation for expulsion, and/or referral to law enforcement authorities as a felony.

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased,

owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, pepper spray (or similar products) and explosives. This policy does not preclude other similar objects from being considered "weapons" for the purposes of the Student Code of Conduct, (Weapon Free Act, 1994/Board Policy 5610) Policy exceptions include:

- A. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation);
- B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy [5610](#), and Policy 5610.01, and through administrative guidelines.

The Superintendent is authorized to establish instructional programs on the weapons and the requirement that students immediately report knowledge of weapons and threats of violence by students and/or staff to the building principal. Failure to report such knowledge may subject the student to discipline.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

R.C. 2923.12, 2923.122, 3313.20, 3313.66, 3313.661  
18 U.S.C. 921, 20 U.S.C. 8922, 20 U.S.C. 7151

Adopted 12/12/00  
Revised 1/28/03

**Rule 24- Physical Contact**

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A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way that could reasonably cause physical injury. This would include pushing, shoving, slapping, or general horseplay where physical contact is made.

**Rule 25 - Fighting/Assault/Unauthorized Touching**

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A student shall not intentionally cause or attempt to cause physical injury by fighting or otherwise intentionally behave in such a way, as could reasonably cause physical injury to oneself or others. This policy covers students on or near school property, school activities, or while in transit to and from school. Legal authorities may be notified. If directed at a teacher, administrator, or school personnel, a student may face expulsion along with a possible court referral and suspension.

**Rule 26 – Menacing**

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School safety and security are a vital aspect of our educational process. A student faces disciplinary action and possible court referral for actions that incite panic or visibly threaten or endanger the health and safety of anyone on this campus.

**Rule 27 - Drug Paraphernalia**

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A student shall not possess, use, transmit, or conceal any item, which is designed for use with any illegal substance while on school property or in attendance at any Board of Education sponsored or supervised activity.

**Rule 28 - Counterfeit/Controlled Substances/Look-Alike Drugs/Over the Counter/Prescription Medications**

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A student shall not use, conceal, sell, purchase, accept, or transmit any substances, which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse, or inferred by the seller or buyer to be drugs of abuse. Unless otherwise authorized by an appropriate District official, students may not possess prescription or over the counter medication. (Any medication used by students during the school day must be in accordance with the Board adopted policy regarding student medication.)

**Rule 29 - Use and/or Possession of Tobacco / Vaping**

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The use of any tobacco product by students is prohibited. This applies to all extracurricular activities both on school property and away from school. Use includes possession.



Smoking is defined as holding a tobacco product, whether lit or unlit, or having held it and tossed it aside, or any obvious sign, such as exhaled smoke, etc. This includes but is not limited to items such as nicotine gum, e-cigarettes, vape pens, juul, or other similar devices. Minors may be referred to the authorities according to Ohio law.

**Rule 30 - Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants**

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A student will not possess, use, transmit, conceal, sell, purchase or be under the influence of any alcohol, controlled substances, drugs, narcotics, or inhalants on school property, Board of Education owned vehicles, or at any Board sponsored or supervised school activity.

Violators will be subject to the following:

- Legal authorities will be informed.
- The substance will be turned over to legal authorities.
- The student will be suspended and/or expelled from school.
- The student may need to seek an outside agency for an assessment the cost of which will be assumed by the student and his/her parents/guardians. If this assessment is in conjunction with the 5/10-suspension option, then the student must follow through with the assessment recommendations.
- **Rule #28 Violations are cumulative grades 8 – 12 on the Riverside Campus and a 5/10 option will only be granted once. A second infraction will result in a recommendation to the Ohio Bureau of Motor Vehicles for termination of driving privileges under the provisions of Section 4507.061, 3321.13 of the Ohio Revised Code.**

**First Offense: Possession, use, and/or being under the influence of alcohol or drugs**

5/10 Option\*  
OR  
10 Days Out-of-School Suspension  
AND/OR  
Recommendation for Expulsion  
AND  
Possible Referral to Legal Authorities

**Second Offense: Possession, use, and/or being under the influence of alcohol or drugs**

10 Days Out-of-School Suspension  
AND/OR  
Recommendation for Expulsion  
AND  
Possible Referral to Legal Authorities

**First offense: Sale or distribution of alcohol or drugs**

Expulsion AND Criminal Charges Filed

(The school official indicating that the school wishes to press charges will complete a police report)

\*The **5/10 option** is offered at the principal's discretion. This is NOT available if the student is selling/distributing drugs, alcohol, or illegal paraphernalia. Should a student and his/her parents/guardians choose the 5/10 option, the student is given five (5) days out-of-school suspension. The remaining five (5) days are held in abeyance pending documentation of a professional alcohol/drug assessment. The assessment appointment must be made, and its cost assumed, by a parent/guardian during the five (5) days of suspension. Written documentation from the assessing agency/individual must be received by the school upon the student's return or another suspension will be assigned to the student (for failure to comply with school rules) for the additional five (5) days, which would have been assigned if the 5/10 option had not been selected.

Both the student and the parent/guardian must agree to fulfill all of the requirements of the alternative consequences. Failure to fulfill **all** of the conditions of the alternative consequence within the specified time frame will result in another suspension being assigned (for failure to comply with school rules) for the additional five (5) days, which would have been assigned if the alternative consequence had not been selected.

#### **Rule 31 - Computer Technology and Networks Policy**

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Any willful damage, destruction, or misuse of chromebooks, computers, sites, databases, files, network, or all other technology will be subject to disciplinary action, fines, and/or legal referral. The building administrators may include loss of computer privileges or suspension and expulsion if warranted as they enforce the Student Code of Conduct. (See Computer Technology and Networks Policy)

#### **Rule 32 - Cheating/Academic Dishonesty**

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Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test answers, and **plagiarism**. Students who violate this policy may receive **zero credit** for assignments or work involved and their parents will be notified. Upon the second offense, the student may be referred to an administrator for disciplinary actions. Teachers will discuss the plagiarism policy at the beginning of each course. Teachers will make it clear that plagiarism will not be tolerated.

#### **Rule 33 – Instigating/Coercion/Complicity**

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Instigation, coercion or complicity of any violation of the Code of Conduct is expressly prohibited and subjects the offender to discipline.

#### **Rule 34 - Repeated Violations**

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Repeated violations of student rules may result in suspension, expulsion, and/or Juvenile Court referral. This includes, but is not limited to repeated violations of the handbook rules, attendance policy, dress code, driving privileges, and bus misconduct.

#### **Rule 35 – Identification**

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All students must promptly, upon request, correctly identify themselves to authorized personnel in school buildings, on school grounds, on school buses, or at school sponsored events.

### **Vocational School Partnerships**

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The Riverside Campus respects Auburn Career Center's Student Code of Conduct. If Auburn Career Center suspends a student for infractions of its Student Code of Conduct, whether or not it corresponds to Riverside Campus' Student Code of Conduct, The Riverside Campus shall honor the suspension. This also means that a Riverside Campus student who is enrolled at Auburn Career Center and suspended from The Riverside Campus is also suspended from Auburn Career Center.

The Riverside Campus shall respect the Student Code of Conduct at each partner Associate High School. When a student is issued an out-of-school suspension or an expulsion from a partner Associate High School, Auburn Career Center will honor the disciplinary action, meaning it is reciprocal. If a student is suspended/expelled from the Associate High School they are suspended/expelled at Auburn Career Center as well. The same goes if a student is suspended/expelled at Auburn Career Center they are suspended/expelled at the partner Associate School. The violation does not have to correspond to Auburn Career Center's Student Code of Conduct."

### **Dress Guidelines**

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Dress Expectations: Students are to dress at all times with a sense of good taste as not to cause disruption to the education process. A student whose dress goes beyond the bounds of good taste and is judged by school personnel to be inappropriate, offensive, and/or educationally disruptive will be reprimanded, receive behavior consequences, and/or be required to immediately change apparel. School officials reserve the right of interpretation of the dress code and will make the final decision on inappropriate clothing and appearance. All judgements by administration are final on inappropriate clothing and appearance. Judgements may be based upon, but not limited to, health, safety, modesty, and general appropriateness. Blankets or similar items are not permitted to be worn, used, or carried and must be kept in a student's locker at all times.

Tops:

- 1.) Tank tops should cover undergarments with the top straps being two fingers in width (student's fingers).
- 2.) Must have a neckline that does not show cleavage.
- 3.) No undergarments or underwear should be visible.
- 4.) If a garment is worn with a hood, the hood cannot be placed or worn on the head.
- 5.) All tops must be long enough to tuck into pants, so that no mid-section shows.

Clothing May Not:

- 1.) Have any sexual or sexually suggestive reference.
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- 2.) Depict drugs, alcohol, tobacco, weapons, or illegal items.
- 3.) Depict, or refer to, obscenity or profanity.
- 4.) Discriminate/demean/put down other people (on issues such as race, color, religion, gender, national origin, sexual orientation or disability).

Bottoms (Pants, Skirts & Dresses):

- 1.) Shorts, skirts, and dresses should be properly fitted and should be at a length that does not cause a distraction or is detrimental to the educational process. Mid-thigh is the recommended length to avoid issues. Any frayed, torn or holes in pants, shorts, skirts, or dresses should not occur above mid-thigh.
- 2.) Sagging of pants or shorts is not allowed. Pants or shorts must be worn at waist.

Footwear:

- 1.) Footwear must be worn at all times.
- 2.) Bedroom slippers are prohibited.

Headwear:

Visible headwear, including but not limited to hats, knit caps, wave caps, hoods and bandanas are prohibited from the time students enter the building until 2:15 p.m. unless for religious reasons. They should not be worn on a student's head or any other part of the body.

Chains and Metals:

- 1.) Chains are not permitted. Additionally, chains are not to be worn as choker collars or belts.
- 2.) Safety pins, fish hooks, and spiked jewelry are also not allowed to be worn.

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### **Attendance Policy**

Daily attendance and active participation in each class is a critical part of the learning process. A significant role of today's high school is to help students learn to understand and appreciate the importance of punctuality and regular attendance. The educational program offered to students at The Riverside Campus is predicated upon their presence in class every day. The most common cause of academic failure is absence.

Attendance is primarily the responsibility of students and parents/guardians. This attendance policy places a priority on compulsory school attendance and encourages students to establish good attendance habits. Furthermore, this policy

is designed to place a priority on student attendance, improve communication between school and home, provide for a face to face appeal process and encourage students with poor attendance to improve and benefit from the learning opportunities made available to them.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic successes for all students, the district will collaborate with the student and their family to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absences to the parent or guardian
- Development and implementation of an absence intervention plan, which may include supportive services for students and families
- Counseling
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities
- Referral for truancy

#### **DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES**

##### ***Habitual Truant***

- Absent 30 or more consecutive hours without a legitimate excuse
- Absent 42 or more hours in one school month without a legitimate excuse
- Absent 72 or more hours in one school year without a legitimate excuse

##### ***Excessive Absences***

- Absent 38 or more hours in one school month with or without a legitimate excuse
- Absent 65 or more hours in one school year with our without a legitimate excuse

#### **Absences**

Parents/guardians must call the Riverside Campus by 8:45 am on the day of the absence. Please call the Attendance Office for all 8th through 12th grade students at 440.358.8301.

All calls or notes to excuse an absence or tardy must be received within two (2) school days after the absence or tardy, or after the student's return to school, without exception, or the absence will be considered unexcused. Any work missed may not be made up for credit and the student will be considered truant. During the school day, school officials and/or the automated calling system may attempt to contact parents/guardians of students who are absent and unexcused.

Excused Absences:

- Personal illness
  - Quarantine
-

- Serious illness or death of a family member
- Funeral
- Medical appointments
- Family emergency
- Religious holidays and activities
- Court hearings
- School field trip
- College/Technical school visit
- Job Shadowing

If an absence is unexcused, work missed during the absence may not be made up for course credit. If an absence is excused, the student must make up assignments missed within a period of the time equal to the number of days absent, with the exception of a one day absence which will allow two (2) days to complete missed work. Administration may grant additional time if deemed necessary.

A student who is suspended shall be permitted to complete classroom assignments missed due to the suspension and receive at least partial credit. The missed assignments must be made up outside of normal class time.

\*If a student is unexcused absent from school, she/he may not participate in or attend any school function that day or evening.

#### **Waived Days**

Waived days do not count toward the attendance policy. Waived days include days a student attends a doctor's appointment verified by a doctor's note, a funeral, pre-approved school field trips, pre-approved college/technical school visits, job shadowing, and court appearances.

Verification for a waived day, medical note, etc., must be turned in to the Attendance Office within 7 school days from the absence.

#### **Tardiness**

A student is considered tardy to school if she/he arrives to class or school after the 7:20am bell. After 7:20 am, students must sign-in with the deputy at the Board of Education entrance. The deputy will issue a pass to the student to take to class. Students must report to their appropriate class immediately following check in.

Students missing their bus must make every effort to get to school by their own means. A missed bus, missed ride, or car problems is not a valid excuse for an absence or tardy. Punctual transportation to and from school is a student's responsibility. Excessive tardiness will result in progressive discipline. Parents must call the Attendance Office (440.358.8301) if a student is going to be tardy to school.

#### **College/Technical School Visits /Job Shadowing**

A student is permitted three (3) pre-approved college/technical school visits / Job Shadowing per junior and senior year. Proper documentation must be completed

and approved prior to the visit. College Visit or Job Shadow Special Absence forms are located in the Riverside Guidance Office or the Attendance Office.

### **Vacation**

A student taking vacation during the school year must complete the Planned Absence Form prior to vacation. Only vacations taken with a student's own parent/guardian will be approved as an excused absence. Assignments are to be completed during the vacation and turned in upon return to school.

#### **School Approved Field Trips**

A student must submit a field trip form signed by a parent/guardian and have a completed emergency medical form on file before the student is permitted to leave on a school approved field trip.

The student must leave and return to the school by means of school approved transportation.

Student must follow all school rules for behavior and dress code as documented in the Student Handbook.

### **Early Dismissals**

Parents must call the Attendance Office 440.358.8301 to arrange for an early dismissal. A student may be given an early dismissal from school for such reasons as medical appointment, court date, or a verified family emergency.

Students must sign out at the deputy desk. A parent/guardian must also sign the student out unless otherwise stated at the time of the early dismissal request.

Students are NOT permitted to transport other students for an early dismissal.

If the student is returning to school the same day, the student will sign in at the deputy desk. The deputy will issue a pass for the student to return to class. Any medical notes should be dropped off in the Attendance Office upon returning to school.

### **Permanent Late Arrival/Early Dismissal**

A student may be eligible for a permanent late arrival/early dismissal each semester if their schedule includes a study hall in Block 1 or Block 4. In order to be eligible, the student must have a cumulative grade point average of a minimum 1.75.

Once a permanent late arrive/early dismissal is approved by Administration, students are required to sign in/out upon entering/exiting Campus.

Students are expected to leave school grounds if they are granted a permanent early dismissal.

Students must apply for Permanent Late Arrival / Early dismissal each semester.

### **Physical Education Class Attendance**

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A doctor's note is required if a student is to be excused from gym class. To resume participation after the excused absence period is over, a doctor's note is again necessary unless a definite date is noted on the original note.

Doctors' notes may be faxed to the JRW office (440-352-1278) or RHS office (440-352-1257) marked to the attention of your child's physical education teacher. Please contact the teacher or school nurse when necessary.

### **Adult Students**

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A student, who has reached the age of majority, age 18, may be classified as either an "independent" or "dependent" adult student. The status of the adult student will be established according to the following criteria:

1. If an adult student is living at his/her parent's/guardian's home, s/he is considered a "dependent" adult student unless s/he has substantial, gainful, and verifiable employment of thirty or more hours per week or a comparable verifiable amount of steady income. If such employment income exists, the student will be considered an "independent" student. All independent students must meet with the principal.
2. If the adult student does not live with parents/guardians, then s/he is considered an "independent" adult student.

A "**dependent**" adult student is required to have his/her parents/guardians call in to excuse absences and tardies, request early dismissals, and sign permission slips. Access to records, however, is handled in the same manner for all adult students regardless of status.

To be considered an "**independent**" adult student, an adult student must submit appropriate documentation verifying his/her residency status or employment/income status to the high school principal prior to acceptance.

An independent adult student possesses by law the full rights of an adult and may call in to excuse his/her own absences, sign his/her own permission slips, and have free access to his/her school records. Each independent adult student shall assume full responsibility for his/her own performance in school, attendance, and compliance with school rules and regulations.

An independent adult student must follow the procedures set forth in the attendance policy. Independent adult students must sign out with an administrator if they need an early dismissal. Upon returning to the campus, an independent student must provide a medical note to the administration. It is vital that an independent adult student see an administrator on every occasion.

### **Withdrawals**

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The guidance office should be notified ahead of time of the date of withdrawal from school. A withdrawal form must be obtained from the guidance office. A parent/guardian must sign the form in person in the guidance office. The student who is withdrawing must take the form to each teacher for a signature and return textbooks. This form is then to be returned to the guidance office prior to leaving. All outstanding fees must be paid in order for the withdrawal to be processed. Students who are withdrawn during the summer must have their parent/guardian notify the guidance office. Records will not be forwarded to a new school if there are outstanding fees. A student under the age of eighteen (18) who wishes to withdraw but is not transferring to another school will not be withdrawn from school unless a valid work permit verifying full-time employment is provided.

### **FERPA and Directory Information**

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The exception to disclosure of student information without consent is the release of “directory information”. The district will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by **September 15** of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following:

Student’s name

- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Date of graduation
- Awards received

The school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities and military recruiters should contact the guidance office.

**During the course of a day, special student achievements and group activities often occur in our schools. Sometimes these commendable activities merit student recognition, not only by a student’s school, but also through newspaper photographs and possibly specific names. Such recognition could take the form of a student picture and/or identification of the student by their name.**

**\*NOTE: The Riverside Local School District seeks to inform parents/guardians that such special individual or group activities result in student pictures and names being placed in newspaper, brochures and/or on the school’s or website UNLESS a student’s parents/guardians notify the building principal in writing that the name/picture are not to appear in such public media formats (newspapers, brochures, Internet, etc).**

### **Work Permits**

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1. Work permits are issued in the school office.
2. Work permits are required of students until they reach age 18. The minimum age to acquire a work permit is 14. Special limitations apply to students under the age of 16 who wish to obtain a work permit.
3. Application for a work permit requires certification by a doctor, the employer, and the parent/guardian.
4. Any student between the ages of 16 and 18 must have a work permit indicating full-time employment to withdraw from school.

## Visitors

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Parents/guardians of a student at The Riverside Campus are welcome to visit the school any time during the school year. Alumni, other adult visitors, and students from other schools may visit The Riverside Campus after school hours unless permission is granted otherwise by the building principal. It is required that all visitors report to the office. State Statute 3313.20 of the Ohio Revised Code states, "No person shall trespass, loiter, or remain in the building or upon the grounds of any school, in violation of the rules and regulations of the Board of Education or other authority of the school district in which the school is located." This applies between the hours of 7:00 a.m. and 5:00 p.m. Parents and guardians who wish to observe classes should make arrangements with the teacher(s) and building principal prior to the date of visitation.

## Bus Regulations for Students

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Violations of the following bus regulations or the Student Code of Conduct may result in disciplinary action determined by an administrator, which may include parent conferences, **removal from the bus**, detentions, Saturday detentions, out-of-school suspensions, and/or expulsion.

1. The Student Code of Conduct applies while the student is at the bus stop and on the bus.
2. Students should be at the assigned bus stop five (5) minutes prior to the published time. Buses will depart within five (5) minutes of dismissal time.
3. All students who cross the roadway to board or depart from the bus shall wait for the driver to signal them to cross. The student shall then cross and stay at least ten (10) feet from the front of the bus.
4. Students will enter and depart from the bus side door only unless the bus driver specifically instructs the students to use the emergency exit.
5. Students must exit at their assigned stop.
6. When students exit the bus at school, they must immediately enter the school building. The parking lot and/or autos are out-of-bounds.
7. Respect the driver and others on the bus. Leave other people's property alone.
8. Objects or actions that are safety risks are not permitted on the bus.
9. No talking or other noise at railroad crossings.
10. Sit safely in your assigned seat at all times.
11. Keep the bus clean; no eating, drinking, or littering.
12. Keep your hands, head, feet, and other personal objects to yourself and inside the bus.
13. Possession or use of weapons, drugs, alcohol, and/or tobacco is prohibited.
14. Inappropriate use of electronic devices is prohibited.
15. Bus Passes – If it is necessary for a student to be transported to another student's home for an acceptable reason, both parents must send notes to the office giving their approval for a bus pass to be issued. **BUS PASSES WILL BE ISSUED ONLY IF THERE IS AVAILABLE SEATING ON THE BUS** (based on bus roster, not ridership).
16. The Transportation Office must be called by the parent at 440-357-5571 to request a permanent change in bus stop assignment or to arrange an extended change in bus assignment.

### **Activity Fees**

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The general activity fee covers the cost of all disposable items students use in their courses. Examples of disposable items are chemicals, food, wood, metals, student workbooks, etc. School fees are payable to Riverside Local School and are as follows for the 2021-2022 school year.

Kindergarten through Grade 8	\$68.00
Grades 9-12	\$105.00
Auburn Career Center Students	\$55.00
College Credit Plus Students	\$17.50 per class scheduled at the Riverside Campus

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### **Parking Permits**

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Driving to school and parking in the student lot is a privilege that requires adherence to certain rules and regulations. A student failing to comply with the subsequent rules and/or failing to demonstrate safe driving practices while on Riverside Campus property may **face loss of driving privileges** and/or other disciplinary action. Additionally, as enrollment has increased, the number of students desiring driving permits has outgrown the capacity of our parking lots. Seniors who are in good standing and/or enrolled at Auburn Career Center and/or College Credit Plus (CCP) will be given first priority. **SOPHOMORES, JUNIORS and SENIORS ARE ELIGIBLE FOR PARKING PRIVILEGES.**

Students who drive to school without proper authorization will not be permitted to park on school grounds, and will face disciplinary action. Students who need to drive on an occasional basis (doctor's appointment, special help from teacher, etc.) will be able to obtain a one-day pass from the RHS Office **prior to coming to school**. Parking in unauthorized areas, reckless or improper operation, or driving an unregistered vehicle will result in disciplinary action that may include temporary or permanent loss of driving privileges, after school detention(s), Saturday Academy(s), and/or suspension.

**Students who park on school property agree to lawful search if deemed necessary by administration. Failure to comply with any search will be deemed insubordination.**

1. There are currently no costs for parking permits. Fees are subject to change by action of the Board of Education.
2. Parking permits are non-transferable. Only a student who is registered and has an authorized tag in the lower corner of the driver's side front windshield will be permitted to park in the designated student lots. All others will be told to leave the grounds and return without the car. Any missed school time will be considered as unexcused. Students who falsify a parking permit will be subject to disciplinary action. Students who park in the **faculty or visitor's spaces will have their parking privileges suspended.**
3. The speed limit on school district property is 10 M.P.H. Give buses the right-of-way; use extreme caution around school buses. Follow proper traffic pattern and drive slowly and carefully. Speeding and/or reckless operation of a vehicle will result in disciplinary and/or police action.

4. Drivers are to park properly, one space per vehicle, between designated lines. Drivers are not to park in visitor or handicapped parking without permission from the Assistant Principal's office.
5. Students should park, lock their vehicles, and go directly into the building – loitering in parking lot is prohibited.
6. During the school day, a student is not permitted to return to his/her car unless he/she has a pass from an administrator.
7. It becomes the student's responsibility to arrive to school on time. The attendance office may not excuse students who arrive late due to a flat tire, engine trouble, or other transportation excuses.
8. Students are not permitted to smoke or engage in any disruptive behavior while in vehicles on school grounds.
9. Neither Riverside High School nor the Riverside Local School District will be responsible for any damage or loss incurred while student vehicles are parked in the student parking lots.
10. If a student's permit is suspended, no fees will be refunded. Likewise, if a student withdraws, no fees will be refunded.
11. Students are not permitted to park in front of the Fieldhouse until 2:15 PM

**The repeated use of a vehicle resulting in the violation of school rules (e.g. leaving school without permission, being out-of-bounds in the parking lot, etc.) may result in the loss of driving privileges for the remainder of the school year as well as other appropriate disciplinary consequences as specified in this handbook.**

#### **Lockers**

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1. Locker and handbook fees are included in the general student fee.
2. Only school locks may be used on all lockers.
3. A fee of \$5.00 may be charged if a lock is lost or stolen.
4. Lockers are school property used by the students for the storage of books and school materials. School officials reserve the right to examine lockers at any time. Periodic inspections of lockers may be conducted during the course of the year.
5. Lockers are not to be defaced.
6. Students may not open lockers by "popping" the door.
7. A locker that cannot be closed or locked properly should be reported to the office personnel.
8. Lockers should not contain valuables and should be locked at all times, as the school is not responsible for lost or stolen items. Students should report all losses to the office. Students should label jackets and valuables with their name or an identifying mark.
9. Written and posted materials are permitted on locker doors with proper authorization.
10. Lockers supplied by the school and used by the students are the property of the Board of Education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or a criminal statute. **Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs.**

#### **Computer Technology and Networks Policy**

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We are pleased to offer students of the Riverside Local Schools access to the district computer network for electronic mail and the Internet. To gain access to the Internet, a student's parent/guardian must sign the Network Use Consent Form and return it to the library media specialist. The forms are available in both offices.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. Although there is a filter in place, families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further education goals and objectives, students may find some way to access other materials as well.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Riverside Local Schools support and respect each family's right to decide whether or not to apply for access.

The district network resources are limited and copyright laws govern material. Students are not to bring in and install or use personal programs or software on the district network, nor are they permitted to download software, programs, or files from outside sources without specific written permission of the library media specialist or technology director.

Access is a privilege, not a right. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just like they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. (Riverside Local Board of Education Policies, 7540 F1)

The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned property.

Any willful damage, destruction, or misuse of computers, sites, databases, files, network, or all other technology will be subject to disciplinary action, fines, and/or legal referral. The building administrators may include loss of computer privileges, suspension, and/or expulsion if warranted as they enforce the Student Code of Conduct. Legal action may also ensue.

If a student, through failure to abide by the following rules, causes harm to the network and/or computer hardware or software, the student may be held liable for any and all such damage and the cost of restoration. Exercising one's privilege responsibly can eliminate this liability.

Students must observe the following guidelines. Failure to do so may result in penalties as determined by the teaching staff and/or administration.

1. Network users must complete a Network Use Consent form, which must be approved before using the network.

2. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator.
3. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
4. Network storage may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers or computers will always be private.
5. No student shall establish, or attempt to establish, computer contact into restricted school district computer nets or any other unauthorized databases.
6. Students shall not copy (without authorization), damage, or alter any hardware or software.
7. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
8. All non-school software must be checked for viruses and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any time.
9. Students shall not use or alter another person's password, files, or directories.
10. Network password security is the responsibility of the student. Any student unable to log into the network for any reason may be subject to penalty.
11. Students aiding teachers are restricted to using only the program selected by the teacher.

The following are typical activities that are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password or representing another person
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Intentionally copying inappropriate or restricted material
- Using the district network to purchase items

### **John J. Weiss Media Center**

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The John J. Weiss Media Center is located on the first floor at the center of The Riverside Campus. It contains many materials that are helpful for classroom work as well as leisure time reading. As the JJWMC is a place where many people are reading and working on research, it is important to work quietly so as to not disturb others.

There are three (3) ways a student may use the JJWMC during the school day:

- With a scheduled class
- With a pass from a classroom teacher when research is assigned
- By obtaining permission from study hall monitor. When a student leaves to return to study hall, s/he must obtain a hall pass from the librarian or library assistant.

Students are expected to follow all school rules as well as the following rules when in the JJWMC:

1. Respect the property of the school and that of other students.
2. Library instruction is provided for all students. The librarian may assist in the location of materials as well as explain the services and uses of the JJWMC.
3. Return magazines and books to their proper places if using them only for the period. Do not resshelf materials, however, if you don't know where they belong. Leave them out on tables instead.
4. All books and materials must be checked out before taking them from the JJWMC. You assume responsibility for all materials you borrow.
5. Most books are checked out for a three-week period and may be renewed.
6. Return books to the circulation desk "Book Return" slot.
7. Food and beverages are prohibited in the JJWMC.
8. Designated QUIET and TALKING sections are posted. Students who refuse to follow such directions may be restricted in their use of the JJWMC.
9. Disciplinary action may ensue should a student misuse or damage technology equipment located in the JJWMC.
10. The JJWMC is closed during Block 3 except for use by classroom teachers.

### **Telephones**

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If a student needs to use a phone in one of the school offices, he or she must have permission from an administrator or school employee.

### **Lost and Found**

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A lost and found is located in each office (JRW & RHS). Valuables that are found should be turned in to office personnel. All thefts must be reported to the office.

### **Vending Machines**

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Several snack and drink machines are located throughout The Riverside Campus for student use during lunch or after school. The school is not responsible for money lost in the machines.

### **Cafeteria / Lunch Expectations**

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The following common courtesies are expected of our students during lunch:

- Moving ahead of others in the lunch line is unacceptable.
- Loud talk and noise are not appropriate behavior.
- Throwing food, paper, or other items is unacceptable.
- After eating, all trash/trays in your area must be disposed of properly.
- Students are not permitted at any time in the parking lot or upstairs of JRW / RHS unless permitted by an administrator.
- Food deliveries are prohibited

### **Free and Reduced Lunch Program/Cafeteria Guidelines**

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Free and reduced breakfasts and lunches are available to any student whose family income qualifies according to the guidelines established by the Federal School Lunch Program. Parents or guardians will be able to put money into a student's account for purchasing breakfast and lunch. There will be no charging in the cafeteria.

All food must be consumed in the cafeteria. Students must wait their turn in any line to select food. After eating, students should leave the table clean, slide their chair under the table, place all paper and rubbish in the receptacles, and place their tray in the tray return.

### **Study Halls**

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Study halls are to be quiet unless a teacher or monitor allows talking. Students are required to have study materials, or suitable reading material, and are expected to be working.

### **Clinic**

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The clinic is equipped to handle emergency first aid care. According to state law, each student must have on file at school an authorized medical emergency form which states the parent's/guardian's direction regarding medical care for the student. Healthcare providers in Ohio cannot treat children under 18 without parental permission, except in life threatening emergencies. Before reporting to the clinic, students need a pass from a teacher or the office, except in cases of extreme emergency. Should the nurse not be in attendance, students should report to the office. Students should make every attempt to come to the clinic before the last period of the day. After that time, students will be seen only for new conditions or those problems that cannot wait until the student reaches home. **Students are to report to the school nurse or health aide if they feel ill. The nurse or health aide will then contact the parent or guardian of that student. Students are not to use cell phones to call their parents to leave school.**

The following steps are necessary when parents/guardians are unavailable or out of town and students are in school:

1. Write a note clearly stating child's name and address.
2. State that you are authorizing a person of your choice to act in your place to obtain medical treatment for your child.
3. Give dates of your absence.
4. Sign and date the note in the presence of a notary public.
5. Be sure the school has a copy of the note.
6. Be sure a valid emergency medical form is on file for the present school year.

### **Dispensation of Medications**

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It is the policy of the Board of Education and the administrative staff to require written physician verification of student need for medication during the course of the school day. In turn, written parental permission for school personnel to supervise the consumption of the medication is also required. This policy includes both prescription and over-the-counter medications. Both parents must sign the written release form if they are living with or have custody of the child. If parents are separated and both still retain legal custody of the child, both parents must sign. If students are in a foster home and placement is by an agency that holds custody, the agency must sign. If the student is a ward of the court,



the court-appointed guardian must sign. These medication forms may be obtained from the school nurse.

If it is necessary for a student to take medication during school hours, the medication must be left with the school nurse and taken under her supervision. Students should contact the nurse to obtain permission to carry prescribed medication dispensed by an inhaler or an emergency anaphylaxis kit (epi-pen). The school will not assume responsibility for application of ointments, change of dressings, or injections except in certain emergency situations. The school will administer oral medication in pill form only. Each student's medication must have affixed a prescription label including his/her name, the name of the drug, directions concerning dosage, and duration of the period of medication.

### **Guidance / School Counseling**

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The guidance department offers assistance to students in areas of social, personal, vocational, and educational situations. Should a student wish to see his/her counselor, an appointment during study hall is suggested, although emergency items will be handled at any time. Each student will meet with a counselor to review academic progress and to select classes for the following year. Counselors are available for parent/guardian conferences **by appointment**.

Printed materials and information about various occupations are maintained in the guidance office and the John J. Weiss Media Center. Counselors assist in providing information about any area from the overall labor picture to specific job facts, including information on the military services. The Ohio Career Information Service computer program is available in the JJWMC for student use.

Counselors also discuss such areas of concern as subject selection, vocational school, technical school, college selection, and scholarships with students. Students may sign-up to meet with college representatives, utilize video presentations and computer programs of colleges and universities, and consult college catalogs in the guidance office. The web is also an excellent resource for college/technical school information and for scholarship searches. Students may use the computers in the JJWMC for these searches.

It is suggested that any student needing help or personal counseling see his/her guidance counselor. When a topic is of concern to a number of students, a group may be formed and the problem discussed.

College bound students should note that information about, and applications for, the PLAN (Pre-ACT), PSAT-NMSQT (Preliminary Scholastic Aptitude Test-National Merit Scholarship Qualifying Test), ACT (American College Test), and SAT (Scholastic Aptitude Test) are available in the guidance office. Registration deadlines for the ACT and the SAT are usually five weeks prior to the test dates. Students may also register online for these tests.

### **Course Description Catalogs and Scheduling**

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Course description catalogs may be reviewed on the RHS Guidance website. School programs are arranged and subjects selected by the student with the approval of parents/guardians and the guidance counselor. After the sixth day of each semester no add/changes will be permitted and after the first six weeks, no drop/changes will be permitted except those requested through personal consultation and written confirmation

by parents/guardians, the teacher, and the guidance counselor. The principal reviews all applications for a change. Students removed after six weeks may receive a failing grade in the course for the semester. This becomes part of their permanent record and will be included in their cumulative grade point average. Full-time Riverside students, with the exception of College Credit Plus, and students on an IEP, must be enrolled in 6 half-credit courses or equivalent per semester. Seniors, **with permission** from their guidance counselor and administration, may enroll in five (5) half-credit courses per semester.

### **Report Cards and Grading Scale**

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Report cards are issued four (4) times per school year at the end of each nine-week grading period. Grades are given in letters as follows:

A	90-100%
B	80-89.9%
C	70-79.9%
D	60-69.9%
F	59.9% and below (Failing)
I	Indicates incomplete work, which must be completed within two weeks. A failing grade is given for incomplete work that is not made up.
W	Indicates the student has withdrawn from the class.

### **Semester Grades**

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The following rules apply:

**Grades are determined by using the percentage earned each nine weeks (quarter) plus the percentage on the end of semester exam. The percentage earned in each of the two nine weeks (quarter) will be doubled and then added in with percentage earned on the end of semester exam to calculate the final semester grade. The nine weeks (quarter) grade is worth 40% of the semester grade and the end of semester exam is worth 20%**

**Here is an example:**

1st nine weeks (quarter) - 86%	$86\% \times .40 =$	34.4
2nd nine weeks (quarter) - 78%	$78\% \times .40 =$	31.2
End of semester exam - 75%	$75\% \times .20 =$	15
Final Grade	$80.6\% =$	B

**\*\*School policy states that a student must pass two of the three calculated grades (1st nine weeks, 2nd nine weeks and semester exam) in order to receive credit for a course. This policy will remain, regardless of the final semester average.**

### **Criteria Necessary for Promotion**

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<u>Grade</u>	
9 to 10	5.5 Credits
10 to 11	11.5 Credits
11 to 12	17 Credits

**Riverside High School Graduation Requirements**

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Required Courses	Credits
English	4
Math	4
Social Studies	3
Science	3
Economics	1/2
Health	1/2
Physical Education	1/2
Technology	1/2
Fine Arts	1
Electives	6
<b>Total Credits for Graduation</b>	<b>23</b>

**Honors Diploma**

Information on the Honors Diploma can be found in the “Appendix” section at the end of the Student Handbook

**Honor Roll / Principal’s Honor Roll**

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At the end of each grading period, honor rolls are computed for those students enrolled in courses that could provide at least five total credits. A "D" or an "F" in any subject, including physical education, prevents a student from being on either honor roll.

The Principal's Honor Roll requires a 4.0 GPA, however a student enrolled in an advanced placement (AP) or honors course is eligible with a 3.75 GPA. The Riverside Honor Roll requires a 3.0 GPA.

### **Class Rank and Determination of Valedictorian & Salutatorian**

Students are officially ranked based on the cumulative GPA at the end of 4, 6, and 7 semesters. Any two students with the same GPA will have the identical rank. The number of students preceding him/her in rank will determine the rank of a student who immediately follows a tied position.

The cumulative standing or rank rounded to the hundredths place (two decimal places) at the end of the first semester of the senior year determines the top scholastic honors of Valedictorian and Salutatorian. To be eligible, a student must have completed eight semesters of class work at the time of graduation, six of which must be at The Riverside Campus. Note: No student shall be penalized for taking more unweighted courses in the calculation of the GPA.

### **Academic Letter Program**

Each fall, the Academic Letter Night award program recognizes outstanding academic achievement based on a student's GPA the previous school year. GPA is cumulative for grades 9-12. Academic Letter criteria are as follows:

<b><u>GPA earned in</u></b>		<b><u>Award received following fall</u></b>
Grade 8	3.50 GPA	certificate
Grade 9	3.50 GPA	academic letter
Grade 10	3.50 GPA	academic letter or pin
Grade 11	3.50 GPA	academic letter or pin
Grade 12*	3.50 GPA	academic letter or pin

(\*awarded in the spring to seniors at the end of the 7<sup>th</sup> high school semester)

Student's receiving a 4.0 over the duration of their high school career will receive a 4.0 pin.

### **National Honor Society**

National Honor Society is a national organization sponsored by the National Association of Secondary School Principals. Eligibility is limited to sophomores, juniors and seniors with at least a 3.5 cumulative GPA. The faculty chooses on the basis of character, scholarship, leadership, service, and school involvement. Members are honored at an induction ceremony and reception.

### **College Credit Plus Program**

Students who have advanced academic needs and interests that extend beyond the normal curriculum offered at The Riverside Campus should discuss the College Credit Plus Program with a guidance counselor. The program is available to all students that meet established criteria set by each college, and may enroll in college, full or part-time, for nonsectarian courses for high school and/or college credit. There is no tuition, lab fees, or

book fees charged by the college for courses taken under this program. Transportation to and from the college is the student's responsibility.

### **Tutoring**

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A tutoring program may be available to help students with class work. Pupils who are interested in tutoring others or in receiving help should apply through their subject teachers or guidance counselor.

### **Summer School**

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Deficiencies in credits or in required subjects may be made up in summer school, in an additional semester's work, or through educational options. Students may also elect to enroll in summer school to take selected classes for new credit. Summer school provides opportunities as well for students who have not yet passed an Ohio State Assessment (AIR) Test to receive intervention and take the test. All summer school, night school, and tutoring for course credit must receive prior approval by the student's guidance counselor and the principal. Summer School is offered through KLA.

### **Transcripts**

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Official transcripts of credit are sent to any college, business, or employer designated by the pupil. A signed authorization statement regarding the transfer of transcripts and records must be on file in the guidance office before transcripts will be sent. The individual may also obtain unofficial copies.

### **LEAF**

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The Lake/Geauga Educational Assistance Foundation, Inc., or LEAF, is a nonprofit agency that offers educational information and assistance for Lake County residents free of charge. LEAF provides a counselor to work with parents/guardians and students to pursue financial assistance and information for college, trade, or technical schools. The counselor is at The Riverside Campus one day each week. For more information visit the LEAF website at [www.leaf-ohio.org](http://www.leaf-ohio.org).

### **Change of Address or Phone**

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If you have a change of student information, such as phone numbers, names, addresses, etc., please contact the school office as soon as possible lest an emergency arise and a parent/guardian need to be contacted.

### **Chromebook Policy and Procedures**

The focus of the 1-1 Chromebook initiative is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these 21st century students is a Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace. According to educational research, students who use a computing device in a 1-1 education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information

and ideas. The Chromebook is a next generation device that makes learning more engaging and accessible.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from the sole purveyor of knowledge to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum any time, any place.

## 1. RECEIVING AND RETURNING A CHROMEBOOK

### 1.1 Receiving a Chromebook

- a. Each student will receive a chromebook, case, and charger.
- b. Parents /guardians and students must sign and return the Student Computer Use Policy and Student Pledge documents before a Chromebook is issued to the student.
- c. Chromebooks will be labeled in a manner specified by the School District; this will include the tag number.
- d. The Chromebook is the property of the Riverside Local School District, and as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported cloud service.

### 1.2 Returning a Chromebook

- a. Chromebooks and all School District accessories will be returned during the final week of school so they can be checked for serviceability.
- b. Chromebooks must be returned immediately when a student transfers out of the School District, is suspended or expelled, or terminates enrollment for any reason.

### 1.3 Fines Related to a Chromebook

- a. Chromebooks, cases, and chargers will be turned in to the RLSD staff when requested in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs. The IT Department will make the final determination of any fees assessed.
- b. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report filed with the Lake County Sheriff's Department.

## 2. TAKING CARE OF A CHROMEBOOK

### 2.1 General Precautions

- a. Chromebooks must be charged for school each day. This is the student's responsibility.
- b. Avoid applying liquids to the Chromebook. The Chromebook screen can be cleaned with a soft, slightly water-dampened, lint-free, cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- c. Do not lift, carry, or otherwise grab the Chromebook by the screen.
- d. Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the JRW office.
- e. There is no altering of system software (known as "jail breaking") of this device.
- f. Never throw or slide a Chromebook.
- g. Cords and cables must be inserted carefully into the Chromebook to prevent damage.

- h. Chromebooks and district provided cover must remain free of any writing, drawing, stickers, or labels that are not the property of the School District.
- i. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- j. Chromebooks should be placed vertically in the top locker compartment or in a backpack/bookbag to avoid putting any pressure on the screen.
- k. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- l. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebook to another person.

## 2.2 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- a. Do not place anything near the Chromebook that could put pressure on the screen.
- b. Do not place anything in the carrying case that will press against the cover.
- c. Clean the screen with a soft, dry cloth or antistatic cloth.
- d. Do not “bump” the Chromebook against lockers, wall, car doors, floors, etc. as it will eventually break the screen.

## 3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students should bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher. When not being carried to class, the Chromebook should always be stored in a secure (locked) location.

**3.1 Chromebooks Left At Home** If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.

### 3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of “loaner” Chromebooks are available, so having a “loaner” is not guaranteed.

### 3.3 Charging Your Chromebook’s Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeat violations will result in students losing at home privileges.

### 3.4 Screen Savers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, tobacco, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions.

### 3.5 Sound, Music, Games, and Apps

Each student will have a Google for Education account managed by the Riverside Local School District. This account will be the conduit through which apps are downloaded to

the Chromebook. Google Play cards are the simplest way to add money to your account if students want to add music and personal apps to their account.

a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Ear buds or headphones must be purchased by the student and use is subject to individual classroom rules.

b. Appropriate music is allowed on the Chromebook. Ear buds/headphones may be used in the classroom based upon individual teacher approval. The use of streaming music apps is prohibited. During passing periods, students may not use ear buds/headphones.

### 3.6 Home Internet Access

**THE CHROMEBOOK DOES NOT HAVE A FILTER FOR THE INTERNET!** Parents/guardians, please take the necessary precautions for internet safety with your student! Reminder: The School District provides internet filtering on the district's network. These filters do not apply in any other location. It is the family's responsibility to monitor the student's use of the internet outside of the school setting.

a. While at school students are required to be connected to "RLSCHROME" for filtered internet access.

b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

## 4. MANAGING YOUR FILES & SAVING YOUR WORK

### 4.1 Saving To The Chromebook/Cloud Storage

Students should save work to the district provided Google Drive account. In the event an Chromebook has to be reimaged or restored to factory settings. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook

malfunctions are not an acceptable excuse for not submitting work.

## 5. SOFTWARE ON Chromebooks/Student Google Accounts

### 5.1 Originally Installed Software

The apps and operating system originally installed by the School District must remain on the Chromebook/Student Google Account in usable condition and be easily accessible at all times.

From time to time the school may add additional apps and upgrades. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps or installed inappropriate material.

### 5.2 Additional Software

Other apps may be added by the school or the student throughout the school year.

### 5.3 Inspection

Students will be selected at random to provide their Chromebook for inspection. Chromebook use and contents will also be monitored remotely.

### 5.4 Procedure For Reloading Software



If technical difficulties occur, the Chromebook will be reset to factory settings. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a reformat and/or reimage.

5.5 Mobile Device Management (MDM) Profiles Installed by the District MDM Profiles installed on Chromebooks are not to be removed. Students who do not have active profiles on their machines or who removed profiles will be subject to appropriate disciplinary consequences.

## **Co-Curricular Code of Conduct**

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### **Preface/Philosophy**

Co-curricular activities are activities in which students appear, perform, and/or compete as representatives of Riverside Local School District (hereafter “Riverside”). Examples of these include, but are not limited to, athletics, cheerleading, drama, National Honors Society, and student council. Activities in which students represent Riverside as an extension of a course requirement for which students receive a grade are governed by the Student Handbook and are not considered co-curricular activities. Examples of these include concert band, and concert choir.

Co-curricular activities provide the opportunity for all students to develop their talents to the highest level possible. Therefore, Riverside is committed to offering a wide variety of activities. While it is difficult to measure, the educational value of co-curricular participation is extensive. Students not only develop physical, mental, and social skills, but also develop positive values and attitudes that they will take with them into their adult life.

Students participating in co-curricular activities officially represent Riverside. Because of this, these students have privileges and bear responsibilities which are greater than those afforded to students not participating in co-curricular activities at Riverside. This code incorporates the standards and guidelines for eligibility and participation established by both the Ohio High School Athletic Association (OHSAA) and the Riverside Local School District.

The Riverside administration reserves the right to make policies and decisions as needed to address specific issues that arise which may not be explicitly covered in this code.

### **Extra and Co-Curricular Activities**

This list may not be all inclusive; other activities may fall under this code as well.

Academic Challenge	Junior Council	Softball
Academic Decathlon	La Crosse	Student Council - JRW
Baseball	Majorettes	Student Council - RHS
Basketball	Marching Band	Swimming
Cheerleading	Mock Trial	Tennis
Cross Country	National Honor Society	Track and Field

Dance Team	Pep Band	Volleyball
Drama Club	SAFE	Wrestling
Flag Corps	Senior Council	Yearbook
Football	Ski Club	
Golf	Soccer	

**Scope of the Code of Conduct**

The provisions outlined in this policy shall be in effect twenty-four hours a day, seven days a week, for the duration of the season (first day of practice until the last game or awards ceremony/banquet; whichever is later) . This includes sports which commence before the beginning of the school year or extend beyond the end of the school year. For all other clubs and organizations enforcement will begin with first meeting through the end of the school year. For an elected or appointed position, the co-curricular conduct will be enforced from the beginning of the election/appointment through the expiration of the term of office/season/activity. Violations are cumulative throughout the athlete's two years of middle school (7<sup>th</sup> – 8<sup>th</sup>) participation and four years of high school (9<sup>th</sup> – 12<sup>th</sup>) participation and disciplinary actions may carry over from one season to another.

**Homecoming:** Violation of any code guidelines beginning the first day of school through the day of the homecoming dance will result in suspension from homecoming court eligibility.

**Prom:** Violation of any code guidelines beginning the first day of the fourth quarter through the day of the prom dance will result in suspension from prom court eligibility.

Students in all activities covered by this section of the code will be governed by state and national association guidelines for regional, state, and national competition in addition to the appropriate provisions of this code.

A statement signed annually by both student and parents/guardians indicating an understanding of the activities code must be returned to the coach/advisor by each participant by the first day of practice or activity. These statements are to be collected by the coach or advisor\director and submitted to the building principal.

**Eligibility Rules**

1. The athletic director will determine eligibility for student athletes each grading period. All other co-curricular eligibility will be determined by the advisor.
2. If a student enrolled in high school attains the age of 19 before August 1, the student shall be ineligible to participate in high school interscholastic athletics for the school year commencing in that calendar year.
3. If a student enrolled in grade 7 or 8 attains the age of 15 before August 1, the student shall be ineligible to participate in 7-8<sup>th</sup> grade interscholastic athletics for the school year commencing in that calendar year.
4. In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediate preceding grading period. During the

preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count towards graduation and must have earned a 1.75 grade point average or higher.

5. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in 75% of those subjects in which the student received grades and must have earned a 1.75 grade point average or higher.
6. The eligibility of a student continues until the fifth school day of the next grading period. At this time, eligibility is determined by the grades earned during the preceding grading period.
7. An ineligible student (for academic reason) may practice his/her co-curricular activity or practice with a team as agreed upon by the coach, player and parents/guardians, but may not participate in competition or performances.
8. Summer school and other educational options may not be used to substitute for failure to meet the academic standards during the last grading period of the school year.
9. Every student who tries out for a team must have passed a physical examination by a physician. Physical cards may be obtained in the school office and these cards must be completed and dated by a physician and returned to the athletic director before the opening day of the sport.
10. Athletic participants must carry either school insurance or have a waiver form signed by a parent/guardian.
11. Students in grades 7 - 12 participating on a team sport must pay a Board of Education approved participation fee before the first contest. Fees are subject to change by act of the Board of Education.
12. Students must follow all rules and regulations established by OHSSA, Western Reserve Conference (WRC), The Riverside Campus administrators and staff, and the Board of Education
13. Students must demonstrate sportsmanship, ethics, and integrity as a representative of The Riverside Campus. Extra-curricular participation is a privilege, not a right.

#### **Attendance**

1. A student must be in school to practice, compete, or perform. If a student is not well enough to attend school, he/she is not well enough to participate any co-curricular or extra-curricular events. Students who are not in attendance for their scheduled day may forfeit their right to participate in the co-curricular or extra-curricular activity. Exceptions to this are excused school trips and appointments that are approved in advanced by the athletic director, principal, or his/her designee.
2. If a student is truant from an assigned class period(s), he/she forfeits his/her opportunity to perform, or compete in the next scheduled event after which the administration becomes aware of the truancy.
3. Students may not compete, perform, or practice on days of an out-of-school suspension. Students may not attend an event on the days of an out-of-school suspension.
4. Students are expected to be in all classes the day after a contest or competition.
5. It is inevitable that some practices, performances, events, and games will be scheduled during school vacation times. It is an expectation that each participating student will dedicate him/herself to their co-curricular activities and meet his/her coaches expectations.

6. Students suspended from co-curricular activities are expected to remain as part of the team or group unless otherwise stated by the Principal or his/her designee. Due to the diversity of co-curricular activities, it will be up to the advisor or coach to determine what level of involvement the student will have in the group and whether or not the student will be required to attend all contests and activities. Members of athletic teams may be required to attend all contests, practices, and team activities and be a non-participant during the time of their suspension. Athletes not in attendance at a contest or activity will not have the contest counted as one of the suspension contests.
7. Students displaying a pattern of habitual tardiness to a specific class will be referred to the high school principal and will not be allowed to practice or compete until the situation is resolved.
8. All rehearsals, practices, and meetings must be supervised by a coach/advisor and must conclude by 10:00 p.m.
9. Pupils not under the supervision of school personnel should leave the building by 2:30 p.m.
10. All events and dates must be approved by the principal and posted on the school calendar in the office one week prior to the event.
11. Social events sponsored by school groups after athletic events (e.g. football and basketball games) must end by 11:30 p.m.
12. No events may be scheduled under the school name at private homes, business establishments, or other places unless approved by the Principal or his/her designee.

#### **Activity Conflicts**

- The following guidelines should be used to determine a student's participation when a conflict arises:  
A performance (athletic event, contest, play, etc.) has priority over any practice or rehearsal. When two events of equal value conflict the student may choose to participate in the event of his/her choice without fear of penalty or consequence. Academic related events (i.e. events in which a grade is determined by a student's performance) supersede all other activities. Students are to inform coaches/advisors of conflicts as soon as they become aware. Extenuating circumstances can be brought to the attention of the Principal or his/her designee for further consideration.

#### **Insurance**

- Insurance is offered to students during the first week of school and may be purchased through the school only during the initial enrollment period. You may select one of two plans that give medical and hospital coverage to certain limits. You may purchase coverage that will offer protection during school hours and all school activities including sports, or you may purchase 24-hour protection. All claims must be reported immediately to the school, but final transactions are between the parents/guardians and the insurance company. Claim blanks are available in both offices (RHS & JRW).

#### **Equipment**

- All students are responsible for any school items issued to them and are responsible for the replacement cost of lost or damaged items.
- All rooms must be left in good condition and all borrowed property must be returned within 24 hours after the event.

#### **Transportation**

- All students are expected to ride school provided transportation to and from all contests and/or events.

### **Student Handbook**

- While involved with any co-curricular activity, a student is subject to the enforcement of the student code-of-conduct outlined in the Student Handbook.

## **Code of Conduct Infractions and Consequences**

### **Sport/Activity Groupings**

This code is divided into two Groups (I & II) of sports/activities in which students may be involved. The penalties for violation of school district policies and rules vary depending on whether the student is in a Group I or II activity.

GROUP I ACTIVITIES: (Refers to all OHSAA Sports)

GROUP II ACTIVITIES: (Refers to all Co-Curricular Activities not mentioned in Group I)

Students are expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Students must refrain from any conduct at any time that would reflect unsatisfactorily on him/her or the school. Conduct which would reflect unsatisfactorily on a student or on the school includes, but is not limited to, the following:

1. A criminal offense or violation of an ordinance having a statutory counterpart.
2. Possession, use, sale, transfer, distribution or purchase of any controlled substance/intoxicant or drug paraphernalia. Controlled substances/intoxicants include, but are not limited to: alcoholic beverages (note many non-alcoholic beers do contain alcohol), illegal drugs, mood altering substances, anabolic steroids and other performance enhancing substances or prescribed medications used in a manner other than that for which it was prescribed.
3. Discrimination, harassment, violence, aggression or threatening behavior to others.
4. Purchase, use or possession of tobacco products in any form.
5. Hosting, sponsoring, or organizing a party/gathering at which alcohol or drugs are being used, consumed or offered.
6. Representation of themselves or others, inappropriately or unlawfully on the internet. This would include blog sites, on-line profiles, instant messaging, etc.
7. Vandalism

Any situation or problem that may arise that is not specifically covered above may be reviewed by the Riverside administration for possible action. Coaches/advisors may adopt appropriate rules and disciplinary action for violations of team/activity rules; however, these rules must not be in conflict with the Co-curricular Code and must be approved by the building administration.

### **Disciplinary Procedures**

1. The Athletic Director (for athletics) or Riverside Administrator (for activities) will meet with the student to determine the validity of any complaint.

2. The student and parent/guardian will be informed of the nature of the accusation, decision, and consequence.
3. The Athletic Director (for athletics) or Riverside Administrator (for activities) will contact the parent when a suspension is imposed for a violation of the code of conduct.

### **Consequences for Violation to the Co-Curricular Code of Conduct**

Failure to abide by established rules shall result in withdrawal of the privilege to participate. For any violation, the following guidelines are established setting forth the minimum penalty that shall be imposed. The District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case. In addition, the policies and provisions of the Riverside High School Student Handbook supersede all code penalties. A participant suspended or expelled from school shall be banned from participation in co-curricular activities during that period of time. However, if the suspension is a shorter period of time than the co-curricular code dictates, the code penalty shall prevail. *A student must be academically eligible to participate before he/she may start serving a code violation.* Any student who is removed from an activity as a result of a violation will not receive a refund of his/her pay to participate fee.

### **Simultaneous Group I/Group II Consequences**

Students may participate in simultaneous activities; however, if a student incurs a violation, he/she shall be penalized according to the code for both activities (Ex: Football and SAFE).

Note: Parental permission does not over-ride the provisions of this code

### **Penalties for Violation of Co-Curricular Code of Conduct**

#### **GROUP I ACTIVITIES**

##### **First Offense**

1. Suspension from participation in 25% of contests scheduled.
2. If a student is in violation of rules number 2 or 5 listed above, prior to any future participation, the student must complete a professional assessment at his/her expense from a district approved agency. If the assessment cannot be completed during the time of the suspension the assessment appointment must be made, and its cost assumed, by a parent/guardian during suspension. Written documentation from the assessing agency/individual must be received by the school upon the student's return or further suspension will be assigned (for failure to comply with the code of conduct) until the terms of the assessment are met. Both the student and the parent/guardian must agree to fulfill all of the requirements of the alternative consequences. Failure to fulfill **all** of the conditions of the assessment within the specified time frame may result in removal for the remainder of the activity.

##### **Second Offense**

1. Suspension from participation in 50% of contests scheduled.
2. If a student is in violation of rules number 2 or 5 listed above, prior to any future participation, the student must complete a professional assessment at his/her expense from a district approved agency. If the assessment cannot be completed during the time of the suspension the assessment appointment must be made, and its cost assumed, by a parent/guardian during suspension. Written documentation from the

assessing agency/individual must be received by the school upon the student's return or further suspension will be assigned (for failure to comply with the code of conduct) until the terms of the assessment are met. Both the student and the parent/guardian must agree to fulfill all of the requirements of the alternative consequences. Failure to fulfill **all** of the conditions of the assessment within the specified time frame may result in removal for the remainder of the activity.

### **Third Offense**

1. Suspension from participation in all Group I Activities for one (1) calendar year.
2. If a student is in violation of rules number 2 or 5 listed above, prior to any future participation, the student must complete a professional assessment at his/her expense from a district approved agency. If the assessment cannot be completed during the time of the suspension the assessment appointment must be made, and its cost assumed, by a parent/guardian during suspension. Written documentation from the assessing agency/individual must be received by the school upon the student's return or further suspension will be assigned (for failure to comply with the code of conduct) until the terms of the assessment are met. Both the student and the parent/guardian must agree to fulfill all of the requirements of the alternative consequences. Failure to fulfill **all** of the conditions of the assessment within the specified time frame may result in removal for the remainder of the activity.

### **Subsequent Offenses**

1. Fourth and subsequent offenses will result in denial of athletic participation for the duration of the student's school career, effective with the date of the offense or the date of awareness by school officials.

## **GROUP II ACTIVITIES**

Students will be suspended from all Group II activities that they are currently involved in at the time of the suspension or their next activity if they are not currently involved in an activity at the time of the violation.

### **First Offense**

1. 15 hours of School/Community Service approved by Riverside High School Principal (BEFORE returning to the activity).
2. If a student is in violation of rules number 2 or 5 listed above, prior to any future participation, the student must complete a professional assessment at his/her expense from a district approved agency. If the assessment cannot be completed during the time of the suspension the assessment appointment must be made, and its cost assumed, by a parent/guardian during suspension. Written documentation from the assessing agency/individual must be received by the school upon the student's return or further suspension will be assigned (for failure to comply with the code of conduct) until the terms of the assessment are met. Both the student and the parent/guardian must agree to fulfill all of the requirements of the alternative consequences. Failure to fulfill **all** of the conditions of the assessment within the specified time frame may result in removal for the remainder of the activity.

### **Second Offense**

1. 30 hours of School/Community Service approved by Riverside High School Principal (BEFORE returning to the activity).
2. If a student is in violation of rules number 2 or 5 listed above, prior to any future participation, the student must complete a professional assessment at his/her expense

from a district approved agency. If the assessment cannot be completed during the time of the suspension the assessment appointment must be made, and its cost assumed, by a parent/guardian during suspension. Written documentation from the assessing agency/individual must be received by the school upon the student's return or further suspension will be assigned (for failure to comply with the code of conduct) until the terms of the assessment are met. Both the student and the parent/guardian must agree to fulfill all of the requirements of the alternative consequences. Failure to fulfill **all** of the conditions of the assessment within the specified timeframe may result in removal for the remainder of the activity.

### **Third Offense**

1. Suspension in participation from all Group II Activities for one (1) calendar year.
2. If a student is in violation of rules number 2 or 5 listed above, prior to any future participation, the student must complete a professional assessment at his/her expense from a district approved agency. If the assessment cannot be completed during the time of the suspension the assessment appointment must be made, and its cost assumed, by a parent/guardian during suspension. Written documentation from the assessing agency/individual must be received by the school upon the student's return or further suspension will be assigned (for failure to comply with the code of conduct) until the terms of the assessment are met. Both the student and the parent/guardian must agree to fulfill all of the requirements of the alternative consequences. Failure to fulfill **all** of the conditions of the assessment within the specified time frame may result in removal for the remainder of the activity.

### **Subsequent Offenses**

1. Fourth and subsequent offenses will result in denial of athletic participation for the duration of the student's school career, effective with the date of the offense or the date of awareness by school officials.

## **OTHER RELEVANT REGULATIONS/CONSEQUENCES FOR GROUP I AND II ACTIVITIES**

### **Special Awards Restriction**

Students who violate the Co-Curricular Code will be ineligible for any special awards during the season of participation or any season in which the suspension is served. Consequently, any student found in violation must forfeit the right to any position of leadership and/or any special end of season award. This shall include, but is not limited to: MVP, MIP, captain, position of office (president, vice president, etc.), all conference, etc.

### **Hosting A Party**

Any person who has a gathering at their home/property where alcohol or drugs are being used will be given a penalty at the next highest level above the level they would normally be suspended. Example: If a student hosts a party and it is their first violation, since the party was at their home/property they would be given a violation as their second offense. NOTE: A student who hosts a party may not use the honesty penalty reduction.

### **Severity Clause**

Any student who sells, transfers and/or distributes alcoholic beverages, controlled substances, and/or unlawfully possesses or uses of a weapon will receive at least a one-year suspension from participation in co-curricular activities.



### **Honesty Penalty Reduction**

Students in Group I&II activities who turn themselves in to school authorities and/or their head coach or advisor, prior to the school obtaining any information, and who do not attempt to deceive or mislead school officials, shall receive a one contest suspension from all Group I activities and/or 10 hours of school service for Group II activities. Any student involved in a co-curricular code violation for which there is a police report or involvement of a police department may not self-refer under this honesty reduction. A student will receive this penalty reduction only once during their high school career and it must be used in connection with the first violation during their high school career. (Note: The honesty reduction may not be used to reduce a violation following the two-year no violation clause described in the section "Penalties Are Cumulative").

### **Suspended Students**

1. Penalties will carry over into a second sport season or co-curricular activity if the suspension is not completed in the original season or from one school year to the next.
2. A student with suspension penalties must begin and end their respective season in order for the suspension to be completed. A student who is involved in both a Group I&II activity and is suspended must complete both suspensions. The Group II suspension will occur immediately as would the Group I suspension if the student is involved in a sport at present.

### **Unlawful Conduct**

Unlawful Conduct: Any civil or criminal infraction including but not limited to theft, willful damage to property, serious misdemeanors or felonies, that is determined by the Athletic Director and/or Principal to be a violation of the code or detrimental to or a discredit to the school will result in a suspension as prescribed in the Code of Conduct and at the violation level the student is currently.

### **Suspension Calculations**

For Group I activities, the length of the disciplinary period shall be determined from the mathematical equivalent of one-fourth (1/4) or one-half (1/2) of the number of scheduled contests rounded to the nearest whole number. The ending date of the disciplinary period shall be the conclusion of the prescribed number of contests and/or period of time as determined above. If the suspension is not completed when a season ends, the remainder of the suspension will be served during the next season in which the student participates.

### **Penalties Are Cumulative**

Penalties will be cumulative over a student's high school career (9<sup>th</sup> – 12<sup>th</sup>). A student may, however, be returned to a first violation status upon being free of all penalties for a period of two years. A student must have a clean record for two consecutive years before another violation is considered their first violation. For example, a student violating the code for the first time at the start of his/her freshman year would start with a clean slate at the start of his/her junior year provided he/she has no further violations prior his/her junior year.

### **Process for Determining Violation of Rules**

1. Any complaint/referral concerning a violation shall be made in writing and signed by a student, an adult and/or by a police report and/or by a published newspaper account to the Building Principal, Athletic Director or their designee.

2. If during the course of an investigation the school administration is made aware of additional students who may have been involved in a violation the school administrators will take appropriate action as deemed necessary.
3. The Athletic Director, Assistant Principal, Principal or Advisor, shall investigate the referral and give the student involved an opportunity to present a response.
4. Where after an investigation by the appropriate administrator and/or advisor it is determined that a student in question did commit a violation, the student will be orally notified of the determination and penalty.
5. An attempt will be made by school administration to inform the parents after a decision has been made and the student has been informed of a code violation.
6. Violations of the co-curricular code that are brought to the attention of the school administration after 45 days may be acted upon at the discretion of the school administration.

#### **Additional Penalty Information**

The penalties listed are the minimum penalties that will be enforced. The District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case. Additionally, during a period of suspension, the student may be required to attend all practices and team functions to maintain his/her status as a team member, as determined by the Code/Advisor. A violation for activities with a limited schedule of events could result in exclusion from that activity.

#### **Insurance**

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Insurance is offered to students during the first week of school and may be purchased through the school only during the initial enrollment period. You may select one of two plans that give medical and hospital coverage to certain limits. You may purchase coverage that will offer protection during school hours and all school activities including sports, or you may purchase 24-hour protection. All claims must be reported immediately to the school, but final transactions are between the parents/guardians and the insurance company. Claim blanks are available in both offices (RHS & JRW).

#### **Fire Drills**

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1. Students must find out which exits to use for each of their classrooms. Teachers will explain the proper location, but exit and location signs are also posted in each classroom on campus.
2. When the fire alarm sounds, students are to leave the classroom in a single file line and remain with their teacher.
3. Students are to leave books, backpacks, and coats in the building.
4. The teacher must see that all windows are closed, lights are out, and the door is closed.
5. Students should walk quickly, quietly, and calmly out of the room at the direction of the teacher.
6. If an exit is blocked, the students should be directed by the classroom teacher to another exit from the building.
7. The class should stand together at a safe distance from the building.
8. Faculty members are to check attendance and report all discrepancies to the administration.
9. Students are to reenter the school in an orderly fashion after the return signal is given.

#### **Tornado Drills**

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1. Students must be aware of which shelter area to use for each of their classrooms. Exit routes and shelter areas are posted near each classroom door.
2. When the tornado horn sounds, students are to silently leave the classroom in a single file line and proceed to their assigned shelter area with their teacher.
3. All book bags, coats, and books are to remain in the classroom.
4. When instructed, the students should assume the tornado safety position - a crouched position with head facing the wall and hands finger-locked behind the neck.
5. Faculty members are to check attendance and report all discrepancies to the administration.
6. Students are to return to the classroom in a quiet, orderly fashion after the return signal is given.

### **Tornado and Emergency Disaster Procedures**

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A security drill will be implemented in the face of an outside threat such as a tornado, severe storm, or possible civil defense action. The safest locations in the building will be utilized for the protection of all personnel. These areas are marked "Shelter Areas." During a security drill on The Riverside Campus, pupils, teachers, and other personnel will follow the directions on the tornado and emergency disaster procedure cards posted in each room.

1. Pupils are to be escorted to the assigned shelter area.
2. Quiet is to be maintained at all times.
3. Lights are to be turned off and equipment must be unplugged.
4. All individuals are asked to move quickly.
5. In the event of impending danger to The Riverside Campus, instructions will be given by the administration via megaphones.
6. Faculty members are to check roll and report any discrepancies to the administration.
7. Everyone is to keep away from any outside glass area and face towards the wall inside the building.
8. When the all-clear bell is sounded, everyone will report back to his or her assigned rooms.

### **Safety / Lock Down Drills**

Periodically throughout the school year, the Riverside Campus may implement Lock-Down Safety Drills in order to review procedures with students and staff regarding issues of an extreme nature, such as an intruder or shooter in the building.

### **Earthquake Disaster Procedure**

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In the event of a tremor:

1. Evacuate immediately if possible, following the fire drill procedures as directed by the classroom teacher.
2. During an evacuation, be on guard for falling material.
3. Stand clear of the building once outside.
4. Students should return in an orderly manner to the school when the all-clear signal is given.

Should evacuation be impossible due to falling debris, etc., take the following action:

1. Move toward interior supporting walls of masonry construction.
2. Do not stay in rooms with high ceilings (e.g. the gyms, auditorium, etc.)
3. If possible, take cover in archways of doors or under desks and tables, away from outside walls.
4. Use books or hard notebooks to cover heads.
5. After the tremor is over, and assuming debris has fallen, wait momentarily until things settle, then exit the building following fire drill procedures as directed by the classroom teacher.
6. Wait for the all-clear signal before returning to the building.

### **Nuclear Emergency Procedure**

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In the event of a nuclear emergency situation, pupils will follow the instructions given by the principal. Depending on the nature of the emergency, students will:

1. Be sheltered in the building.
2. Be bussed home following normal daily dismissal procedures.
3. Be transported to Mentor High School located outside of the disaster area. Parents would pick up students from this site.

### **Building Access and Campus Security**

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The administration will explain entrance and exit procedures as needed. The student must follow all procedures at all times. Certain doorways will be in use daily. At dismissal time or in the event of an emergency evacuation all doorways may be used. Students who do not follow our Campus Security Plan may face disciplinary action, expulsion, and possible court referral.

### **School Closings**

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Should it become necessary to close schools due to inclement weather, the closing will be broadcast on school website, local radio and television stations, and via the automated calling system. If schools are closed, all school activities including athletic contests and practices are canceled. If schools are closed there will be no latchkey services. If schools are closed on a Friday, there will be NO Saturday Academy. There will be no use of buildings by outside groups on days schools are closed. If the Riverside Local Schools are closed, there will be no bus transportation to any school facility.

