



Riverside High School



Home of the Warriors

STUDENT HANDBOOK

2021-2022

Ms. Jane Kennedy

Principal

Mr. Stephen Loftis

Curriculum Assistant Principal

Mrs. Beth Musgrave-Horton

Administrative Assistant Principal

Mr. John Lipscomb

Administrative Assistant Principal

Dr. Gabriel King

Administrative Assistant Principal

PRINCIPAL'S MESSAGE

Dear Warrior Parents,

As Riverside's principal, it is with great honor and excitement that I welcome you to a new school year. The faculty and staff look forward to providing your child with the best possible educational experience. Our teachers are extremely dedicated and caring. We encourage your child to be at school on time every day and ready to learn! We appreciate how our parents value education and provide valuable support to our school community. We strive for our students to be motivated to do their best through purposeful and engaging lessons.

Together, we can help your child achieve academic success! Please contact me if you have any questions or concerns. I am here to serve One Warrior Nation!

Sincerely,

A handwritten signature in cursive script that reads "Jane Kennedy". The signature is written in black ink and is positioned below the word "Sincerely,".

STATEMENT OF PHILOSOPHY

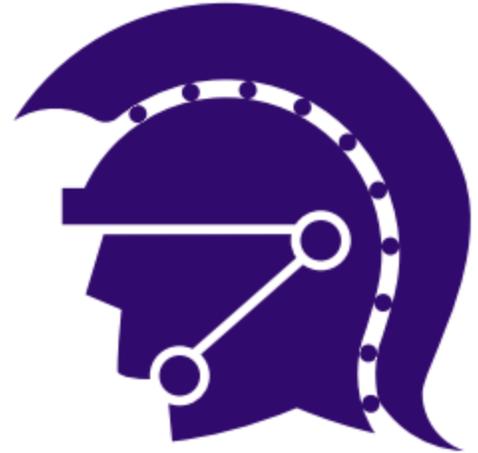
Riverside High School

School Mantra:

One Warrior Nation

School Vision: RHS

graduates will be successful
citizens prepared for the
future: confident, responsible
and productive.



School Mission: Success for every Warrior, every
class, every day!

BELIEFS:

The Riverside High School staff hold these beliefs regarding a student's education:

- All RHS students actively engage in learning that is both practical and relevant to their college and career goals.
- At RHS students and staff work together to create a safe environment, conducive to learning, where everyone is appreciated and treated with respect.
- Students and staff must be prepared to be lifelong learners.
- Staff members work collaboratively to ensure student success.
- RHS partners with parents, the community, and local business to develop resources and opportunities vital to the education and success of all students.
- Technology is an integral part of the curriculum to prepare students for the global workforce and higher education.
- Teachers, students, and parents have a voice in all areas of school management.

RIVERSIDE HIGH SCHOOL FIGHT SONG

FIGHT ON!

First Verse

FIGHT ON, FOR RIVERSIDE

WE'LL FIGHT ON, FOR WARRIOR PRIDE

OUR HOME AMONGST THE HILLS

WE WILL PROTECT

WITH ALL OUR SKILL

FOR RHS

FIGHT ON, TO BE THE BEST

FIGHT ON!

Second Verse (Starts at Key Change)

DOWN BY THE RIVERSIDE

OUR PASSION TRUE, WE WILL NOT HIDE

WITH SWORD AND SHIELD IN HAND

OUR NATION STRONG

ACROSS THE LAND

FOR RHS

FIGHT ON, TO BE THE BEST

FIGHT ON!

RIVERSIDE HIGH SCHOOL

Ms. Jane Kennedy	Principal
Mr. Steve Loftis	Curriculum Assistant Principal
Mrs. Beth Musgrave	Administrative Assistant Principal
Mr. John Lipscomb	Administrative Assistant Principal
Dr. Gabriel King	Administrative Assistant Principal
Mr. Mike Taylor	Counselor, grades 10-12, last name O-Z
Mrs. Sarah Childers	Counselor, grades 10-12, last name H-M
Mrs. Tiffany Clark	Counselor, grades 10-12, last name A-G
Mr. James Clark	Counselor, 9th grade students
Mr. Patrick Longsworth	Technologist
Ms. Lisa Brown	Financial Secretary
Mrs. Terri Hodge	Receptionist
Mrs. April Matheney	Attendance Clerk
Mrs. Kim Legg	Attendance and Social Services
Mrs. Ashley Booten	Psychologist
Ms. Kelley Melvin	Special Education Specialist
Ms. Melinda Embrey	Health Nurse
Lt. Brian Hall	School Resource Officer, Kanawha County Sheriff Deputy

VISITORS

Upon entering the building, all visitors must report to the main office and sign in with the receptionist. Visitors are restricted to the counselor and main office during school hours unless escorted by an employee.

DISCRIMINATION PROHIBITED AND TITLE IX GUIDELINES

As required by federal laws and regulations, the Kanawha County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, marital status, age or national origin in its employment practices or in the administration of any of its education program and activities. Inquiries may be directed to, Title IX Coordinator, Kanawha County Board of Education; 200 Elizabeth Street; Charleston, WV 25311-2119; phone 348-1940; or the U.S. Department of Education's Director of the Office of Civil Rights, (215) 596-6795.

TITLE IX GRIEVANCE PROCEDURE – LEVEL I

Students and citizens may file discrimination grievance using the Citizen Grievance procedure (State Board Policy 7211). Students need to file a Level I grievance with their school principal or other administrator responsible for the denial. The appeal shall be on the Level I appeal form furnished by the principal or county superintendent. The Citizens Appeal forms must be amended to include the required warning for Title IX purposes.

LEVEL I: The Level I administrator shall make a written decision within ten (10) days after receipt, however, if either party requests a conference at this level, the Level I administrator will have five (5) additional days to make a written decision.

APPEALS TO LEVEL II, III IV: If a grievant wants to appeal this decision, a written appeal may be filed successively to the county superintendent at Level II, the county board at Level III, and the State Superintendent at Level IV.

If you have any unanswered questions of Title IX grievances or Citizens Appeal procedure after you have read State Policy 7211, contact the county Title IX coordinator or the county superintendent (Citizens Appeals)

RHS AND BUSINESS PARTNERS

RHS has a unique partnership with local businesses, called the Riverside Collaborative. Those business partners have been instrumental in the development of our school to work curriculum. Three of our partners are located within the building: Pioneer Credit Union, a full service branch bank with available access to students and community; Riverside Health Center, a health care facility for community use; and a branch of the Kanawha County Public Library, with a full range of services.

KANAWHA COUNTY PUBLIC LIBRARY, RIVERSIDE BRANCH

The Riverside Library exists to help students, faculty, and the general community access recreational and informational materials. We encourage you to visit the library and use its many services – print, audiovisual, and electronic. The partnership between Riverside High School and Kanawha County Public Library provides you with unique volunteer career shadowing opportunities. We invite your participation in our many projects. The Riverside High School Code of Conduct is in effect during regular school hours. Kanawha County Public Library's Code of Behavior is in effect at all times.

RIVERSIDE HEALTH CENTER

Riverside Health Center is a full service community health center that provides services to the community and Riverside High School students, faculty, and staff. We are available to provide acute care, emergency care, lab testing, mental health services, and preventative care. We currently schedule appointments by student request and referrals from parents, teachers, school nurse, faculty members, and counselors. Students are given appointment cards, if they are present when the appointment is scheduled. We may call classrooms on occasion to bring a student down for an appointment. Before a child is given an appointment at their request they are triaged by the school nurse or a medical assistant so that we are sure that the appointment is necessary. When a student has an appointment card or if we call the classroom to get a child for an appointment, the teacher has the right to keep the student in class. Allowing a student to come to the clinic is always at the teacher's discretion. We ask that if a teacher sends a student to the clinic they have a note releasing the student to the clinic. The only time a student is given a pass back to class is when they have had an appointment in the clinic. If a child returns to class late without a pass back to class, please consider this child tardy. If you ever have a question about a child being in the clinic please give us a call and we can confirm if they were in the clinic during a certain time frame. Please know that we are here for the faculty, staff, and students at Riverside High School. If you would like to refer a student, would like to use the services yourself, or would like us to try to complete some health education in your classroom please let us know. Please feel free to stop by anytime. We look forward to working with you this school year! You can reach us by calling 304-949-3591.

GO TO Resource

AM/PM Tutoring Coordinator	Jennifer Allen	Psychologist	Ashley Booten
AP Program	Stephen Loftis	SAT Coordinator	Jennifer Allen
Athletic / Academic Hall of Fame	Jonathan Veazey	Saturday School	Beth Musgrave
Athletic Boosters		Scheduling	Stephen Loftis
Athletics	Todd Chevalier	School Store	Christy Kinningham
Cafeteria	Beth Musgrave	Senior Awards Assembly	Sarah Childers
Community Service	Jessica Workman	Social Media	Jane Kennedy
CTE Completer Coordinator	Christy Kinningham	Special Education Specialist	Kelley Melvin
Custodial Services	John Lipscomb	Student Leadership Sponsor	Amber Ferrell
Food Pantry	Jessica Workman	Student Parking	Beth Musgrave
Freshman Academy	James Clark Morgan Hopkins	Technology	Patrick Longsworth
HSTA	Tara Veazey	Title IX	TBA
Lockers	Beth Musgrave	Upward Bound	Kelley Melvin
Marquee Announcements	Jonathan Veazey	Warrior Wardrobe	Counselors
Prom	Jessica Workman	Webpage	Bruce Mullins

GUIDANCE COUNSELORS:

Mr. James Clark serves **all Freshman** students
Mrs. Tiffany Clark serves grades 10-12 students with last names A - G
Mrs. Sarah Childers serves grades 10-12 students with last names H - N
Mr. Mike Taylor serves grades 10-12 students with last names O - Z

<https://riversidecounselors.weebly.com/>

The guidance office is a place where you can explore options for the present and future. The counselors will assist you in preparing for your goals and will provide information about jobs, careers, scholarships, and colleges. Counselors are available to help you work through school, social and personal problems.

Counselors will assist you in proper course selections to meet graduation requirements.

The responsibility for receiving scholarships, grants, or financial aid for college rests with the parents and the students. Counselors will provide workshops and assistance in these areas, as well as share with you through electronic means scholarships that are available. Be sure to follow the Twitter page **@CounselorsRHS** and frequently visit the counseling website for the latest updates.

To visit your counselor, ask your teacher to call to see if the counselor is available. If your counselor is unavailable at the time, scan the QR code posted in the classroom or throughout the school and fill out the Google form. Students will not wait in the counseling area unless an emergency is taking place and the administration gives the student permission.

TO REQUEST A TRANSCRIPT

Students requesting recommendations **MUST** put the request in writing to their counselor 5 days prior to needing it. Transcript requests will be online through Parchment. Check the Warrior or Counseling webpage.

GRADING POLICY

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	below 60%

Students must have a 2.0 non-weighted GPA to participate in extracurricular activities.

WITHDRAWAL FROM SCHOOL AND TRANSFER TO ANOTHER SCHOOL

Students who are transferring to another school or withdrawing from school must first see a counselor. All books and school owned materials must be returned before leaving the school. All financial obligations must also be paid. This includes the KCS-owned iPad. Parental notification is required before a student is permitted to transfer or withdraw. Records will not be released until all obligations are settled.

2020-2021 Bell Schedules (Subject to change based on KCS directive)

"Normal" Day			
Period	Class Time		
1	8:25-9:12		
2	9:17-10:04		
3	10:09-10:56		
Lunch 1	10:56-11:26	4	11:01-11:48
4	11:31-12:18	Lunch 2	11:48-12:18
5	12:23-1:10		
6	1:15-2:02		
7	2:07-2:54		
8	2:59-3:46		
W/ OWN Time	Thursday		
Period	Class Time		
1	8:25-9:09		
2	9:14-9:58		
3	10:03-10:47		
OWN Time	10:47-11:12		
Lunch 1	11:12-11:42	4	11:17-12:01
4	11:47-12:31	Lunch 2	12:01-12:31
5	12:36-1:20		
6	1:25-2:09		
7	2:14-2:58		
8	3:03-3:47		

2 Hour Delay			
Period	Class Time		
1	10:25-10:57		
2	11:02-11:34		
3	11:39-12:11		
Lunch 1	12:11-12:41	4	12:16-12:48
4	12:46-1:18	Lunch 2	12:48-1:18
5	1:23-1:55		
6	2:00-2:32		
7	2:37-3:09		
8	3:14-3:46		
2 Hour Early Release			
Period	Class Time		
1	8:25-8:57		
2	9:02-9:34		
3	9:39-10:11		
Lunch 1	10:11-10:41	4	10:16-10:48
4	10:46-11:18	Lunch 2	10:48-11:18
5	11:23-11:55		
6	12:00-12:32		
7	12:37-1:09		
8	1:14-1:46		

Warrior Exams will have specific dates for each class period to take a final exam at the end of each semester.

Outcomes:

- To prepare students to take comprehensive exams.
- To increase student learning

Procedures:

- Warrior Exams will take place at the end of each semester
- Every class must have an exam
- Teachers will determine the exam weight and may create a policy utilizing attendance as a factor in the weight of the exam.

IMPORTANT TEST DATES

PSAT EXAMINATION DATE – The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a standardized test administered by schools that gives students first hand practice for the SAT and tests critical reading, math and writing skills. At this time, students in grades 9-11 will take the PSAT. This will give students valuable information about their academic strengths and weaknesses. This will help teachers, parents, and the student to address the students' academic growth and progress.

Grade 9-PSAT 9

Grade 10-PSAT

Grade 11-PSAT/NMSQT

Test Date: TBA

ACT National Assessment 2021-2022

Register online @ www.actstudent.org- Please check their website. Test dates are subject to change (RHS code 490-086)

Test Date ACT	Test Registration Deadline (<i>regular fee</i>)	Late Registration Deadline
September 11, 2021	August 6, 2021	August 20, 2021
October 23, 2021	September 17, 2021	October 1, 2021
December 11, 2021	November 5, 2021	November 19, 2021
February 12, 2022	January 7, 2022	January 21, 2022
April 2, 2022	February 25, 2022	March 11, 2022

June 11, 2022	May 6, 2022	May 20, 2022
July 16, 2022	June 17, 2022	June 24, 2022

SAT EXAMINATION 2021-2022 Register on-line www.collegeboard.org

Test Date SAT	Test Registration Deadline (<i>regular fee</i>)	Late Registration Deadline
October 2, 2021	September 3, 2021	September 21, 2021
November 6, 2021	October 8, 2021	October 26, 2021
December 4, 2021	November 4, 2021	November 23, 2021
March 12, 2022	February 11, 2022	March 1, 2022
May 7, 2022	April 8, 2022	April 26, 2022
June 4, 2022	May 5, 2022	May 25, 2022

2022 AP EXAM DATES

The 2022 AP Exams will be administered over two weeks: May 2-6 and May 9-13.. AP Exams may be administered **only** on their scheduled dates, at their set times. Any student may take any exam available. Students who are not enrolled in AP courses, but wish to take the exam, may do so for the exam fee price. The AP Exam must be paid in full by **October 22, 2021**. Please review the AP Program in this handbook for more details on the program. Consult the College Board, AP website for information. See Mr. Loftis if you have any questions.

Week 1	Morning 8 am	Afternoon 12:00 pm
Monday, May 2	Japanese Language and Culture US Government and Politics	Chemistry Spanish Literature and Culture
Tuesday, May 3	Environmental Science	Psychology
Wednesday, May 4	English Literature and Composition	Comparative Government and Politics Computer Science A
Thursday, May 5	Human Geography Macroeconomics	Seminar Statistics
Friday, May 6	European History United States History	Art History Microeconomics
	AP 2-D Art and Design Portfolios are due by 8pm on Friday, May 6, 2022	3-D Art and Design, and Drawing

Week 2	Morning 8 am	Afternoon 12:00 pm	Afternoon 2:00 pm
Monday, May 9	Calculus AB Calculus BC	Computer Science Principles Italian Language and Culture	
Tuesday, May 10	English Language and Composition	Physics C: Mechanics	Physics C: Electricity and Magnetism
Wednesday, May 11	Chinese Language and Culture Spanish Language and Culture	Biology	
Thursday, May 12	French Language and Culture World History	Physics 1: Algebra Based	
Friday, May 13	German Language and Culture Music Theory	Latin Physics 2: Algebra Based	

Important Dates

August 9	First Day for Students
August 13	School Picture Day
September 6	Labor Day (NO School)
October 5	LSIC meeting, 6 PM, conference room
October 8	End of 1st Nine Weeks
October 13	Professional Learning Day/Faculty Senate (No School for Students)
October 15	Progress Reports distributed
October 22	AP Exam Final Payment Due
November 11	Veteran's Day (No School)
November 12	Parent-Teacher Conferences (No School for Students)
November 22-24	Out of Calendar Days (Schools Closed)
November 25	Thanksgiving (Schools and Offices Closed)
November 26	OS Day (Schools and Offices Closed)
December 7	LSIC meeting, 6 PM, conference room
December 8	Professional Learning Day/Faculty Senate (No School for Students)
December 14-17	1st Semester Warrior Exams
December 17	End of the 1st Semester
December 20-31	Schools Closed
January 3	2nd Semester Begins
January 7	Report Cards Distributed
January 17	Martin Luther King, Jr Holiday (Schools Closed)
January 18	Professional Learning Day/Faculty Senate (No School for Students)
February 16	Professional Learning Day/Faculty Senate (No School for Students)
March 1	LSIC meeting, 6 PM, conference room
March 4	End of 3rd Nine Weeks
March 7-11	Spring Break (Schools Closed)

March 18	Progress Reports Distributed
April 15	OS Day (Schools and Offices Closed)
April 18	Professional Learning Day/Faculty Senate (No School for Students)
May 3	LSIC meeting, 6 PM, conference room
May 3-7	Senior Warrior Exams
May 2-7	AP Exams
May 9-13	AP Exams
May 9	Senior Last Day, Senior Awards Assembly
May 16-20	Underclassmen Warrior Exams
May 17	Class of 2022 Graduation, 2:00 PM
May 23	Underclassmen Make up Day, Final Day

****Special Note: Everything is subject to change.**

Athletic Boosters

Any parent may join and is welcome to attend the athletic boosters meetings. We need your involvement. Meeting times will be announced. We hope to see you there.

Local School Improvement Council-LSIC

Local School Improvement Councils (LSIC) are required per **W.Va. Code § 18-5A-2**.

Membership of the LSIC is comprised of teachers, service personnel, bus drivers, parents, business and community representatives. An election occurs annually for membership. The LSIC is directly involved with the operation of the local school in many ways. The LSIC reviews discipline data and procedures yearly and submits written recommendations to the local school board. The LSIC encourages involvement of the school community with the school operation through regular meetings and collaboration. They support local initiatives for school improvement by being directly involved with the strategic planning and innovative ideas. A direct link with the local school board occurs through an annual meeting at which all school aspects inclusive of academics, athletics, discipline, school climate, facilities, needs, improvement and recommendations are presented and discussed. **Everyone is welcome** at the meetings, held in the Office Conference Room - October 5, 2021, December 7, 2021, March 1, 2022, and May 3, 2022 at 6:00 pm.

WARRIOR ACADEMY

The Warrior Academy is a smaller learning community within Riverside High School made up of ninth grade students and their teachers. Most of the ninth grade classrooms are centrally located. The educators in the Warrior Academy network and collaborate to provide a support structure so that students make a successful and positive transition into Warrior Nation.

To be successful:

- **ATTEND** school EVERY day
- **BEHAVE**
 - Be respectful to students, adults and property
 - Courteous
- **Commit to LEARN**
 - Be prepared with iPad, Notebook, books
 - Engage in ALL activities
 - Check Schoology daily

If you have any questions, contact Mr. Clark (jclark@mail.kana.k12.wv.us) or Ms. Hopkins (mthopkins@mail.kana.k12.wv.us).

Warrior Academy Goals:

Every freshman becomes a sophomore in ONE year!

- Provide a smooth, positive transition into high school
- Increase student academic achievement
- Decrease discipline referrals
- Decrease retention rates
- Teach the students to become part of Warrior Nation

iPads, NETWORK, INTERNET and DEVICES

Students are responsible for good behavior on school networks just as they are in any other aspect of school life. The network is provided as a privilege for students to conduct research, complete classroom tasks or communicate with others. Students are responsible for their behavior and their communications with others using a personal or the school-issued iPad. Network storage areas may be treated like school lockers. The school reserves the right to review files and communications without prior notice to maintain system integrity and ensure students are utilizing the network appropriately. Failure to comply with state, county and school rules may result in loss of network access, disciplinary action by the school administration, and referral to law enforcement agencies.

All students and parents/guardians must read KCS Acceptable Use Policy and sign the statement acknowledging that the student will abide by the policy's rules. Any infraction of these rules will result in disciplinary action as outlined in the policy. This policy will be given to students at the beginning of the school year.

All students have access to the Microsoft Office products provided by WVDE, including email. This is the email with @stu.k12.wv.us given to students. Sign on to portal.microsoftonline.com, which will allow students to log into Office 365.

Computer Usage

- Students are to use computers only when supervised by a teacher.
- ALL students and teachers are responsible for proper use and care of all technology.
- Passwords are NOT to be shared with any other students!
- Each student is to follow proper log off procedures when using a computer before leaving the room at the end of the class.
- Students are not permitted to use a teacher's workstation computer.

iPad EXPECTATIONS

Students have been issued an iPad, a charging cord, and a charging brick. **This iPad is the property of Kanawha County Schools.** The iPad is a tool that enhances the educational experience. It is an expectation from Kanawha County Schools and Riverside High School for students to bring the iPad to school each day and to every class. In order to ensure that classroom time is maximized in each period and you are engaged with the activity or teacher, the following expectations are what we require each student to abide in:

Student expectations:

1. Bring your device to every class, every day.
2. Only have possession of your assigned device. Don't use anyone else's device.
3. If a teacher asks to see your device, then you MUST hand it over at any time.
4. Charge your device!.
5. If you are leaving your device overnight at school, then store it in your locker.
6. Remember the cyberbullying rules. Bottom line, be respectful to others!
7. Your teacher will direct you when to not use your iPad.
8. You can use your device anytime in between classes, before school, during lunch and after school.
9. If you are unsure if you can use your device in the classroom, ask the teacher.
10. When you are in the classroom, always be on the assigned site or location during class time.

Safe Guards:

1. Parental controls are "on" in your device and the device is checked by Kanawha County and WVDE servers for inappropriate use.
2. If you lose your device or if it is stolen, report it to a teacher or administrator immediately. A technology work order will be completed. More information from the KCS iPad Handbook will be available.
 - a. If broken, please refer to the policy/procedure handout.
 - b. If stolen, the device will be placed in LOST mode. No charge or fine will occur to you, if you notify the administration within 24 hours.
3. If a student has not used his/her iPad at school for 5 consecutive days, the iPad will be placed in **LOST** mode by the computer technologist on Friday. The student will need to meet with Mr. Longworth on Monday **with the device** to show that the iPad is still operational. If the iPad is not brought to Mr. Longworth within 5 days of the device being placed in LOST mode, a student's guardian will be sent an invoice for the cost of the iPad.

As always, iPads are a privilege, not a right. They can be taken away from you.

Best practices:

1. Use for communication with teachers and counselors.
2. Use to communicate with teachers outside of class about assignments and grades.
3. Be willing to share what you have created with other students and teachers.
4. Don't give up! It will take time to learn the limitless possibilities.
5. Take ownership in the care of the device.

By using or taking possession of an Electronic Device owned by the **Kanawha County School District**, a user and their parents/guardians are agreeing with the terms of the Kanawha County Acceptable Use Policy J33A* and the expectations detailed in the Student/Parent Laptop Handbook. Find out more information: <http://kcs.kana.k12.wv.us/Page/learning-20-20>

NOT returning the iPad, not informing administration in a timely manner of a lost iPad, or damaging the iPad will result in the student, parent and/or guardian paying the replacement cost set by Kanawha County Schools.

Student Electronic Devices

Students are permitted to bring cell phones and other electronic items to school. Items are restricted to being used only in the commons area prior to school, during assigned lunches and after school. Items may also be used during class time for educational purposes at the teacher's discretion. Such items used at school during inappropriate times or areas will be confiscated and returned to the student's **parent or guardian at the end of the school day. If the guardian does not come to the school, the device will be placed in the safe for 3 days and then given to the student.**

Student electronic devices will NOT be used to take photos or videos during the school day, NO photos or videos of any type in the restrooms, locker rooms, or other private areas at any time or at any other time that causes a disruption at school. Students MUST keep their own devices in their possession. KCS or RHS shall not be responsible for lost, damaged or stolen cell phones or other electronic communication devices. (KCS Policy J25.07.1.1.1.4)

CLOSED CAMPUS – STUDENT BOUNDARIES

The Riverside High School campus is **CLOSED** by order of Kanawha County Board of Education. Closed means that once students arrive at school, they are required to stay within the school property boundaries the entire school day. Other areas of the school and its properties that are OFF LIMITS include:

- All areas behind the school except the patio area during lunch
- Parking lot/parked cars unless permission from the administration
- Exit streets
- Large fields to either side of the school, including Warrior Stadium, stadium bleachers, behind the bleachers, baseball or softball field areas, and soccer practice area. .
- Around the area of the field house
- Stairwells, except for traffic flow – no congregating in the stairwells for any reason.
- **The locker rooms are off limits unless you are scheduled for gym class at this time.**

LOCKERS

The high school owns and maintains hall lockers, which are loaned to the students for their convenience in storing books, coats, and other items during the school year. Since lockers are school property, the school reserves the right to have joint control over the students' lockers, including the right to search lockers at any time without prior notice. Any item prohibited by school rules and state law that may be discovered through a search or inspection of the locker shall be deemed the possession of the student to whom the locker was assigned. One person will be assigned to a locker. Students are to use only the locker assigned to them. Students are not to share their locker combination, or their locker, with anyone. **IT IS IMPERATIVE THAT STUDENTS DO NOT SHARE THEIR COMBINATIONS, OR THEIR LOCKERS, WITH ANYONE.**

Students are responsible for keeping their lockers clean and free of debris (no food or drink) and graffiti. Students are to report any needed repairs to an Assistant Principal. Vandalism to a locker will result in the student being disciplined and/or losing the privilege of being loaned a locker for the next semester and /or school year.

Valuables: Large sums of money and other valuables not needed for school should not be brought into the building. If due to some unusual circumstance, a student finds it necessary to have such items at school, they should leave them in the Principal's office for safekeeping.

Locker Assignment Procedure

Freshman, Sophomores, Juniors, and Seniors will only be assigned a locker if they request one. Each teacher will be given a QR code that will give the students access to a Locker Request Form. Students will fill out this form and can request a locker location that best suits their schedule. Upperclassmen will not be assigned lockers in the 9th grade hallway between B01-B12. Once a student submits the form, the student will be assigned a locker within 24 hours. A link will also be available on the school website for a couple of weeks if students would like to have a locker assigned to them before the first day of school. Please provide an appropriate email to communicate your locker request.

SCHOOL TELEPHONES

School/office phones are not to be used by students. We have a large number of phone calls each day, and the phone lines must be accessible by the staff and parents at all times. The phones are off limits to students. This includes the phones in the offices and in the classrooms unless it is an emergency. Messages will not be taken for students unless a parent or guardian has an emergency.

STUDENT PARKING

Student Parking Permit Fee: **\$25 Two stickers, one for an alternate family vehicle
\$10 at the 4th nine weeks (new drivers only)**

Student parking at Riverside High School is determined on a first come first served basis. A student must be **CLASSIFIED as a Sophomore** to qualify for a parking pass at RHS. Students will park **ONLY** in the designated student parking area. Students are responsible for any and all items left in vehicles parked on school property. All vehicles are subject to search if an administrator feels reasonable suspicion that something or someone inside the vehicle may be in violation of school or county policy. Driving to school is a privilege. Please see the School Discipline Matrix (Consequences Chart) under **Vehicle Parking Violations** and **Improper or Negligent Operation of a Motor Vehicle** for consequences of violating any Kanawha County or Riverside High School rules or policies. In addition to those consequences, parking permits can be immediately suspended or permanently revoked. This includes, but is not limited to:

- **Unsafe Driving**—1st offense Loss of Pass for a week—2nd offense revoke pass for the year.
- **Going off campus without permission**—1st offense Loss of Pass for a week—2nd offense revoke pass for the remainder of school year.
- **Going to your vehicle without permission**—1st offense Loss of Pass for a week—2nd offense revoke pass for a month – 3rd offense revoke pass for remainder of school year.
- **Driving to off campus events/programs during the school day without written permission** (i.e. Carver, extra-curricular activities, etc.)— 1st offense Loss of Pass for a week—2nd offense revoke pass for the remainder of the school year.
- **Parking outside of the designated student parking area**—1st offense Loss of Pass for a week—2nd offense revoke pass for the remainder of the school year. Vehicle is subject to towing at owner's expense if the vehicle continues to park on Riverside High School property.
- **Allowing unauthorized students in your vehicle that has not followed RHS sign out procedures.** 1st offense Loss of Pass for a week—2nd offense revoke pass for the remainder of school year.
- **Repeated violations are subject to loss of parking for the remainder of the school year!**
- **Loss of pass will be in addition to the consequences outlined in the school discipline matrix.**
- The \$25 parking permit fee will be instituted for **ALL** applications. **All fees are non-refundable!**
- **Attendance:** If a student is habitually tardy (10 or more tardies) to school, the pass can be revoked for a week or the remainder of the school year. Driving to school is a privilege and all students need to be in class prior to the tardy bell.

Towing Policy: Riverside High School administration reserves the right to Tow any unauthorized vehicle that is parked on school property. Students will be warned one time and documented on a RHS Parking Ticket. An attempt to contact guardians will be made to inform them that their student is parking illegally. Administration and RHS staff will NOT be held responsible for damage to the vehicle that occurs if the vehicle is being towed and the owner of the vehicle will be responsible for any and all expenses.

STUDENT DRIVER'S LICENSE VERIFICATION FORMS

Kanawha County Schools Policy on attendance, section 19.20, Drivers License, states that a Driver Eligibility Certificate is issued to any student who is at least fifteen, but less than eighteen years of age, who is in satisfactory standing with regard to attendance, school behavior and academic progress. **Student absences cannot exceed ten (10) consecutive unexcused or fifteen (15) total unexcused absences in a year**, pursuant to West Virginia code 18-8-1. Students must **earn five credits annually (three credits must be from core requirements** as identified in WVBE Policy 2510) and a student cannot be suspended or expelled for the following behaviors when committed on the premises of an educational facility, at a school-sponsored function, or on a school bus:

- A. Assault and /or battery on school employees;
- B. Possessing deadly weapons;
- C. Sale of a narcotic drug;
- D. Committing an act or engaging in conduct that would constitute a felony under WV code if committed by an adult; and /or
- E. Unlawfully possessing a controlled substance governed by the uniform controlled substances act as described in WV Code 60A-1.1 et seq.

Excuses for absences must be turned in to the main office within 5 days of the student's return. Any excuse(s) turned in after the allotted time (5 days) will not be accepted for driver's eligibility approval. (KCS policy)

To receive your verification form, fill out the Google form (QR code posted throughout the building or use the school webpage to access the form). Students will be notified through Schoology when the form is approved and can be picked up. Students may come to the main office before school, after school or during lunch for their completed form.

ACADEMIC DISHONESTY

Cheating, stealing answers, taking pictures, plagiarizing, and academic dishonesty in any form, including inappropriate use or misuse of the school's computer network, cannot be tolerated in the school environment. The teacher will assess a zero for the assignment for all students involved, confiscate all evidence, document the situation, contact the guardian and report it to the office. Depending on the circumstances, the penalty may range from a loss of credit and possibly a suspension from school.

DRESS CODE

Policy and Purpose:

The appropriateness of a student's dress for the school environment should dictate the student's appearance on each given day. No attempt will be made to dictate fashion styles as long as they are in keeping with district policies. It should be noted, however, that it is the responsibility of the student and parent that the student adhere to the Dress Code.

All students are expected to adhere to common practices of personal hygiene and dress that contribute to the academic atmosphere, not detract from it. Clarification regarding apparel should be obtained prior to wearing it to school; this can be obtained from the School Administration. School Administration shall have the right to consider any current fashion to determine its acceptability for school wear. School Administration will also allow for reasonable accommodations in dress and appearance for religious reasons or medical need, which will be provided upon request.

Clarification regarding apparel should be obtained **PRIOR TO WEARING IT TO SCHOOL**; this can be obtained from the school administration. Students in violation of this policy will be subject to disciplinary action as determined by the school's administration.

Students in violation of this policy may be asked to change, sent home, and/or otherwise be subjected to disciplinary actions as determined by the School's Administration. School Personnel shall follow building procedure for discipline referrals regarding dress code violations.

36.2 General Prohibitions:

- a. Clothing which may present a safety hazard must not be worn. This includes any clothing, jewelry, accessories, etc., that may be used as weapons or present a risk of injury to the student or school personnel. Additionally, students may be prohibited from wearing or required to change out of shoes that present a safety concern during recess, gym class, or during the regular school day.
- b. Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang shall not be brought to school, worn at school, or in any way be present at any school related event.
- c. Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories, etc., which have drug emblems; contain obscenities; tobacco or alcoholic beverage references; which may be considered derogatory towards a race, culture or religion; which may be considered any form of harassment.
- d. Transparent and/or see through material is considered unacceptable. Shirts or blouses must cover the entire midsection at all times, even in movement.
- e. No undergarments or body parts of a personal or private nature may be exposed plainly or by way of tears, rips, holes, etc. in clothing. These personal and private body parts include male and female chests, buttocks, and genitalia, etc.
- f. Any type of head covering is unacceptable unless for religious purposes or otherwise approved by School Administration.

Infractions of student dress code will be cause for disciplinary action. THE ADMINISTRATION MAKES THE FINAL DECISION IN QUESTIONS OF APPROPRIATE OR INAPPROPRIATE ATTIRE.

ATTENDANCE

Kanawha County Board of Education Attendance Policy

Philosophy: The fundamental purpose of the attendance policy is to assure and increase attendance. The Kanawha County Board of Education recognizes that a direct relationship exists between daily school attendance, student performance, graduation, and work habits in the workplace. All students are expected to attend school regularly and be on time for class. To facilitate acceptable attendance levels, the schools will provide a positive climate and a safe environment conducive to learning. Students will have the opportunity to develop responsibility, self discipline and good work habits.

It is an expectation for students to be at school each day. Students must be in attendance of 4 class periods to be considered present for a half day.

REPORTING TO SCHOOL AFTER AN ABSENCE

Students who miss a class period or an entire day of school must comply with the following procedures upon returning to school, or an unexcused absence will be recorded:

- ❖ Bring a note with the student's full name that specifically states the reason for the absence, the date of absence, a signature of a parent/guardian or health care provider, and a phone number for any questions. Notes are brought to the main office and placed in the designated basket.

Students with legitimate reasons will receive excused absences. Reasons for absenteeism that are considered legitimate excuses are:

- School approved curricular or co-curricular activities
- Illness of student verified by parent/guardian not to exceed five (5) days per school year
- Failure of the school bus to run or other hazardous condition; send note to verify
- Illness or injury of the student requiring a physician's verification
- Medical and /or dental appointment which cannot be scheduled outside the school day when the absence is verified in writing by the physician or dentist
- Illness or injury in family when student absence is verified as essential by physician
- Calamity, such as fire in the house, flood, family emergency, or hazardous condition shall be approved by the school principal
- Death in the family. Limit three (3) days for each occurrence, except in extraordinary circumstances: "Family" is defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother in-law, sister in-law, brother's children, sister's children, student's child (ren), or any person living in the same household.
- Legal obligation with verification
- Observance of religious holidays with verification

Any absence from school or a class that is not excused pursuant to the above list shall be considered an unexcused absence. **Absence as a result of suspension is unexcused.** All attendance notes will be filed in the office and will be made available to the Student Assistance Team and the Attendance Committee. Contact Mrs. Kim Legg if you have any attendance questions.

STUDENT ILLNESS

If a student becomes sick while at school, the student must report to class. The classroom teacher will call the school nurse for instructions. The school nurse will examine all students and proceed with parental notification. Students must report to their classroom teacher and should not come to the office on their own. Students cannot go to a restroom without teacher permission during class time. Students cannot come to the office on their own without teacher permission. Students cannot leave the school building without following the proper check-out procedure. These safeguards provide for adult supervision for the ill student.

ENTERING/EXITING THE BUILDING

All students, at all times, must enter the building through the main entrance doors. When exiting the building, all students should leave through the main entrance door except at the end of the school day.

SIGN IN PROCEDURES

If a student reports to school late, the student must come through the front doors of the school and report immediately to the front office to sign in. Scan the QR code and fill out the Google form. The student will be marked tardy after 8:25 am. Teachers will check the Google form responses throughout the day. Students will be written up as skipping if they miss class and have not checked in or out properly.

CHECKING OUT PROCEDURES

The following procedures are to be followed in order to legally check out a student:

- Parents/guardians are required to enter the building to sign a student out of RHS. They must report to the Front Office in person with proper ID. To ensure the safety of the student, phone calls for dismissal will not be acceptable, even if the student drives to school.
- If a parent cannot be present at the time of checkout, the parent may come to the Front Office the day prior or before the school day begins to properly document the time and reason for checking out or in school.
- If a student does not have a current emergency card on file with the school, the student will not be permitted to leave the building. All information must be current including phone numbers and contact information. If any information changes throughout the school year, an updated emergency card needs to be completed.
- The front office staff will call the student out of class when their parent/guardian arrives at the Front Office to check out the student.
- If a parent or guardian wants another person to sign out their son or daughter, then the parent or guardian needs to have them on the emergency card and should write a note and have it submitted by **10:00 am**. The parent or guardian will be contacted to verify the note and the student will not be released unless contact is made.
- Faxes and emails will be accepted before **10:00 am**, please plan accordingly. The parent or guardian will be contacted to verify the fax/email and the student will not be released without someone on the emergency card verifying.
- Students signing out must have a note with the stated purpose (signing out for lunch will not be permitted).
- When the students sign back in, they must provide official written documentation confirming their reason for signing out.

BUS NOTES

In accordance with the KCS transportation policy, if a student needs to ride a school bus that is not their usual bus the student must bring a note from home requesting permission to ride a different bus. The note must include the bus number that the student wants to ride along with the parent's signature and phone number.

All bus notes are to be taken to the front office by **10:00 A.M.** to allow the office plenty of time to contact the parent/guardian and verify the note. Bus notes can be picked up during lunch or at the end of the day.

HABITUAL TARDINESS

Tardy means arrival by a student after the appointed time for the commencement of a school day or the commencement of individual classes which a student is scheduled to attend.

The following policy was developed to deter students from being habitually tardy for class. The goal of this policy is to get students to class on time so they can focus on their class work and be less of a disruption to other students.

- If a student accumulates **4** tardies in a class period, they will receive 1 period of In-School Suspension (ISS) for each offense until they reach their **6th** tardy. Assigned by a teacher or administrator.
- Tardies **7-10** a student will receive a 1/2 day of ISS for each tardy accumulated in a class period.
- **10 or more** subsequent tardies in a class period a student will receive 1 day ISS.

MAKE-UP WORK

Students who are absent from class are responsible for making up the work they missed. The following procedures are offered in an effort to clarify this area:

- All make-up work, including tests and quizzes, must be done outside the class period at the teacher's discretion (review each teacher's syllabus).
- Students must make arrangements with all their teachers to make-up the missed work, tests, and quizzes in a timely fashion. It is the student's responsibility to arrive on time to make-up all work. If the student does not make-up the work within the allotted time, the teacher is not required to give credit for the work.
- The student is responsible for initiating the arrangements for the make-up work within two school days of returning to school
- Make-up work during an activity period takes precedence over any club or organizational meeting.
- Make-up tests should not be the same as the original one, but shall assess the same areas as the original test with the same number of points possible.
- Students will be given make-up work through Schoology if a suspension extends more than 3 days. Message your teacher and click on the calendar for assignments.
- If teachers have assignments posted on Schoology, click the calendar dates for more information.

Students Leaving Classroom

Outcomes:

- To promote safety
- To maximize learning time

Procedures:

10/10 Rule: No student leaves during the first or the last 10 minutes of class time.

- Teachers will use eHallpass for students with their iPads after the first 10 minutes and before the last 10 minutes.
 - If a student is held after class, or is being excused from class to go to another destination, teachers MUST provide the student a note containing the following:
 - Student name, destination where student is going, date, time, and teacher signature. DO NOT WRITE THESE IN PENCIL-ALWAYS USE A PEN
- Students may not leave during instruction.

Pre-Assignment

Outcomes:

- Students receive educational value when a teacher is absent without a substitute.
- Hold students accountable for their pre-assignments and for being where they are supposed to be.

Procedures:

- Pre-Assignments are posted on the inside lower half of the door's window (Top half should remain open).
- When a student is preassigned, the teacher that the student is preassigned to will have the student sign in, using a QR code in the classroom filling out the Google Form.
- No students are ever Preassigned to the Gym, JROTC, special education classes, or Music. No pre-assigned students will go past the commons area.
- If a student does not report to a classroom teacher, he or she will be written up for skipping.
- If a preassigned student is assigned to a preassigned class, then the student should go to the office.
- If a student's name is not on the posted preassignment sheet then they are to go to the office and ask to be placed.
- No Restroom, Nurse, Counselor, or hallway passes while preassigned.
- The student should work quietly on the pre-assignment activity.

Lunch

- The parking lot and front of the building are off limits.
- You are allowed to use the patio and basketball court outside of the commons. If trash is left behind or students behave inappropriately, the patio will be off-limits.
- **NO food deliveries are allowed.**

YOU have the power to make a difference, please make the right choice each and every day.

FOOD/DRINK

- No food or drink will be permitted in classrooms unless the teacher has given permission.
- Students **CANNOT** have food delivered_at school. Leaving food for the students in the main office is not permitted, unless for medical reasons. The nurse is the only person allowed to administer medication
- No food or drink will be permitted in the auditorium.

GUIDELINES FOR STUDENT BEHAVIOR

Students in West Virginia public schools shall follow the guidelines in order to reach their full potential. Riverside High School Guidelines include the following:

- Attend school faithfully, complete assignments on time and work to potential
- Behave in a manner that does not disrupt classroom learning or the operation of the school.
- Respect should be given to all Warriors (students, teachers, principals, staff and visitors)
- Be on time to class
- Be in your seat with materials ready to work at the beginning of class.
- Be polite in speech and action.
- Stay focused on academics and remain on task

BEHAVIOR IN THE HALLS:

- When changing classes, walk near the lockers and do not stand in the middle of the hall and block walking traffic
- Have a courteous attitude to teachers monitoring the hall and comply with all requests.
- Dispose of trash and papers in waste containers
- All books, clothing, and other articles misplaced by another student should be turned in immediately to the Main Office. (Lost and Found)
- Do your part to keep the restrooms clean. Do not deface walls or any other property.

BEHAVIOR IN CLASS

- Address your teacher as Mr., Ms., or Mrs.
- Be in class on time
- Be silent when the bell rings for class to start
- Do work on time, ask for extensions only when necessary
- Do homework neatly
- Pay attention in class
- Take part in class discussions and do not interrupt others.
- Treat all school property as if it were your own. Books, lab equipment, the gym, the restroom, the furnishings, the walls and the grass – all are yours to care for and respect
- Bring your charged iPad, books, paper and pencils to class each day
- Do not leave the classroom, or get out of your seat, until the teacher dismisses the class
- Arrange a make-up schedule with your teachers after each absence

BEHAVIOR IN THE CAFETERIA

- Keep in line
- No jumping in line or holding a place in the line for your friends
- Permit teachers and guests to go ahead of you
- Use good, respectable table manners
- Talk in a normal conversational voice
- Students are responsible for returning all items to the tray return area, making sure all trash is deposited in appropriate containers. Do not leave any items on the cafeteria table or on the floor. Not cleaning up after oneself will result in disciplinary actions.
- Throwing food in the cafeteria is strictly prohibited
- Be courteous to others

Failure to observe these rules and regulations will result in disciplinary action.

BEHAVIOR AT EXTRACURRICULAR EVENTS

- All county and school rules will be adhered to at extracurricular events. Failure to comply will result in disciplinary action
- Take your place in line and wait your turn
- Rise and keep silent during the flag raising and the national anthem. Hats are to be removed during the national anthem.
- Do not respond to visiting fans that act inappropriately (i.e., never hold up newspapers to ignore other fans, do not curse or hold up derogatory signs about the other team). Failure to comply with these rules will result in removal from the activity and possible further disciplinary action.
- Treat visitors (players and fans) with courtesy and in the manner you wish to be treated.

IN-SCHOOL-SUSPENSION (ISS)

The purpose of our in-school suspension (ISS) program is to correct behaviors that run contrary to Riverside High School's policies and procedures. It is designed to be an environment in which students can work collaboratively with the facilitator to reflect on the behaviors that led to placement in ISS.

Student learning is a priority, and creating an environment in which it takes place is key to producing a well-educated student capable of producing and becoming self-reliant after graduation. ISS's design is to keep students in the learning environment and avoid out-of-school suspension when appropriate. It will be a classroom in which learning and engagement are expected to take place.

Reasons for ISS placement can be found in the Consequences of Inappropriate Behavior section of this agenda. Students will not be placed in ISS for more than 10 full days during the school year. Students who have served 10 days in ISS per year will be subject to out of school suspension and referral to the county SAT for alternative placement.

OUT-OF-SCHOOL SUSPENSION (OSS)

OSS is viewed as severe action, which denies the student the privilege of attending school for the number of days specified.

All extracurricular privileges are also suspended. Any student who visits the property of any Kanawha County School during the school day or attends extracurricular activities while under suspension will be subject to additional disciplinary action.

The following offenses are likely to result in suspension or other school disciplinary action:

- Committing an act of defiance, either in language or action, against a teacher or student
- Forging, falsifying, altering or illegally possessing school forms; using forged notes or excuses
- Using tobacco on the school grounds or possession of tobacco – see county tobacco policy
- Tampering with fire-fighting equipment or emergency alarm systems.
- Failure to identify oneself to any school official
- Misconduct in class, library, assemblies, hallways, parking lot or grounds
- Fighting, profanity, or obscenity
- Leaving campus without a pass- failure to comply with check-out procedure
- Gambling

- Insubordination
- Tardy to classes
- Skipping class
- Possession of drugs, alcohol, or narcotics

If suspended, a student cannot participate on the date the suspension is received and their eligibility to participate will be reinstated the day they arrive back to school.

SMOKING AND OTHER FORMS OF TOBACCO

The use of tobacco products and the possession of tobacco products are prohibited in any building, on school grounds, or other property, including automobiles or other vehicles owned or operated by a county board of education, or the State Board of Education. This policy shall apply to any private building, or other property including automobiles or other vehicles for school activities when students are present.

Vape Pens and E-cigarettes will be treated as tobacco products.

The following penalties shall be applicable to a violation of the tobacco policy:

1st offense-Confiscation of tobacco products (includes smokeless and smoking paraphernalia); mandatory conference with parent/guardian; mandatory attendance of tobacco education program with the school nurse, and 2 days ISS. Failure to fulfill the above requirements will result in additional discipline. Police report/ticket issued by School Resource Officer.

2nd offense-Confiscation of tobacco products and smoking paraphernalia; 3 days ISS, referral to school nurse for the purpose of discussing possible cessation opportunities; Police report/ticket issued by School Resource Officer.

3rd offense-Confiscation of tobacco products and smoking paraphernalia; 5 days ISS; Police report/ticket issued by School Resource Officer. Referral to mandatory attendance of a tobacco cessation class provided by Kanawha County Schools.

4th and subsequent offense-Confiscation of tobacco products and smoking paraphernalia; 5 days out-of-school suspension; referral to County SAT; Police report/ticket issued by School Resource Officer.

CRIMINAL OFFENSES

The following constitute student offenses that are serious and covered by the criminal code. If a student commits one of these offenses, the offense will be reported and handled by law enforcement officials. Additionally, students will be suspended and a parental conference is required before the student is readmitted to school. Referrals of expulsion from school or to the alternative program could result. Drug detection dogs will be used as often as necessary to ensure that students are unable to possess controlled substances at school.

- Carrying or using weapons or instruments designed to do bodily harm while on or off the school grounds (hunting knives included).
- Possessing and/or igniting explosives or incendiaries of any type on school premises or in any area where school sponsored activities are being held.
- Drinking, possessing, or being under the influence of alcoholic beverages on school premises.
- Using, furnishing, selling, possessing, or being under the influence of any narcotic, hallucinogen, or other drugs

- Inhaling or breathing the fumes of any stimulating or narcotic substance
- Stealing, gambling.
- Illegal driving or parking violations
- Willfully defacing or damaging public school property.
- Setting off the fire alarm or sprinkler system
- Setting a fire inside the school building or on school property
- Knives of any kind and blade length
- Weapons of any type or appearance
- Any other item or items that could potentially harm anyone or cause destruction in any way
- Look alike drugs/weapons

HABITUAL VIOLATIONS

As noted in the Kanawha County Schools handbook, habitual violation means three or more violations of school rules or policies within the same school year, which have resulted in the student being suspended for 10 or more days cumulatively, and which have been documented to the student and the parent/guardian. Habitual violations will result in the student being sent to the County SAT for review.

Riverside High School – Guidelines for Consequences of Inappropriate Behavior

It is vital that students, teachers, administrators and other school personnel have a nurturing, orderly, safe, and stimulating educational environment. The purpose of these regulations is to provide students an orderly and safe environment that is conducive to learning, free from harassment, intimidation, bullying, substance abuse, and/or violence. Any form of harassment, intimidation, bullying, substance abuse, violence, or other policy violation is unacceptable in Riverside High School and Kanawha County Schools.

Level One Violations:

Behavior	Definition	First Offense	Second Offense	Third Offense	Next Level
Cheating	A student will not plagiarize or copy the work of others or break rules to gain advantage in a competitive situation. Interventions for this inappropriate behavior may include academic sanctions in addition to other discipline.	Conference with student, teacher contacts guardian, zero on assignment.	1 period of ISS for the teacher’s class period student cheated, teacher contacts guardian, zero on assignment.	1 day ISS, contact guardian, zero on assignment.	See Habitual Violation of School Rules.
Deceit	A student will not deliberately conceal or misrepresent the truth, deceive another or cause another to be deceived by false or misleading information.	Conference with student, contact guardian, 1 class period of ISS	1 day ISS, contact guardian	2 days ISS, contact guardian.	See Habitual Violation of School Rules.

<p>Disruptive Conduct</p>	<p>A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption. Example: constantly talking out of turn, making others laugh</p>	<p>Once the student has exhausted the Warrior Ways of Discipline procedure: Conference with student, guardian notification, 1 day of ISS (Administrator's Discretion)</p>	<p>Conference with student, guardian notification, 2 days ISS (Administrator's Discretion)</p>	<p>Conference with student, guardian notification, 3 days of ISS</p>	<p>See Habitual Violation of School Rules.</p>
<p>Disrespectful Conduct</p>	<p>A student will not exhibit behavior that violates classroom/school rules, results in distraction and obstruction of the educational process or that is discourteous, impolite, bad mannered and/or rude. Behavior is considered disruptive and/or disrespectful if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption. Example: talking disrespectfully to teacher</p>	<p>Conference with student, guardian notification, 1 day ISS (Administrator's Discretion)</p>	<p>Conference with student, guardian notification, 2 days ISS (Administrator's Discretion)</p>	<p>Conference with student, guardian notification, 3 days ISS (Administrator's Discretion)</p>	<p>See Habitual Violation of School Rules.</p>
<p>Failure to Serve ISS</p>	<p>A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified.</p>	<p>½ day of ISS , contact guardian.</p>	<p>1 day ISS, contact guardian,</p>	<p>2 days ISS, contact guardian,</p>	<p>See Habitual Violation of School Rules.</p>

Falsifying Identity	A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.	Conference with student, contact guardian. ½ of ISS (Administrator's Discretion)	1 day ISS, contact guardian.	3 days of ISS, contact guardian.	See Habitual Violation of School Rules.
Inappropriate Appearance	A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy.	Conference with student, student will change attire. Accessory items will be confiscated.	Conference with student, contact guardian, student will change attire, 1 period of ISS,. Accessory items will be confiscated.	Conference with student, contact guardian, student will change attire, ½ day of ISS (Administrator's Discretion) Accessory items will be confiscated.	See Habitual Violation of School Rules.
Inappropriate Display of Affection	Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing.	Conference with student, guardian contact	Conference with student, ½ day of ISS, contact guardian. (Administrator's Discretion)	Conference with student, contact guardian, 1 day ISS	See Habitual Violation of School Rules.
Inappropriate Language	A student will not orally, in writing, electronically, or with photographs or drawings, use profanity in general context (not directed toward any individual or group).	Conference with student, 1 period of ISS, contact guardian	½ day ISS, contact guardian. (Administrator's Discretion)	1 day ISS, contact guardian. (Administrator's Discretion)	See Habitual Violation of School Rules.

Possession of Inappropriate Personal Property	A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning. (Examples: laser pointers, lighters, etc.)	1 period of ISS. Conference with student, contact guardian, item will be confiscated by administration and returned to the student at the end of the instructional day.	½ day ISS, contact guardian, item will be confiscated by administration and returned to guardian at end of instructional day.	1 ISS contact guardian, item will be confiscated by administration and returned to guardian after 5 instructional days.	See Habitual Violation of School Rules.
Possession/use of Electronic Device (Without Refusal to give to an adult)	A student will not possess or use an electronic device during instructional time without adult permission. Doing so is disruptive to teaching and learning.	Confiscation of device, guardian picks up device at the end of the day, conference with the student. (Administrator's Discretion)	Confiscation of device, guardian picks up device at the end of the day, conference with the student, ½ day ISS detention. (Administrator's Discretion)	Confiscation of device, guardian picks up device at the end of the day, conference with the student, denial of use or possession at school, 1 day ISS.	See Habitual Violation of School Rules.
Possession/use of Electronic Device (With Refusal to give to adult)	A student will not possess or use an electronic device during instructional time through the end of the instructional day. Doing so is disruptive to teaching and learning.	contact guardian, 1 day ISS. (Administrator's Discretion)	contact guardian, 2 days ISS. (Administrator's Discretion)	contact guardian, 3 days ISS (Administrator's Discretion)	See Habitual Violation of School Rules.
Skipping Class	In accordance with WVBE Policy 4110 - Attendance , a student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or by the parent/guardian.	1 period of ISS, contact guardian. (Administrator's Discretion)	1 day ISS, contact guardian. (Administrator's Discretion)	2 days ISS, contact guardian.	See Habitual Violation of School Rules.

Tardiness	A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse (teacher's note).	If a student accumulates 4 tardies they will receive 1 period ISS for each offense until they reach their 6 th tardy. Assigned by a teacher or administrator.	Tardies 7-9 a student will receive ½ day ISS for each tardy the student accumulates.	10 or more subsequent tardies a student will receive 1 day of ISS for each tardy.	See Habitual Violation of School Rules.
Vehicle Parking Violation	A student will not engage in improper parking of a motor vehicle on school property.	Loss of parking pass for 1 week. contact guardian	1 day of ISS (Administrator's Discretion) Loss of parking permit for 2 weeks. Contact guardian	2 days ISS Revocation of parking permit for remainder of the school year. Contact guardian.	See Habitual Violation of School Rules.

<p>Unauthorized Area</p>	<p>A student will not be in an unauthorized area of the building during the school day. Locations include but are not limited to: bathrooms, parking lot, locker rooms and locker room hallway, ROTC hallway, front of the building, main gym and aux gym, auditorium, kitchen. Or any area of the building/campus deemed unauthorized by administration.</p>	<p>1 day in school suspension, conference with student. Student will be searched.</p>	<p>3 days ISS contact, guardian, conference with student. Student will be searched.</p>	<p>5 days ISS OR 3 days out-of-school suspension (Administrator Discretion), contact guardian, conference with student. Student will be searched.</p>	<p>See Habitual Violation of School Rules.</p>
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Level Two Violations:

Behavior	Definition	First Offense	Second Offense	Third Offense
Gang Related Activity	A student will not, by use of violence, force, coercion, threat of violence or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission.	2 days out-of-school suspension, contact guardian, refer to counselor, refer to resource officer.	3 days out-of-school suspension, contact guardian, refer to counselor, refer to resource officer.	5 days out-of-school suspension, contact guardian, refer to resource officer, administrator may refer to Alternative School/Expulsion.
Habitual Violation of School Rules or Policies	A student will not persistently, as defined by the county, refuse to obey the reasonable and proper orders or directions of school employees, school rules or policies.	10 days out of school suspension, contact guardian, refer to County SAT/ expulsion.	10 days out of school suspension, contact guardian, refer to County SAT/ expulsion.	10 days out of school suspension, contact guardian, refer to County SAT/ expulsion.
Leaving School Without Permission	A student will not leave the school building, campus of school activity for which the student is enrolled without permission from authorized school personnel.	2 days ISS, contact guardian.	3 days ISS, contact guardian.	5 days out-of-school suspension, contact guardian, administration may refer to County SAT.
Insubordination	A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, complete an assignment, work with another student, work in a group, take a test or do any other class- or	1-2 days ISS, contact guardian, (Administrator's Discretion)	3 days ISS, contact guardian, SAT committee (Administrator's Discretion)	5 days out-of-school suspension, contact guardian, administration may

	school-related activity not listed herein, refusing to leave a hallway when requested by a school staff member, or running away from school staff when told to stop, all constitute insubordination/ unruly conduct.			refer to County SAT/Expulsion.
Physical Fight Without Injury	A student will not participate or engage in a physical altercation or attempt to harm or overpower another person or persons.	(1st offense during High School career) 5 days out-of-school suspension, contact guardian, refer to counselor.	(2nd offense during HS career) 5 days out-of-school suspension and 5 days of ISS, contact guardian, refer to counselor, refer to County SAT.	(3rd offense during HS career) 10 days out-of-school suspension, contact guardian, refer to counselor, refer to County SAT or expulsion
Possession of Imitation Weapon	A student will not possess any object fashioned to imitate or look like a weapon.	5 days out-of-school suspension, contact guardian, administration may refer to county SAT committee, law enforcement notification.	10 days out-of-school suspension, contact guardian, refer to expulsion, law enforcement notification.	10 days out-of-school suspension, contact guardian, administrator refer to Expulsion, law enforcement notification.

Possession of Knife NOT meeting Dangerous Weapon Definition (West Virginia Code §61-7-2)	A student will not possess a knife or knife-like implement under 3½ inches in length. West Virginia Code §61-7-2 clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term "knife" as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death.	3 days out-of-school suspension, contact guardian, school SAT committee.	5 days out-of-school suspension contact guardian, county SAT committee.	10 days out-of-school suspension, contact guardian, administrator may refer to County SAT committee or expulsion.
Profane Language/ Obscene Gesture/ Indecent Act Toward... A Employee	A student will not direct profane language, obscene gestures or indecent acts towards a school employee. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.	3 days out-of-school suspension, refer to counselor, contact guardian.	5 days out-of-school suspension, refer to counselor, refer to school SAT committee, contact guardian.	10 days out-of-school suspension, contact guardian, administrator may refer to county SAT committee.
Profane Language/ Obscene Gesture/ Indecent Act Toward... A Student	A student will not direct profane language, obscene gestures or indecent acts towards a fellow student. This inappropriate behavior includes but is not limited to, verbal, written, electronic and/or illustrative communications intended to offend and/or humiliate.	1-2 days ISS, refer to counselor, contact guardian. (Administrator's Discretion)	4 days ISS, refer to counselor, contact guardian, SAT committee. (Administrator's Discretion)	5 days ISS, refer to counselor, refer to school SAT committee, contact guardian. (Administrator's Discretion)
Technology Misuse	A student will not violate the terms of WVBE Policy 2460 , Safety and Acceptable Use of the Internet by Students and Educators.	Student will serve ISS OR out-of-school suspension at administrator discretion, contact guardian, technology privileges revoked at administrator discretion.	Student ISS OR out-of-school suspension at administrator discretion, contact guardian, technology privileges revoked at administrator discretion.	Student will serve ISS OR out-of-school suspension at administrator discretion, contact guardian, technology privileges revoked for remainder of school year, administrator may refer to county SAT/Expulsion.

Level Three Violations:

Behavior	Definition	First Offense	Second Offense
Battery Against a Student	A student will not unlawfully and intentionally injure another student.	10 days out-of-school suspension, contact guardian, refer to counselor, refer to resource officer, refer to expulsion.	10 days out-of-school suspension, contact guardian, refer to counselor, refer to resource officer, refer to expulsion.
Defacing School Property/ Vandalism	A student will not willfully cause defacement of or damage to property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces are acts of defacement. Examples of damage to school property include, but are not limited to, ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary.	Student will serve ISS OR out-of-school suspension at administrator discretion, contact guardian, refer to counselor, refer to resource officer, student is responsible for restitution and reparation of damages.	Student will serve ISS OR out-of-school suspension at administrator discretion, contact guardian, refer to counselor, refer to resource officer, student is responsible for restitution and reparation of damages, refer to county SAT or expulsion.
False Fire Alarm	A student will not knowingly and willingly set off a fire alarm without cause.	5 days out-of-school suspension, contact guardian, refer to resource officer, refer to County SAT or expulsion. Fire Marshall notification.	10 days out-of-school suspension, contact guardian, refer to resource officer, refer to expulsion. Fire Marshall notification.
Fraud/Forgery	A student will not deceive another or cause another to be deceived by false or misleading information or sign the name of another person in order to obtain anything of value or defraud authorities.	3 days in school suspension, contact guardian, refer to resource officer, may refer to county SAT.	5 days out-of-school suspension, contact guardian, refer to resource officer, refer to county SAT committee.

Gambling	A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.	2 days in school suspension, contact guardian, refer to resource officer, may refer to county SAT committee.	3 days out-of-school suspension, contact guardian, refer to resource officer, refer to county SAT committee.
Hazing	A student will not haze or conspire to engage in hazing another person. "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons to destroy or remove public or private property for the purpose of initiation or admission into r affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extracurricular activities.	5 days out-of-school suspension, contact guardian, refer to counselor, refer to resource officer, refer to county SAT committee.	10 days out-of-school suspension, contact guardian, refer to counselor, refer to resource officer, refer to expulsion.
Improper or Negligent Operation of a Motor Vehicle	A student will not intentionally or recklessly operate a motor vehicle, on the grounds of any educational facility, parking lot, or at any school-sponsored activity, so as to endanger the safety, health or welfare of others.	Student will serve 5 days ISS, conference with student, contact guardian, administrator may suspend or revoke student driving privileges, refer to resource officer, administrator may refer to county SAT or expulsion.	Student will serve 10 days out-of-school suspension at administrator discretion, conference with student, contact guardian, administrator may suspend or revoke student driving privileges, refer to resource officer, administrator refer to expulsion.
Larceny	A student will not, without permission, take another person's property or have another person's property in his or her possession. Property valued at \$1,000 or more will increase this behavior to a Level 4 because it is considered a felony in accordance with West Virginia Code §61-3-13 .	3 days out-of-school suspension, contact guardian, refer to resource officer, refer to county SAT.	5 days out-of-school suspension, contact guardian, refer to resource officer, refer to expulsion.
Sexual Misconduct	A student will not publicly and indecently expose themselves, display or transmit any drawing or photograph of a sexual nature,	5 days out-of-school suspension, contact guardian, refer to counselor,	10 days out-of-school suspension, contact guardian,

	or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event.	refer to resource officer, refer to county SAT.	refer to resource officer, refer to expulsion.
Threat of Injury/Assault Against... An "Employee."	A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. [This includes assault on a school employee defined in West Virginia Code §61-2-15].	10 days out-of-school suspension, contact guardian, refer to counselor, refer to resource officer, refer to county SAT or expulsion.	10 days out-of-school suspension, contact guardian, refer to counselor, refer to resource officer, refer to expulsion.
Threat of Injury/Assault Against... A "Student."	A student will not threaten (verbal or written) or attempt to injure another student, teacher, administrator or other school personnel. [This includes assault on a school employee defined in West Virginia Code §61-2-15].	3 days ISS or 3 days out-of-school suspension (Admin. discretion), contact guardian, refer to counselor, refer to resource officer, refer to County SAT or expulsion.	5 days out-of-school suspension, contact guardian, refer to counselor, refer to resource officer, refer to County SAT or expulsion.
Trespassing	A student will not enter upon the premises of the county school system property, other than to the location to which the student is assigned, without authorization from proper school authorities.	3 days out-of-school suspension, contact guardian, refer to resource officer, county SAT or expulsion.	5 days out-of-school suspension, contact guardian, refer to resource officer, refer to expulsion.
Imitation Drugs: Possession, Use, Distribution or Sale	A student will not possess, use, distribute or sell any substance that is expressly represented or implied to be a controlled substance or simulate the effect and/or the appearance (color, shape, size and markings) of a controlled substance.	5 days out-of-school suspension, contact guardian, refer to counselor, refer to resource officer, refer to county SAT or expulsion.	10 days out-of-school suspension, contact guardian, refer to resource officer, refer to expulsion.
Inhalant Abuse	A student will not deliberately inhale or sniff common products found in homes, schools and communities with the purpose of	5 days out-of-school suspension, contact guardian, refer to counselor,	10 days out-of-school suspension, contact guardian,

	“getting high”. The action may be referred to as huffing, sniffing, dusting and/or bagging.	refer to resource officer, refer to county SAT or expulsion.	refer to resource officer, refer to expulsion.
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Behavior	Definition	First Offense	Second Offense	Third Offense
Possession/Use of Substance Containing Tobacco and/or Nicotine	A student will not unlawfully possess, use or be under the influence of any substance containing tobacco and/or nicotine or any paraphernalia intended for the manufacture, sale and/or use of tobacco/nicotine products in any building/area under the control of a county school system, including all activities or events sponsored by the county school district.	2 days ISS, confiscate device, Conference with student, contact guardian, mandatory participation in tobacco cessation program with school nurse, refer to counselor, refer to resource officer	3 days ISS, confiscate the device, contact guardian, refer to resource officer, refer to nurse, SAT Committee	4 days ISS, contact guardian, refer to resource officer, refer to county SAT.
Harassment/ Bullying/ Intimidation	A student will not bully/intimidate/harass another student. According to West Virginia Code §18-2C-2 , “harassment, intimidation or bullying” means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat	Conference with student, contact guardian, refer to counselor. 3 days ISS or 3 days out-of-school suspension (Admin. Discretion), contact guardian, refer to counselor, refer to resource officer, refer to school SAT.	Conference with student, contact guardian, refer to counselor. 5 days out-of-school suspension, contact guardian, refer to counselor, refer to resource officer, refer to county SAT or expulsion.	Conference with student, contact guardian, refer to counselor. 10 days out-of-school suspension, contact guardian, refer to resource officer, refer to expulsion.

Hate Speech	A student will not use any form of hate speech that can be offensive to another student's ethnicity, race, sexuality, etc. on school property or through electronic means that disrupts the learning environment of RHS.	5 days out-of-school suspension, contact guardian, refer to counselor, refer to resource officer, refer to SAT	10 days out-of-school suspension, contact guardian, refer to counselor, refer to resource officer, refer to SAT	10 days out-of-school suspension, contact guardian, refer to resource officer, refer to County SAT
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Level Four Violations:

Behavior	Definition	First Offense
Battery Against a School Employee	A student will not commit a battery by unlawfully and intentionally making physical contact of an insulting or provoking nature with the person of a school employee as outlined in West Virginia Code §61-2-15(b) .	The student <u>shall</u> be suspended from school and all school related activities. Furthermore, a request <u>shall</u> be made that the county superintendent recommend to the county board that the student be expelled.
Felony	A student will not commit an act or engage in conduct that would constitute a felony under the laws of this state if committed by an adult as outlined in West Virginia Code §18A-5-1a(b)(i) . Such acts that would constitute a felony include, but are not limited to, arson (West Virginia Code §61-3-1), malicious wounding and unlawful wounding (West Virginia Code §61-2-9), bomb threat (West Virginia Code §61-6-17), sexual assault (West Virginia Code §61-8B-3), terrorist act or false information about a terrorist act, hoax terrorist act (West Virginia Code §61-6-24) and grand larceny (West Virginia Code §61-3-13).	The student <u>shall</u> be suspended from school and all school related activities. Furthermore, a request <u>may</u> be made by the school that the county superintendent recommend to the county board that the student be expelled.
Illegal Substance	A student will not unlawfully possess, use, be under the influence of, distribute or sell any substance containing alcohol, over-the-counter drugs, prescription drugs, marijuana, narcotics, any other substance	For the unlawful sale of a controlled substance: The student <u>shall</u> be suspended from school and all school related activities. Furthermore, a request <u>shall</u> be made

<p>Related Behaviors</p>	<p>included in the Uniform Controlled Substances Act as described in West Virginia Code §60A-1-101, et seq. or any paraphernalia intended for the manufacture, sale and/or use of illegal substances in any building/area under the control of a county school system, including all activities or events sponsored by the county school district. This includes violations of WVBE Policy 2422.8 - Medication Administration and instances of prescription drug abuse.</p>	<p>that the county superintendent recommend to the county board that the student be expelled.</p>
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<p>Possession and/or Use of Dangerous Weapon</p>	<p>According to West Virginia Code §18A-5-1a(a), a student will not possess a firearm or deadly weapon as defined in West Virginia Code §61-7-2, on any school bus, on school property or at any school-sponsored function as defined in West Virginia Code §61-7-11a. As defined in West Virginia Code §61-7-2, a “dangerous weapon” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, knife-like implement, switchblade knife, nunchaku, metallic or false knuckles, pistol, or revolver. A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.</p>	<p>The student <u>shall</u> be suspended from school and all school related activities. Furthermore, a request <u>shall</u> be made that the county superintendent recommend to the county board that the student be expelled.</p>
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All guidelines and consequences are aligned to policy 4373 of the West Virginia Department of Education and Kanawha County Schools Policy J25. The consequences aligned with these violations are subject to change at administrator discretion.

Definitions:

Warrior Ways of Behavior Form: Students will be given the opportunity to correct level 1 disruptive behaviors by the teacher before an office referral is written. The form consists of 3 warnings for students. The first warning is documented by the teacher and the student will verify the incident with a signature. The second warning is documented by the teacher with a student signature verifying the incident with guardian notification by the teacher. Should a student reach the third warning an office referral will be written by the teacher and sent to administration. **Note: Disruptive Conduct is the only violation that falls under the Warrior Ways of Behavior jurisdiction. All other Level 1 violations are immediate office referrals.**

In-School Suspension (ISS): A student that receives ISS will report to ISS before the tardy bell rings for period 1. ISS is assigned by the administration and must be completed in full before a student is allowed to return to scheduled classes. Students that participate in athletic programs or extracurricular activities will not be eligible for games/practice/events during the period of in school suspension..

Out of School Suspension: Students receiving an out of school suspension will be excluded from school. The student is not permitted on Riverside High School property or Kanawha County Schools property at any time during the period of suspension. Students that participate in athletic programs or extracurricular activities will not be eligible for games/practice/events during the period of out of school suspension per WVSSAC regulation.

Saturday School: Students receiving Saturday School will report to RHS on the Saturday assigned by Administration at 8 a.m. and serve until 12 p.m. Students unable to follow procedures or not reporting to Saturday School will receive ISS the following Monday. Students that do not follow rules and procedures on the Saturday they serve will be excluded from school with parental notification to pick their student up. Saturday School will have a study hall, academic skill building, and community service component.

Disruptive Conduct: The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and protecting the general goals of academic freedom are maintained. Examples of disruptive conduct are, **but not limited to**, loud or prolonged side conversations; exaggerated movement of papers, books, repeatedly asking to leave class, and unnecessary or repetitive questions or comments which seek to delay the normal instructional process.

Disrespectful Conduct: Behavior is considered disrespectful if it is discourteous, impolite, bad mannered, and/or rude. Examples of disrespectful conduct are, **but not limited to**, smart-alec comments, yelling/screaming at a student's/staff members, arguing with a student's/staff members, slamming doors/chairs/tables/books, etc.

Habitual Violation of School Rules Policy:

Level 1 Violations: When a student has exhausted all three offenses under level 1 violations the next offense will be the 1st offense with Habitual Violation of School Rules. The 1st offense will be a 3 day out of school suspension. 2nd offense will be 5 days out of school suspension with a referral to County SAT or Expulsion. 3rd offense will be a 10 day out of school suspension with a referral to Expulsion.

Levels 2, 3, & 4: Will be an automatic 10 day suspension with a referral to County SAT or Expulsion.

Alternative School Placement:

Students that are sent to County SAT or Expulsion are being recommended for possible placement in an alternative school by Riverside High School Administration.

Searches and Seizures

Federal and state constitutions and statutes provide protection for all citizens from unreasonable searches and seizures. Although school personnel have more latitude than police officers in this regard, because they do not need search warrants, search and seizures of lockers or students by school officials must still be reasonable, based upon the information known by them at the time of the search. Personal property may be searched by those authorized where there is "reasonable suspicion" to believe that student property contains stolen articles, illegal items or other contraband as defined by law or by local board or school policy. "Strip searches" are not permitted under any circumstances.

Car Searches

A student's car, while on school property, is subject to search by a teacher or administrator if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school. Any items obtained from the search that violate law or school policy will be confiscated by school administration and/or turned over to law enforcement.

Canine Assisted Locker/Facility Inspections

School principals are authorized to arrange for the use of canines that have been trained in the detection of unlawful drugs or explosives to assist in periodic inspections of student lockers, other school facility areas or grounds. Any unlawful drugs or explosives that are discovered as a result of a canine assisted inspection may serve as a basis for student disciplinary action under the terms of this policy. Only with the specific permission of the Superintendent may canines be used to conduct random searches of students.

Warrior Ways of Behavior

Violence is defined by Riverside High School as any mean word, look, sign, or act that hurts or threatens to hurt a person's body, feeling, or things. We do not accept or tolerate violence at RHS and work diligently to extinguish it. Respect is to be given and received by all students and faculty. We are responsible for supporting each other and praising the positive effects of our students and faculty. We want to change negative behavior to positive behavior. We will accomplish this by utilizing our referral system.

- When a student has a **level 1 offense**, with the exception of skipping, leaving school grounds without permission or a tobacco violation, the teacher and student will first discuss the behavior.
- On a **second** level one offense, the student and teacher discuss the problem and the teacher calls home to speak to the student's parent/guardian.
- On the **third offense**, the referral is sent to the office and the parent is notified of the referral when disciplinary action takes place.
- All **level 2, 3, and 4 offenses** are sent immediately to the office.

PROM

The Junior/Senior Prom at Riverside High School is for RHS students and their guests- **No guest can be older than 20 years of age.**

In order to attend the prom RHS students must meet the requirements below:

- On the day before the prom, all students planning on attending the prom must attend school for a minimum of 4 class periods.
- Non-Riverside students must be accompanied by a current Riverside student in order to attend the dance. A guest pass must be turned in to the organizer of the dance one week prior to the dance. One of the students must be a Junior or Senior attending Riverside. Switching dates to meet these requirements will not be allowed.

Discipline

- Any 10 day suspension - **No Prom**
- Repeated Discipline Violations(violations of school rules or policies within the same school year that results in suspensions totaling 10 days or more) - **No Prom**
- Have any unserved In-School Suspension, Out-of-School suspensions, or Saturday Schools - **No Prom**

Curriculum, schedule and scheduling

The scheduling of a high school program is a complicated procedure. Requests for changes in student schedules from one class to another and from one grouping level to another after the student schedule requests are submitted to the school in the spring are extremely detrimental to the unique program at RHS. All available student test scores, teacher/counselor recommendations, and parent/student input are utilized in the scheduling process to ensure proper student placement in classes. **Therefore, the course selection process in the spring is FINAL and is effective for a full academic year (both semesters).** All students are to select alternate classes that will become part of the student's schedule in the event a class selected cannot be offered because of insufficient enrollment or a conflict with another course request. **If a student receives the courses selected in the spring, or chosen alternate classes, requests for schedule changes will not be honored.**

Graduation Requirements for 9th, 10th, 11th, 12th Grade Students

English: 9, 10, 11, 12 4.0 credits

Mathematics: 4.0 credits

(Student must take a course each year)

Science: 3.0 credits

(Conceptual classes do not meet college enrollment requirements)

Professional Pathway:

1st high school class: Earth and Space Science

2nd high school Class: Biology

Two additional Science Courses

Skilled and Entry Pathways

1st high school class: Earth and Space Science

2nd high school Class: Biology

One additional Science Course

Social Studies: 4.0 credits

(World Studies to 1900, US Studies to 1900, Contemporary Studies, Civics)

Physical Education/Wellness 1.0 credit

Health 1.0 credit

Fine Arts 1.0 credit

Foreign Language

(Some colleges require two years of the same language for admittance)

Career Concentration Requirements* 6.0 credits

*Number of credits vary, depending on cluster, concentration and pathway.

Electives (*Varied, depending on cluster, major, and pathway) Varied

TOTAL REQUIRED FOR GRADUATION 24 credits

Students and Parents are reminded that students who take high school courses before grade 9 (i.e., Foreign Language I and II, Algebra 1, Algebra-Geometry Prep or higher) will receive high school credit. These courses will be used in calculating the student's cumulative GPA and will be used to determine class rank.

SCHEDULING REQUIREMENTS: All students will be required to have a full schedule for the school year 2021-2022. All College Board Advanced Placement courses carry a mandatory fee of \$94 assessed by the College Board for the required exam in May. A down payment of \$20 is due on August 20, 2021, for each AP course. College courses carry a tuition fee that is paid directly to the college. Additional fees are required for textbooks and/or materials. Tuition for College courses must be paid at the beginning of course enrollment in the fall and spring. Virtual classes may be funded by a grant or may be free through Kanawha County Schools, depending on funding. If grant monies are not available, students may pay on their own. Specific course information is provided in this supplement for College AP courses, College courses, and Virtual courses.

Qualifications for Enrollment in Honors Level Courses

Students should meet the criteria below for enrollment in honors, advanced, or weighted classes:

1. Demonstration of exceptional ability and interest through past performance (C or better in honors, weighted, or advanced classes or a B or better in general classes).
2. Prerequisite knowledge and skills to perform honors or advanced work.
3. Recommendation from the student's former or present teachers.
4. Understanding of and dedication to additional hours of preparation and study required by honors level instructors.
5. In honors level and AP courses, the student is expected to remain enrolled throughout the term unless there is approval by the school administration.

Commencement Recognition

Honor graduates will be recognized with honors, high honors, and highest honors:

- Highest Honors-4.5 GPA with a minimum of 14 weighted credits by the end of 7 semesters
- High Honors-4.0 GPA with a minimum of 14 weighted credits by the end of 7 semesters
- Honors-3.8 GPA by the end of 7 semesters

Graduation Ceremony

All seniors must turn in their iPads and/or pay any repair cost before graduation. If they do not, it is KCS policy that they are **not** permitted to participate in graduation ceremonies. Students must not have any financial obligations in the school.

Promise Scholarship Requirements: For eligibility requirements and other information on the PROMISE Scholarship, visit their website: [CFWV Promise Scholarship](#)

College Board Advanced Placement

Advanced Placement (AP) is a program of college level courses and culminating exams that give capable, motivated students an opportunity to get ahead by earning advanced placement and/or credit for college while still in high school. There are many benefits for students who take AP courses:

- Challenging study and preparation for college level work
- Discovering new interests
- Getting a head start on college
- Improving chances for acceptance at a competitive/selective college or university

The individual college or university determines college credit for AP exams. You may either check the college catalogs for specific AP credit policies or check the College Board website at <http://www.collegeboard.com>

Who Should Take College Board Courses

Advanced Placement Exams are open to all grade levels. Individual courses have specific requirements. Please check in the Guidance Office for individual course requirements.

Students must pay the mandatory exam fee of **\$94.00**. A down payment of \$20 is due by August 20, 2021. The remainder of the exam fee is due in full by October 22, 2021 of the academic year in which the exam is taken. Fee waivers may be available. To qualify for a waiver, parents fill out the Free and Reduced Meal Application. <https://www.wvschoolmeals.net/Register.aspx> If the student qualifies for a fee waiver, the exam fee is \$20. A student who wishes to take an AP Exam on an independent study basis is also required to pay the exam fee in October of the academic year in which the exam is taken. Specific AP courses also have voluntary class expenses for necessary materials and supplies (i.e. graphing calculator in AP Calculus).

AP PROGRAM

In general, an AP student should possess:

- A high level of academic achievement
- A grade point average of 3.0 in related course work
- An understanding and acceptance of the time commitment and preparation necessary to be successful in an AP level course
- An understand that some courses require summer reading/activities/assignments
- An understanding that some courses may need teacher approval and counselor approval
- Honors level courses in grades 9, 10, and 11 include Pre AP curricula.

Requirements for AP Courses

- Take the AP Exam in May.
- No schedule change will be permitted in August. Faculty assignments and other school resources are based on the student selections made in the spring, and changes in August destroy the balance of the unique RHS schedule.
- Student and parent signatures on an AP application/contract.

- Payment of the AP Exam fee of \$94.00. A down payment of \$20 is due Aug 20, 2021. Full payment is due by October 22, 2021.
- Tests are given May 2-6 and May 9-13, 2022. See the Important Test Dates section above.
- A student who does not meet the commitment of AP and does not take the exam will have AP removed from their transcript and replaced with a regular course in its place.

Other AP Notes

Additional College Board exams may be taken on an independent study basis. See your counselor for details. An application is required to take an exam without the benefit of course instruction. Enrollment in an AP class requires the signatures of parent and student on the application/information sheet provided by the AP coordinator.

College Course Options

College courses are considered part of the student's academic program. Students may take college classes at other high schools as space and schedules permit. Qualified students may also enroll in college classes on campus at the regular tuition rates.

Tuition for college courses from the College Consortium members – WVU, WVU-Tech, WV State University, Marshall University, and University of Charleston – shall be aligned with the WV Department of Education guidelines. The rate is set by the college and full payment is expected during the first week of class. Students will purchase their own books; price of textbooks varies according to the course. The Board that determines fees meets during the summer. Students will be notified of any changes at the beginning of the school year.

Students may enroll in college level courses which each carry a weighted credit per semester toward high school graduation as well as credit toward a college transcript. Students who meet admissions and prerequisite requirements from participating colleges will be eligible to participate. Courses vary among high schools from semester to semester with a minimum of 10 to 15 students needed to schedule a class. Classes will count as high school electives.

Any credit earned is transferable to most West Virginia state colleges. However, students expecting to attend college out of state should see their counselor and/or contact their prospective college admissions officer prior to enrollment to ensure credit will be accepted.

Classes are normally offered during the school day and may follow KCS calendar or the college calendar. Teachers will be either public school instructors qualified as college adjunct staff or college professors.

Students who plan to enroll in college courses should take the PSAT or ACT/SAT in the 9th, 10th or 11th grade. College courses begin the college transcript and will become part of a student's academic college record.

Virtual Learning Classes

What are Virtual Learning Classes? Recognizing that students learn in a myriad of ways, Kanawha County Schools promotes the education of each student through the innovation of online learning, equipping students with the knowledge to achieve personal and professional success in becoming college and career ready. The Kanawha County Virtual program offers students numerous benefits in terms of time flexibility and program customization. Along with these advantages, students also assume increased responsibility in time management, organization, self-direction, and self-regulation. The program offers a full online learning option for students in grades 3 - 12. These courses will be taught by certified West Virginia licensed teachers who have often developed the course. Contact your counselor for more information

CTE Completers at Riverside

Riverside students also have the opportunity to be prepared for the ever changing workplace. The Career and Technical Education courses integrate core academics with real-world relevance. Students can graduate with certifications and industrial credentials in the following programs:

Program of Study	Required Courses for Certification			
Administrative Support	Business and Marketing Essentials	Business Computer Applications I	Personal Finance	Business Computer Applications II
Career Workskills (Seniors only)	Career Workskills I	Career Workskills II	Career Work Experience I	Career Work Experience II
Clean Energy (Advanced Career)	AC Clean Energy I	AC Clean Energy II	AC Clean Energy III	AC Clean Energy IV
Computer Science (PLTW)	Computer Science Essentials	Computer Science Principles	Cybersecurity	Computer Science A
Information Management	Business Computer Applications I	Digital Imaging	Webpage Publishing	Business Computer Applications II
JROTC	JROTC I	JROTC II	JROTC III	JROTC IV
Pre-Engineering (PLTW)	Introduction to Engineering Design	Computer Science Principles	Principles of Engineering	Civil Engineering and Architecture
Robotics	Robotics I	Robotics II	Robotics III at Carver Career Center	Robotics IV at Carver Career Center

Vocational Offerings at Carver Career Center

Unless otherwise stated, Carver Career Center course offerings are 2-year courses, with students attending Carver a half day for 2 school years. (Half Day – four class credits per school year). Students will apply to Carver during the scheduling process going into their Junior year.

VERIFICATION- STUDENT AWARENESS

SCHOOL YEAR 2021-2022

STUDENT BEHAVIOR SERIES J25

Kanawha County Board of Education Policy

I, _____,
(print student name)

(Student # _____)

read or had read to me Kanawha County Board of Education Policy Series J25, Student Behavior, including the sections dealing with weapons, bullying, and sexual harassment.

I understand the consequences of inappropriate behavior in the Riverside handbook and for violating this policy.

Student's Signature

Date

Riverside High School Verification of Receiving and Reading Handbook

I, _____, have read or had read to me Riverside High School's handbook. I understand the expectations, standards, and consequences at the school.

Student's Signature

Date

DRESS CODE

I, _____,
understand that I must follow the Kanawha County School Dress Code Policy J36. I understand that I must wear shirts must cover the entire torso at all times, even in movement. Any clothing considered obscene, offensive, or derogatory toward race or religion are not to be worn to school. I have reviewed the dress code section of my student handbook and understand not complying with the directive will result in disciplinary actions for willful disobedience and insubordination.

Student signature

Date