

Riverside High School

STUDENT HANDBOOK 2018-2019

Ms. Jane Kennedy

Principal

Mr. Stephen Loftis

Curriculum Assistant Principal

Mrs. Beth Musgrave-Horton

Administrative Assistant Principal

Mr. 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 black ink that reads "Jane Kennedy". The signature is written in a cursive, flowing style.

STATEMENT OF PHILOSOPHY

Riverside High School

School Mantra:

High Standards,
High Expectations,
NO Excuses!



School Vision: RHS

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

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

BELIEFS:

Parents should share with the school the responsibility for motivating the students toward a sense of purpose in pursuing an education. The Riverside High School staff hold these beliefs regarding a student's education:

- Students are actively engaged in the learning process.
- Students and staff share the responsibility for providing a safe environment conducive to learning.
- Students are seen and appreciated as a unique individual.
- Students and staff must be prepared to be lifelong learners.
- Staff members work collaboratively to ensure student success.
- The school is a partner with parents, community, and business representatives that will help to provide resources vital to the education of all students.
- Technology is an integral part of the curriculum to prepare students for the global workforce and higher education.
- Learning is practical and relevant to college and career situations.
- 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	Assistant Principal
Mr. Gabriel King	Assistant Principal
Mr. Mike Taylor	Counselor
Mrs. Sarah Childers	Counselor
Mrs. Tiffany Clark	Counselor
Mr. James Clark	Counselor
Mrs. Ashley Booten	Psychologist
Mr. Ian Kennedy	Special Education Specialist
Mr. Patrick Longsworth	Technologist
Ms. Lisa Brown	Accounting
Mrs. Terri Hodge	Receptionist
Ms. Melinda Embrey	Health Nurse
Ms. Christa Kenney	Attendance and Social Services

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 want 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

After School Coordinator (5th Block)	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	Terri Douglas	Scheduling	Stephen Loftis
Athletics	Andre Higgins	School Store	Christy Kinningham
Cafeteria	Beth Musgrave	Senior Awards Assembly	Sarah Childers
Community Service	Jessica Workman	Social Media	Kelley Melvin
CTE Completer Coordinator	Christy Kinningham	Special Education Specialist	Ian Kennedy
Custodial Services	Gabriel King	Student Leadership Sponsor	Amber Ferrell
Food Pantry	William Denham	Student Parking	Beth Musgrave
Freshman Academy	Stephanie Carter Tiffany Clark	Technology	Patrick Longworth
HSTA	Tara Veazey	Title IX Investigator	Stephanie Carter
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 - F
Mrs. Sara Childers serves grades 10-12 students with last names G - M
Mr. Mike Taylor serves grades 10-12 students with last names N - 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, leave a message to see the counselor. 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. Transcripts requests will be online. 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 THE ANOTHER SCHOOL

Students who are transferring to another school or withdrawing from school must first see a counselor to complete a necessary form. 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.

2018-2019 Bell Schedules

(Subject to change based on KCS directive)

Period	Regular Bell Schedule		
0	7:20-8:15		
1	8:30-9:25		
2	9:30-10:25		
3	10:30-11:25		
Lunch A	11:25-11:55	4	11:30-12:25
4	12:00-12:55	Lunch B	12:25-12:55
5	1:00-1:55		
6	2:00-2:55		
7	3:00-3:55		

Period	OWN Time		
0	7:20-8:15		
1	8:30-9:20		
2	9:25-10:15		
3	10:20-11:10		
OWN Time	11:15-11:50		
Lunch A	11:50-12:20	4	11:55-12:45
4	12:20-1:10	Lunch B	12:45-1:15
5	1:15-2:05		
6	2:10-3:00		
7	3:05-3:55		

Period	Early Dismissal		
0	7:20-8:15		
1	8:30-9:08		
2	9:13-9:51		
3	9:56-10:34		
Lunch A	10:34-11:04	4	10:39-11:19
4	11:09-11:47	Lunch B	11:19-11:49
5	11:52-12:30		
6	12:35-1:13		
7	1:18-1:56		

Period	2 Hour Delay		
0			
1	10:30-11:08		
2	11:13-11:51		
3	11:56-12:34		
Lunch A	12:34-1:04	4	12:39-1:17
4	1:09-1:47	Lunch B	1:17-1:47
5	1:52-2:30		
6	2:35-3:13		
7	3:18-3:55		

Warrior Exams will be on a regular bell schedule with specific dates for each period to take exams at the end of each semester.

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. This year students in grades 9-11 will take the PSAT. This will give students valuable information to 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: October 10, 2018

ACT National Assessment 2018-2019

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

Test Date	Registration Deadline	(Late Fee Required)
September 8, 2018	August 10, 2018	August 11-26, 2018
October 27, 2018	September 28, 2018	September 29-October 14, 2018
December 8, 2018	November 2, 2018	November 3-19, 2018
February 9, 2019	January 11, 2019	January 12-18, 2019
April 13, 2019	March 8, 2019	March 9-25, 2019
June 8, 2019	May 3, 2019	May 4-20, 2019
July 13, 2019	June 14, 2019	June 15-24, 2019
Check act.org for the most up-to-date information.		

SAT EXAMINATION 2018-2019

Register on-line www.collegeboard.org

Test Date SAT	Test Registration Deadline (<i>regular fee</i>)	Late Registration Deadline (<i>via phone or online; additional late fee required</i>)
October 6, 2018	September 7, 2018	September 26, 2018
November 3, 2018	October 5, 2018	October 24, 2018
December 1, 2018	November 2, 2018	November 20, 2018
March 9, 2019	February 8, 2019	February 27, 2019
May 4, 2019	April 5, 2018	April 24, 2019
June 1, 2019	May 3, 2018	May 22, 2019

2019 AP EXAM DATES

The 2019 AP Exams will be administered over two weeks: May 7-11 and May 14-18. 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 **April 30, 2018**. Please review the AP Program in this handbook for more details on 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 6	US Government and Politics	Chinese Language and Culture Environmental Science
Tuesday, May 7	Spanish Language and Culture Seminar	Japanese Language and Culture Physics 1: Algebra-Based
Wednesday, May 8	English Literature and Composition	European History French Language and Culture
Thursday, May 9	Chemistry Spanish Literature and Culture	German Language and Culture Psychology
Friday, May 10	United States History	Computer Science Principles Physics 2: Algebra-Based Studio Art Portfolios (submit by 8 pm)

Week 2	Morning 8 am	Afternoon 12:00 pm	Afternoon 2:00 pm
Monday, May 14	Biology	Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 15	Calculus AB Calculus BC	Art History Human Geography	
Wednesday, May 9	English Language and Composition	Italian Language and Culture Macroeconomics	
Thursday, May 10	Comparative Government and Politics World History	Statistics	
Friday, May 11	Microeconomics Music Theory	Computer Science A Latin	

More Important Dates

August 16	Freshman Orientation 5:30 pm
August 20	First day for students, 9th Grade Assembly
August 24	Lifetouch Pictures
August 24	First Pep Assembly
August 28	LSIC Meeting 6:00 pm, main office conference room
August 28	Open House 5 - 7
August 29	AP Down Payment due
September 3	Labor Day-No School
September 7	Early Dismissal
September 24	Area LSIC, 6:00 pm, DuPont MS
September 25	Majorette/Band Festival, UC Stadium
September 28	Homecoming Pep Assembly
October 2	LSIC Meeting, 6:00 pm
October 10	PSAT9, PSAT/NMSQT
October 12	Early Dismissal/Faculty Senate
October 22	End of 1st Nine Weeks
October 22	Makeup pictures/Make-Up Drape Shot Pictures
October 26	Progress Reports distributed
November 5	Parent/Teacher Conference - No Students
November 6	Election Day - No School
November 9	Early Dismissal
November 12	Veterans Day-No School
November 19-23	Thanksgiving Break
December 14	Early Dismissal/Faculty Senate
December 24 -28	Christmas Break, No School
January 1	No School
January 2	Return to School
January 8	LSIC Meeting 6:00 pm
January 15-17	Warrior Exams
January 18	Make-up Warrior Exams
January 18	Early Dismissal/Faculty Senate
January 21	Martin Luther King, Jr Holiday-No School
January 22	2nd Semester Begins
January 25	Grade Cards Distributed

February 8	Early Dismissal/Faculty Senate
March 8	Early Dismissal
March 22	End of 3rd Nine Weeks
March 29	Progress Reports distributed
April 2	LSIC Meeting 6:00 pm
April 9	SAT School Day Test-11th grade
April 12	Early Dismissal/Faculty Senate
April 15-19	Spring Break
April 27	Prom
April 30	AP Exam Full Payment Due
May 6-10, 13-17	AP Exams
May 10	Early Dismissal
May 13-16	Senior Exams
May 20	Senior Awards Assembly
May 21	Locker Clean Out
May 23, 24, 28	Warrior Exams
May 25	Graduation, 10 am, Civic Center
May 29	Students last day/Make-up Warrior Exams (unless make-up days are needed)

Please note: Kanawha County Schools may change Spring Break, holidays, and other dates to instructional days if snow days occur.

Athletic Boosters

Any parent can join and is welcome to attend the athletic boosters meetings. We need your involvement. They meet the second Monday every month at 6:00 in the main office conference room. 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. They encourage involvement of the school community with the school operation through regular LSIC meetings and collaboration. They support local initiative 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 - August 28, 2018, October 2, 2018, January 8, 2018 and April 2, 2019 6:00 pm. Starting times are subject to change. The area LSIC meeting will be held on September 24, 2018 at DuPont Middle School, 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 or Mrs. S. Carter.

Warrior Academy Goals:

Every freshman becomes a sophomore in ONE year!

- Provide a smooth, positive transition to 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. 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 parent/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 at 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 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 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, the 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 of your 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>

*District Acceptable Usage Policy found at: <http://bit.ly/1ywCBcL>

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 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 then given to the student.**

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 the football field, football bleachers, and behind the bleachers
- Around the area of the football 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 the 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 to school. If due to some unusual circumstance students find it necessary to have such items at school, they should leave them in the Principal's office for safekeeping.

Locker Assignment Procedure

Freshmen will be issued a locker by their first period teacher. The teacher will send this information to an administrator and will be stored in the office.

Sophomores, Juniors, and Seniors will only be assigned a locker if they request one. Each first period 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 will be assigned a locker within 24 hours. This link will also be available on the school website for a couple of weeks before the beginning of school, 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 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

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 year.
- **Going to your vehicle without permission**—1st offense Loss of Pass for a week—2nd offense revoke pass for the year.

- **Driving to off campus events/programs during the school day** (i.e. Carver, extra-curricular activities, etc.)--- 1st offense Loss of Pass for a week—2nd offense revoke pass for the year.
- **Parking outside of the designated student parking area**----1st offense Loss of Pass for a week—2nd offense revoke pass for the year. Vehicle is subject to Booting or Towing at owner's expense.
- **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 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!**

Booting/Towing Policy: Riverside High School administration reserve the right to Boot/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 parents will be made to inform them that their student is parking illegally. If the vehicle is booted, there will be a \$10 booting fee. If the boot is damaged while attached to the student's vehicle, the student will be responsible for the cost of repairing or replacing the boot. Administration and RHS staff will NOT be held responsible for damage to the vehicle that the boot may cause. This includes but is not limited to: attaching the boot to the vehicle, taking the boot off the vehicle, or the student attempting to drive the vehicle while the boot is attached.

If the vehicle is towed, 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). A list of completed forms will be posted at the office. Stop by the main office before or after school or during lunch for your completed form.

WARRIOR EXAMS

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.

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, 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 choice of clothing and grooming practices on each given day.

All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. The student who fails to comply with this dress code may be sent home and be subject to disciplinary actions.

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. (Bandana, colors, etc.) Oversized or baggy clothing, which may present a safety hazard, may not be worn.

Any other considerations, i.e., religious, medical, et. al., will be determined by the individual school principal. The school administration shall have the right to consider any current fashion to determine its acceptability for school wear.

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.

Teachers are charged with the responsibility of enforcing student dress code policy in their classes as well as on campus. Administrators and other school personnel share the same responsibility. Teachers shall follow building procedure for discipline referral regarding dress code violations.

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 as follows:

General

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 that may be used as weapons, which have drug emblems, contain obscenities, tobacco or alcoholic beverage references, which may be considered derogatory towards a race, culture or religion (swastika, etc.), or which may be considered sexual harassment.

Crop tops, tube tops, and halters are unacceptable. Strapless dresses with jackets are unacceptable.

Transparent and/or see through material is considered unacceptable. Shirts or blouses must cover the entire torso at all times, even in movement.

No undergarments, i. E., bras, panties, briefs or boxers may be visible. Also no body parts of a personal or private nature, i. e. buttocks, genitalia or female breasts may be exposed.

Students can wear sleeveless shirts, but the top shoulder part should have enough material for 4 fingers to fit on. No spaghetti straps. The four finger rule applies for underneath the armpit area as well.

Dresses, Skirts, and Shorts

The length of a skirt, dress, or shorts must extend to at least the student's mid-thigh.

Accessories

- ❖ All students must wear shoes.
- ❖ Hair should be kept neat, clean, and reasonably styled.
- ❖ Any type of head covering is unacceptable.
- ❖ Facial hair should be neat, clean, closely trimmed and not a distraction to the learning environment.
- ❖ Chain or spike jewelry is unacceptable.
- ❖ Pierced body ornaments are restricted to the ears. (Band-aid coverings are not sufficient; item must be removed)
- ❖ Tattoos, which would violate this policy if worn as clothing, must be covered.

Students who make the choice to violate the dress code will be sent to the office. The first offense will result in parent coming to school to bring appropriate clothing, or the school may offer appropriate

clothing/top if parent cannot be contacted. Any further violations of the dress code will result in disciplinary action. Students will not be permitted to drive themselves home to change clothing.

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.

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 that specifically states the reason for the absence, the date of the absence, and a signature of a parent/guardian or health care provider. Notes are brought to the main office 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
- 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 of student verified by parent/guardian not to exceed five (5) days per school year
- 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.

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 to the front office to sign in. The student will be marked tardy after 8:30 am. A student reporting to school after 8:30 am will receive a timed admit to class.

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. Phone calls for dismissal will not be acceptable, even if the student drives to school. This is to ensure safety.
- 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.
- 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 wants another person to sign out their son or daughter, then the parent should write a note and have it submitted by **9:30 am**. The parent will be contacted to verify the note and the student will **not** be released without someone on the emergency card verifying.
- Faxes will be accepted before **9:30 am**. The parent will be contacted to verify the fax 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 student signs back in, they must provide official written documentation confirming their reason for signing out.
- Students will not be permitted to sign out during OWN Time (Tuesday, 11:15-11:50).

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 **9:30 A.M.** to allow the office plenty of time to contact the parent and verify the note. Bus notes can be picked up at the end of the day or during lunch.

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 day lunch detention for each offense until they reach their **6th** tardy. Assigned by teacher or administrator. Parents will be notified.
- Tardies **7-10** a student will receive 3 days Lunch Detention for each tardy in a class period they accumulate.
- **10 or more** subsequent tardies in a class period a student will receive 1 day Saturday School or 1 day out-of-school suspension.

MAKE-UP WORK

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

- All makeup 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, test, 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.

- Each teacher has a designated hall pass.
- Students may not leave during instruction.

Pre-Assignment

Outcomes:

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

Procedures:

- Pre-Assignments are posted on the inside lower half of door 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.
- No students are ever Preassigned to the Gym, JROTC, special education classes, or Music. No pre-assigned students will walk towards 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. Additionally, a student may not go to another classroom during this time.
- The student should work quietly on the pre-assignment activity.

#OWN TIME

A Warrior advisement system that will assist in meeting the needs of our students and our mission of: **Success for every student, every class, every day.**

#OWN Time will occur every Tuesday between third period and lunch/4th period. This is a time for activities that will enhance your high school experience and help develop habits that allow you to achieve your post-secondary career goals.

Students will not be permitted to leave during OWN time unless it is an emergency.

Lunch

- The parking lot and front of the building are off limits.
- You are allowed to use the patio outside of the commons.
- If someone is bringing you lunch they must bring it into the building. You can pick it up from them near the main office.

➤ Lunch Detention

This intervention program is designed for minor classroom infractions, misbehavior, and tardies. Students need to arrive on time and bring something with them academically related. Students will get lunch and eat it in the lunch detention room.

YOU have the power to make the difference, so 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 will **NOT** be called out of class to receive food from a parent or guardian. Leaving food for the students in the main office is not be permitted, unless for medical reasons.
- No food or drink will be permitted in the auditorium.

GUIDELINES FOR STUDENT BEHAVIOR

Students in West Virginia public schools shall follow 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 teachers, principals, and others in authority
- Be on time to class
- Be in your seat with material ready to work at the beginning of class.
- Be polite in speech and action.
- Stay focused on academics and remain on task
- Refrain from the possession or use of any weapon, illegal drugs, alcohol, or tobacco products

BEHAVIOR IN THE HALLS:

- Talk quietly and respectfully at all times.
- Cross in back of people whenever possible.
- When changing classes, move towards the lockers.
- Do not stand in the middle of the hall and block walking traffic
- Keep locker neat and in good order
- Close locker quietly
- Always lock the locker and never share the combination with others
- Have a courteous attitude to teachers monitoring the hall

- Comply with all requests made by the teachers in the hall
- 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)
- At drinking fountains, take your turn quickly and quietly, forming a line that does not block traffic
- Do your share 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 discussion and do not interrupt others.
- Wait your time to speak and remember to be brief so someone else will have a turn
- Treat all school property as if it were your own. Books, lab equipment, the gym, the washroom, the furnishings, the walls and the grass – all are yours to care for and respect
- Take iPad, books, paper and pencil 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 is allowed
- Permit teachers and guests to go ahead of you
- Make your choice quickly
- 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. 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 SPORTING EVENTS

- All county and school rules will be adhered to at sporting 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 contest and possible further disciplinary action.
- Treat visitors (players and fans) with courtesy and in the manner you wish to be treated.

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
- 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
- Failure to comply with assigned Detention

If a student is 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, Regional Education Service Agency, 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. **Vapor Pens will be treated as a tobacco product.**

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. Failure to fulfill the above requirements will result in a 3 day out of school suspension.

2nd offense-Confiscation of tobacco products and smoking paraphernalia; one day out-of-school suspension; 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; 3 day out-of-school suspension; Police report/ticket issued by School Resource Officer.

4th and subsequent offense-Confiscation of tobacco products and smoking paraphernalia; 5 day out-of-school suspension; 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. In addition, students will be suspended and a parental conference required before the student is readmitted to school. Referrals of expulsion from school or to the alternative night program could result. Drug detection dogs will be used as often as necessary to insure 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 of 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 student being sent to the County SAT for review.

Riverside High School – Guidelines for Consequences of Inappropriate Behavior

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, contact parent, zero on assignment.	1 Day Lunch detention, contact parent, zero on assignment.	3 days Lunch Detention, contact parent, 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 parent, 3 days of Lunch Detention	5 days of Lunch Detention, OR 3 days of After School Detention OR 1 day of Saturday School, contact parent.	1 day out-of-school suspension, OR 1 day of Saturday School contact parent.	See Habitual Violation of School Rules.
Disruptive Conduct	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.	Once the student has exhausted the Respect and Protect procedure: Conference with student, parent notification, 3 days of Lunch Detention OR 1 day of After School Detention. (Administrator's Discretion)	Conference with student, parent notification, 5 days of Lunch Detention, OR 3 days of After School Detention OR 1 day of Saturday School (Administrator's Discretion)	Conference with student, parent notification, 1 day of Saturday School, OR 1 day of Out of School Suspension	See Habitual Violation of School Rules.

<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.</p>	<p>Conference with student, parent notification, 1 day Saturday School, OR 1 day out-of-school suspension (Administrator's Discretion)</p>	<p>Conference with student, parent notification, 2 days Saturday School OR 2 days out-of-school suspension (Administrator's Discretion)</p>	<p>Conference with student, parent notification, 3 days out-of-school suspension (Administrator's Discretion)</p>	<p>See Habitual Violation of School Rules.</p>
<p>Failure to Serve Detention</p>	<p>A student will not fail to serve an assigned detention of which students and/or parents/guardian have been notified.</p>	<p>Additional day of detention, parent contact.</p>	<p>1 day of Saturday School, OR 1 day out-of-school suspension, contact parent, and student serves remaining detention</p>	<p>1 day of Saturday School, OR 1 day out-of-school suspension, contact parent, and student serves remaining detention</p>	<p>See Habitual Violation of School Rules.</p>
<p>Falsifying Identity</p>	<p>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.</p>	<p>Conference with student, contact parent. 3 days lunch detention OR 2 days of After School Detention. (Administrator's Discretion)</p>	<p>1 day Saturday School, OR 1 day out-of-school suspension, contact parent.</p>	<p>1 day out-of-school suspension, contact parent.</p>	<p>See Habitual Violation of School Rules.</p>
<p>Inappropriate Appearance</p>	<p>A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the</p>	<p>Conference with student, student will change or cover offending attire. Accessory</p>	<p>Conference with student, contact parent, student will change or cover offending</p>	<p>Conference with student, contact parent, student will change or cover offending</p>	<p>See Habitual Violation of School Rules.</p>

Inappropriate Appearance (continued)	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.	items will be confiscated.	attire, 1 day Lunch detention. Accessory items will be confiscated.	attire, 3 days lunch detention. OR 2 days of After School Detention (Administrator's Discretion) Accessory items will be confiscated.	
Inappropriate Display of Affection	Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing.	Conference with student, 1 day of Lunch Detention	Conference with student, 3 days Lunch Detention, contact parent. (Administrator's Discretion)	Conference with student, contact parent, 5 days lunch detention OR 1 day of Saturday School	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, Three days lunch detention OR 2 days of After School Detention	5 days lunch detention, OR 3 Days of After School Detention OR 1 day Saturday School, contact parent. (Administrator's Discretion)	1 day out of school suspension or 1 day of Saturday School, contact parent.	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 day Lunch detention. Conference with student, parent contact, item will be confiscated by administration and returned to student at end of instructional day.	Three days lunch detention, OR 2 days of After School OR 1 day Saturday School, parent contact, item will be confiscated by administration and returned to parent at end of instructional day.	1 day out of school suspension OR 1 day Saturday School parent contact, item will be confiscated by administration and returned to parent after 5 instructional days.	See Habitual Violation of School Rules.

Possession/use of Electronic Device (Without Refusal)	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, parent picks up device at the end of the day, conference with the student.	Confiscation of device, parent picks up device at the end of the day, conference with the student, 1 day lunch detention.	Confiscation of device, parent picks up device at the end of the day, conference with the student, denial of use or possession at school, 3 days lunch detention.	See Habitual Violation of School Rules.
Possession/use of Electronic Device (With Refusal)	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.	Parent contact, 1 day Saturday School OR 1 day out of school suspension. (Administrator's Discretion)	2 days Saturday School OR 2 days out of school suspension. (Administrator's Discretion)	Parent contact, 3 days out of school suspension.- (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.	3 days lunch detention, OR 2 days of After School Detention. contact parent. (Administrator's Discretion)	Five days lunch detention, 3 days of After School Detention, OR 1 day of Saturday School contact parent. (Administrator's Discretion)	1 day Saturday School OR 1 day out-of-school suspension.	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 day Lunch detention for each offense until they reach their 6 th tardy. Assigned by teacher or administrator.	Tardies 7-9 a student will receive 3 days Lunch detention for each tardy they accumulate.	10 or more subsequent tardies a student will receive 1 day of Saturday School for each tardy.	See Habitual Violation of School Rules.

<p>Vehicle Parking Violation</p>	<p>A student will not engage in improper parking of a motor vehicle on school property.</p>	<p>Loss of parking pass for 1 week. Contact Parent</p>	<p>5 days lunch detention, OR 3 days of After School Detention, OR 1 day of Saturday School. (Administrator's Discretion) Loss of parking permit for 1 week. Contact Parent</p>	<p>1 day Out-of-school suspension OR 1 day Saturday School. Revocation of parking permit for remainder of the school year. Contact Parent.</p>	<p>See Habitual Violation of School Rules.</p>
<p>Unauthorized Area/ Insubordination</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: 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 out-of-school suspension, conference with student. Student will be searched.</p>	<p>3 days out-of-school suspension contact parent, conference with student. Student will be searched.</p>	<p>5 days out-of-school suspension, contact parent, conference with student. Student will be searched.</p>	<p>See Habitual Violation of School Rules.</p>

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.	1 day out-of-school suspension, contact parent, refer to counselor, refer to resource officer.	3 days out-of-school suspension, contact parent, refer to counselor, refer to resource officer.	6 days out-of-school suspension, contact parent, 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 parent, refer to County SAT/ expulsion.	10 days out of school suspension, contact parent, refer to County SAT/ expulsion.	10 days out of school suspension, contact parent, 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.	1 day Saturday School/1 day out of school suspension, contact parent.	3 days out of school suspension, contact parent.	6 days out-of-school suspension, contact parent, administrator may refer to County SAT.

<p>Insubordination</p>	<p>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 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.</p>	<p>1 day out-of-school suspension, OR 1 day of Saturday School contact parent, school SAT committee.</p>	<p>3 days out-of-school suspension, contact parent, refer to County SAT.</p>	<p>6 days out-of-school suspension, contact parent, administrator may refer to County SAT/Expulsion.</p>
<p>Physical Fight Without Injury</p>	<p>A student will not engage in a physical altercation using blows in an attempt to harm or overpower another person or persons.</p>	<p>(1st offense during HS career) 5 days out-of-school suspension, contact parent, refer to counselor.</p>	<p>(2 or more offenses during HS career) 10 days out-of-school suspension, contact parent, refer to counselor, refer to county SAT.</p>	
<p>Possession of Imitation Weapon</p>	<p>A student will not possess any object fashioned to imitate or look like a weapon.</p>	<p>5 days out-of-school suspension, contact parent, administrator may refer to county SAT committee, law enforcement notification.</p>	<p>10 days out-of-school suspension, contact parent, refer to expulsion, law enforcement notification.</p>	<p>10 days out-of-school suspension, contact parent, administrator refer to Expulsion, law enforcement notification.</p>

<p>Possession of Knife NOT meeting Dangerous Weapon Definition (West Virginia Code §61-7-2)</p>	<p>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.</p>	<p>3 days out-of-school suspension, contact parent, school SAT committee.</p>	<p>5 days out-of-school suspension contact parent, county SAT committee.</p>	<p>10 days out-of-school suspension, contact parent, administrator may refer to expulsion.</p>
<p>Profane Language/ Obscene Gesture/ Indecent Act Toward... A Employee</p>	<p>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.</p>	<p>3 days out-of-school suspension, refer to counselor, contact parent.</p>	<p>5 days out-of-school suspension, refer to counselor, refer to school SAT committee, contact parent.</p>	<p>10 days out-of-school suspension, contact parent, administrator may refer to county SAT committee.</p>
<p>Profane Language/ Obscene Gesture/ Indecent Act Toward... A Student</p>	<p>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.</p>	<p>1 day out-of-school suspension OR 1 day of Saturday School , refer to counselor, contact parent.</p>	<p>3 days out-of-school suspension, refer to counselor, contact parent.</p>	<p>6 days out-of-school suspension, refer to counselor, refer to school SAT committee, contact parent.</p>
<p>Technology Misuse</p>	<p>A student will not violate the terms of WVBE Policy 2460, Safety and Acceptable Use of the Internet by Students and Educators.</p>	<p>Student will serve Lunch detention, OR out-of-school suspension at administrator discretion, contact parent, technology privileges revoked at administrator discretion.</p>	<p>Student will serve Lunch detention, OR out-of-school suspension at administrator discretion, contact parent, technology privileges revoked at administrator discretion.</p>	<p>Student will serve Lunch detention, OR out-of-school suspension at administrator discretion, contact parent, technology privileges revoked for remainder of school year, administrator may refer to county SAT/Expulsion.</p>

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 parent, refer to counselor, refer to resource officer, refer to expulsion.	10 days out-of-school suspension, contact parent, 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 Lunch detention, after school detention OR out-of-school suspension at administrator discretion, contact parent, refer to counselor, refer to resource officer, student is responsible for restitution and reparation of damages.	Student will serve Lunch detention, after school detention OR out-of-school suspension at administrator discretion, contact parent, 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 parent, refer to resource officer, refer to County SAT or expulsion. Fire Marshall notification.	10 days out-of-school suspension, contact parent, 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 out-of-school suspension, contact parent, refer to resource officer, may refer to county SAT.	5 days out-of-school suspension, contact parent, 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.	1 day out-of-school suspension, contact parent, refer to resource officer, may refer to county SAT committee.	3 days out-of-school suspension, contact parent, refer to resource officer, refer to county SAT committee.

<p>Hazing</p>	<p>A student will not haze or conspire to engage in the hazing of 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 or affiliation with, or as a condition for continued membership in, any activity or organization, including both co-curricular and extracurricular activities.</p>	<p>5 days out-of-school suspension, contact parent, refer to counselor, refer to resource officer, refer to county SAT committee.</p>	<p>10 days out-of-school suspension, contact parent, refer to counselor, refer to resource officer, refer to expulsion.</p>
<p>Improper or Negligent Operation of a Motor Vehicle</p>	<p>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.</p>	<p>Student will serve 5 days out-of-school suspension, conference with student, contact parent, administrator may suspend or revoke student driving privileges, refer to resource officer, administrator may refer to county SAT or expulsion.</p>	<p>Student will serve 10 days out-of-school suspension at administrator discretion, conference with student, contact parent, administrator may suspend or revoke student driving privileges, refer to resource officer, administrator refer to expulsion.</p>
<p>Larceny</p>	<p>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.</p>	<p>3 days out-of-school suspension, contact parent, refer to resource officer, refer to county SAT.</p>	<p>5 days out-of-school suspension, contact parent, refer to resource officer, refer to expulsion.</p>
<p>Sexual Misconduct</p>	<p>A student will not publicly and indecently expose themselves, display or transmit any drawing or photograph of a sexual nature, or commit an indecent act of a sexual nature on school property, on a school bus or at a school sponsored event.</p>	<p>5 days out-of-school suspension, contact parent, refer to counselor, refer to resource officer, refer to county SAT.</p>	<p>10 days out-of-school suspension, contact parent, refer to resource officer, refer to expulsion.</p>

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 parent, refer to counselor, refer to resource officer, refer to county SAT or expulsion.	10 days out-of-school suspension, contact parent, 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 out-of-school suspension, contact parent, refer to counselor, refer to resource officer, refer to county SAT or expulsion.	5 days out-of-school suspension, contact parent, 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 parent, refer to resource officer, county SAT or expulsion.	5 days out-of-school suspension, contact parent, 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 parent, refer to counselor, refer to resource officer, refer to county SAT or expulsion.	10 days out-of-school suspension, contact parent, 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 "getting high". The action may be referred to as huffing, sniffing, dusting and/or bagging.	5 days out-of-school suspension, contact parent, refer to counselor, refer to resource officer, refer to county SAT or expulsion.	10 days out-of-school suspension, contact parent, refer to resource officer, refer to expulsion.

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.	5 days lunch detention, Conference with student, contact parent, mandatory participation in tobacco cessation program, refer to counselor, refer to resource officer	Saturday School OR 1 day out-of-school suspension, contact parent, refer to resource officer, offer additional tobacco cessation program.	3 days out-of-school suspension, contact parent, 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, parent contact, refer to counselor. 3 days out-of-school suspension, contact parent, refer to counselor, refer to resource officer, refer to school SAT.	Conference with student, parent contact, refer to counselor. 5 days out-of-school suspension, contact parent, refer to counselor, refer to resource officer, refer to county SAT or expulsion.	Conference with student, parent contact, refer to counselor. 10 days out-of-school suspension, contact parent, refer to resource officer, refer to expulsion.

Level Four Violations:

Behavior	Definition	First Offense
<p>Battery Against a School Employee</p>	<p>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).</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>
<p>Felony</p>	<p>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).</p>	<p>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.</p>
<p>Illegal Substance Related Behaviors</p>	<p>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 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>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 that the county superintendent recommend to the county board that the student be expelled.</p>

<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:

Respect and Protect Discipline Form: Students will be given the opportunity to correct level 1 disruptive behaviors by the teacher before an office referral is written. The R&P forms consist 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 parental 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 Respect and Protect jurisdiction. All other Level 1 violations are immediate office referrals.**

Lunch Detention: Students assigned lunch detention will serve during their lunch in a designated classroom supervised by the lunch detention coordinator. Lunches will be sent to the classroom for the students. Students are required to bring work or reading material. Should a student violate lunch detention rules and procedures that student will receive 1 day of After School Detention or 1 day Saturday School for their violation. Students are not allowed to sleep.

After School Detention: Students assigned after school detention will report to a designated classroom at 3pm. After school detention will be released at 4pm. Students are required to bring work or reading material. If a student does not have work the coordinator will provide an assignment for the student to complete. Should a student violate after school detention rules and procedures that student will receive 1 day Saturday School or 1 day of Out of School Suspension for their violation. Students are not allowed to sleep.

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 be suspended from school 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 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.

WHAT IS RESPECT AND PROTECT?

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 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 5 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 detentions 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:	4.0 credits
(Conceptual classes do not meet college enrollment requirements)	
Professional Pathway:	
1 st high school class: Physical Science (Class of 2020 & 2021-Earth Science)	
2 nd high school Class: Biology	
Two additional Science Courses	
Skilled and Entry Pathways	3.0 credits
1 st high school class: Physical Science (Class of 2020 & 2021-Earth Science)	
2 nd 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	2.0 credits
(Colleges require two years of the same language for admittance)	
Career Concentration Requirements*	4-6 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.

If transferring out of county or state, records will not be released until the Kanawha County Schools iPad is returned.

SCHEDULING REQUIREMENTS: All students will be required to have a full schedule for the school year 2018-2019. 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 31, 2018. 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 lead the processional at commencement exercises. Students 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 at www.promisescholarship.org

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 web site 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 29, 2018. The remainder of the exam fee is due in full by April 30, 2019 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 by in March 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 August 29, 2018. Full payment is due by April 30, 2019.
- Tests are given May 6-10 and May 13-17, 2019. 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 colleges 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 on the college transcript and will become part of a student's academic college record.

Virtual Learning Classes

What are Virtual Learning Classes? These are courses designed for distance learning on the Internet. They have notes, homework, research projects, term papers, tests, and teachers. They may be accessed at home or at school. Progress is generally self-paced and may be finished any time during a semester of work. RHS places virtual classes through the WV Department of Education and Kanawha County Schools. The State Department's virtual availability depends on granting for payment. If the grant is not available, families may pay privately. Kanawha County Schools Virtual Program is free during the school year. The classes are designed to be very interactive, and the online teachers communicate frequently with their students. The students also communicate via discussion groups with their virtual classmates anywhere in the United States. These are graded classes just as any other class that is taught at RHS; however, they are not counted in the number of courses a student is required to schedule per year.

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	Accounting	Administrative Support	Clean Energy (Advanced Career)	Information Management	JROTC
Required Courses for Certification	Accounting Principles I	Business and Marketing Essentials	AC Clean Energy I	Business Computer Applications I	JROTC I
	Business Computer Applications I	Business Computer Applications I	AC Clean Energy II	Digital Imaging	JROTC II
	Accounting Principles II	Personal Finance	AC Clean Energy III	Webpage Publishing	JROTC III
	Personal Finance	Business Computer Applications II	AC Clean Energy IV	Business Computer Applications II	JROTC IV

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 2018-2019

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 25.04. I understand that I must wear my pants pulled up on my hips. The length of a skirt, dress or shorts must extend to student's mid thigh. Chain or spike jewelry and pierced facial body parts other than the ear are prohibited. Shirts must cover the entire torso at all times even in movement and all shirts, male and female, must cover the entire crown of the shoulder. 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