

# Riverside High School

## Student Handbook

2019-2020



**794 Hammett Bridge Road**

**Greer, SC 29650**

[www.greenville.k12.sc.us/riverside](http://www.greenville.k12.sc.us/riverside)

<https://www.facebook.com/RiversideHS/>

<https://twitter.com/RHSTribeChat>

<https://www.instagram.com/riversidewarriors/>

*The School District of Greenville County does not discriminate on the basis of age, race, sex, color, handicap, religion, or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.*

Dear Students and Parents:

On behalf of the faculty and staff at Riverside High School, I would like to welcome you to the 2019-2020 school year. I believe high school is every child's launch pad to life, and I am proud to be part of a community that has high expectations for developing the whole student.

Education is a shared responsibility, nurtured by both student and parent involvement. This website is designed to provide you with the most up-to-date information about Riverside. Visit the website for information pertaining to all announcements, celebrations, and information that will bridge the gap between home and school. In addition to the website, parents are able to keep up with their child's academic progress and attendance through the Parent Portal.

I encourage students to involve themselves in athletics, fine and performing arts, clubs, or service organizations available at our school. Research is clear that those students who immerse themselves in the extracurricular offerings are more likely to be successful in the classroom. This type of participation creates opportunities to learn valuable leadership and teamwork skills that will benefit our young people for the rest of their lives. Please visit our [Tribal Talks](#) link on the school website that has a list of activities, groups, and events.

Creating an empowering environment that prepares each student to become college and career ready is my top priority. I look forward to this school year and the opportunity to build productive relationships with each of you.

Go Warriors!

Darah Huffman, Principal  
[djhuffma@greenville.k12.sc.us](mailto:djhuffma@greenville.k12.sc.us)

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**\*\* In order to ensure the best interest of students, parents, teachers, and community, the administration reserves the right to amend policies and guidelines as set forth in the student handbook throughout the school year.**

## 2019-2020 Bell Schedules

<b>Regular Bell Schedule</b> ** No Bell Will Ring	<b>2 Hour Delay Bell Schedule</b> ** No Bell Will Ring
<b>Students to lockers and 1st Period</b> 8:05 a.m.	<b>Students Allowed in Hallways</b> 10:35 a.m.
<b>1st Period</b> 8:15-9:06 a.m.	<b>1st Period</b> 10:45-11:15 a.m.
<b>Open AM Students to lockers</b> 9:04 a.m.**	<b>2nd Period</b> 11:20-11:50 a.m.
<b>2nd Period</b> 9:11-10:02 a.m.	<b>3rd Period</b> 11:55-12:25 p.m.
<b>3rd Period</b> 10:07-10:58 a.m.	<b>4th Period</b> 12:30-1:49 p.m. <b>1st Lunch</b> 12:30-12:59 p.m. <b>2nd Lunch</b> 1:00-1:29 p.m. ** <b>3rd Lunch</b> 1:31-2:00 p.m. **
<b>4th Period</b> 11:03-11:54 a.m.	<b>5th Period</b> 2:05-2:35 p.m.
<b>Flexible Accelerated Tutoring Period</b> 11:59-12:29 p.m.	<b>6th Period</b> 2:40-3:10 p.m.
<b>5th Period</b> 12:34-1:53 p.m. <b>1st Lunch</b> 12:34-12:59 p.m. ** <b>2nd Lunch</b> 1:01-1:26 p.m. ** <b>3rd Lunch</b> 1:28-1:53 p.m. **	<b>7th Period</b> 3:15-3:45 p.m.
<b>6th Period</b> 1:58-2:49	
<b>7th Period</b> 2:54-3:45 p.m.	

# Greenville County 2019-2020 Student Calendar

## Greenville County Schools Student Calendar 2019-20

Approved February 27, 2019

August 2019							September 2019							October 2019							November 2019							December 2019							January 2020																																		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																												
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

### 5K-12 Important Dates

#### 5K-12 School Start/End Dates

First Day	August 20
Last Day	June 4

#### Student Holidays

Labor Day	September 2
Teacher Professional Dev.	October 28-29
Thanksgiving Break	November 27-29
Winter Break	December 23-January 3
MLK Day	January 20
Presidents Day	February 17
Teacher Professional Dev.	March 20
Spring Break	April 13-17
Memorial Day	May 25

#### Student Half Days

Half Days	June 2-4
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#### Makeup Days (In Order of Use)

*Makeup Day 1	March 24
*Makeup Day 2	April 10
*Makeup Day 3	March 23

(\*If day not needed, it becomes student holiday.)

#### Grading Periods

End 1st Quarter	October 22
End 2nd Quarter	January 14
End 3rd Quarter	March 19
End 4th Quarter	June 4

#### Report Cards

1st Report Card	October 30
2nd Report Card	January 24
3rd Report Card	March 27
4th Report Card	June 8

#### Other Important Dates

5K and First Grade Registration/2020-21	TBD
4K Pre-Registration/2020-21	Jan. 22 - March 20
High School Graduations	◆ TBD

#### Religious Observances

School officials cooperate with students and employees when they need to be absent to participate in religious observances. Students missing school are given an opportunity to make up work without penalty. Employees may use personal days (vacation if applicable) to observe religious holidays.

#### 4K Calendar

[Link to 4K Calendar](#)  
or Visit <https://goo.gl/dSY8M8>

#### Testing Calendar

[Link to Important Testing Dates](#)  
or Visit <https://goo.gl/dSY8M8>  
Dates subject to change, check back regularly.



February 2020							March 2020							April 2020							May 2020							June 2020							July 2020																																								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																		
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

Greenville County Schools | 301 E. Camperdown Way, Greenville, SC 29601 | 864-355-3100 | [greenville.k12.sc.us](http://greenville.k12.sc.us)

## Staff List/Phone Numbers

W. Burke Royster (355-3100)	Superintendent
Darah Huffman (355-7800)	Principal
Angela Abercrombie (355-7812)	Assistant Administrator (L-O & U-V)
Jonathan Duty (355-7681)	Assistant Administrator (C-F & T)
Matt Irvin (355- 0018)	Assistant Administrator (G-K & Y-Z)
Sundra Latson (355-7811)	Assistant Administrator (A-B & W-X)
Erica Scott (355-7896)	Assistant Administrator (P-S)
Cathy Derrick (355-7818)	Director of School Counseling (J,K & Y)
Donna Blevins (355-7819)	School Counselor (C,F,W & X)
Erin Busch (355-7682)	School Counselor (H,L & N)
Marjorie Hintalla (355-7817)	School Counselor (O,Q,R & S)
Allison Peasley (355-7819)	School Counselor (M,P,U & V)
Becky Rogers (355-8192)	School Counselor (A & B)
William Sumerel (355-7816)	School Counselor (D,E,G,I,T & Z)
Sylvia Hodge (355-7880)	Instructional Coach
Dell Aycock (355-7801)	School Secretary
Patti Yandle (355-7802)	Bookkeeper
Debbie Myles (355-7814)	Clerk
Michelle Silver (355-8181)	Clerk
Melody Thompson (355-7815)	Attendance Clerk
Kathy Phillips (355-8197)	Guidance Clerk
Kristie Garrett (355-7804)	Registrar
Monte-Anne Hill (355-7807)	School Nurse
Deon Kelly (355-7684)	Administrative Aide
Officer Steve Anderson (355-7820)	School Resource Officer

KJ Lee  
Jeffrey Zhou  
Abijah Leamon  
Tayagorn Manorat

### **STUDENT BODY OFFICERS**

President  
Vice-President  
Secretary  
Representative

# **About Riverside High School**

The Riverside community is predominantly suburban with a diversity of inner-city and rural populations. The Riverside High School philosophy encompasses these diversities.

Riverside High School's philosophy of education is a belief that the school must share the responsibility of the individual student's total development in all areas of his growth: mental, physical, cultural, civic, ethical, emotional, and social. The school must accept this responsibility in order to prepare the student for the rapidly changing social and economic conditions of the future. In addition to this responsibility, the school must contribute to the intrinsic value of the years that the student actually spends in the school so that those years will be of personal worth to the student.

To fulfill its philosophy of education, Riverside sets the educational pace and pattern best suited to the individual student's capacities by guiding students to accept and to understand the differences in themselves and in others and by offering students various opportunities designed for their mental capacities.

## **RIVERSIDE HIGH SCHOOL ALMA MATER**

In spirit and in learning,  
Our best in everything we do.  
Warriors strong in brotherhood  
Loyal red and blue.  
Ties that bind us to each other  
Fill our hearts with love and pride.  
When we go our separate ways  
We'll always remember...  
Riverside

## **DATA SECURITY and USE OF TECHNOLOGY**

### **Administrative Rule EFE: (Student Specific Version)**

**See Full Version at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>**

#### **I. Introduction**

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule.

#### **A. Legal Requirements**

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPAA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

## **B. Acceptable Use**

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

## **II. Student Acceptable Use**

This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and
3. The District's network and supporting systems and data transmitted by and stored on these systems.

### **A. Compliance with Copyright Laws**

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school.

### **B. Filtering and Monitoring Computer Resources**

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual e-mail accounts.

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

### **C. Prohibited Uses of GCS Resources**

The following uses of GCS computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy or administrative rule.



Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

#### **D. Consequences**

Students who violate this administrative rule may be subject to disciplinary action including expulsion in accordance with board policy and state/federal law. Suspected criminal activity must be immediately reported to law enforcement.

### **III. GCS Internet Safety and Other Terms of Use**

#### **A. General Access**

In compliance with the Children’s Internet Protection Act (“CIPA”), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District’s computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or “harmful to minors” as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.
2. Users of a District computer with Internet access may request that the “technology protection measures” be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee’s supervisor.

#### **B. Personal Safety**

The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public.

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
2. Students will not agree to meet with someone they have met online without their parent/guardian’s approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

#### **D. Expectation of Privacy**

Individuals should not have an expectation of privacy in the use of the District’s email, systems, or equipment. The District may, for a legitimate reason, perform the following:

1. Obtain emails sent or received on District email.
2. Monitor an individual’s use on the District’s systems.
3. Confiscate and/or search District-owned software or equipment.

The District may confiscate and search personal electronic devices in accordance with New Jersey v. T.L.O. and applicable law.

# Personal Learning Devices

## **Riverside High School Personalized Learning Device Policy**

The policies, procedures, and information contained in this document apply to all Chromebooks used at Riverside High School as well as any other technology device in which the administration at Riverside High School determines falls under the umbrella of these policies and procedures. Due to the 2019-20 school year being the initial year for Personalized Learning devices at Riverside High School, the administration reserves the right to alter these policies at any time throughout the year. Students, Staff, and Parents will be notified if a change is made.

## **Receiving and Returning Chromebooks**

Students must sign the Chromebook Contract as well as pay their Technology Fee before a Chromebook will be issued to them. The Contract can be found on the last page of this handbook. Each Chromebook will come with a Dell Chromebook charger and both will be checked out to students using the Destiny system used for textbooks.

Chromebooks and chargers will be returned and checked in to the school at the end of the school year. Seniors will follow their schedules for End of the Year Procedures. All Chromebooks and chargers MUST be returned at the end of the school year, upon withdrawal from the school, and/or before Graduation. Any Chromebook not returned will be considered stolen property and law enforcement will be notified.

## **Device Use**

The following is important information regarding the care of the student device.

### **Student Expectations:**

- Students are required to bring their device to school every day, fully charged.
- It is HIGHLY recommended to purchase a case or cover for your Chromebook. PTSA will be selling covers during orientation.
- Students may save files to the device but students should be aware that if a device is stolen, lost or damaged, files may be lost. It is recommended that students ALWAYS save items to their Google Drive account.
- Students should not download any applications or extensions unless approved by the teacher.
- Students will obey general school rules concerning behavior and communication that apply to computer use. Failure to do so may result in the loss of access.
- Students will turn in their device if leaving Riverside High School. Students will be issued another device IF they enroll in another Greenville County School, if available. If a student transfers devices must be turned in or they will be reported stolen.
- Students are not to download or access inappropriate material at home or at school. Devices are monitored 24/7 by the Greenville County School District. Any attempts to download/view inappropriate content will be reported to school administrators and will result in severe consequences.
- Students are never to give their login information to other students.
- Students are to remember that if they give their device to others to use, the student is responsible for any content viewed on the device, any material downloaded and any damage that may occur while it is out of their possession.

### **Teacher Expectations:**

- Teachers will monitor use of Chromebooks for inappropriate use or inappropriate content.
- Teachers will provide opportunities for students to develop 21st Century Skills using Chromebooks, Google Apps for Education, and other available web tools.
- Teachers will make course material available online to students.
- Teachers will discuss school district policies with students each year so students understand expectations.
- Teachers will model and hold high expectations for students while sharing and gathering information online.
- Teachers will model responsible care and use of the Chromebook.
- Teachers will follow and enforce school policy and procedures in regards to Chromebooks.

#### School Site Expectations:

- School will provide Internet and email access to its students.
- School will provide filtering of inappropriate Internet materials.
- School will provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

#### Device Care:

- Do not place books or other heavy items on the device as this may cause the screen to crack.
- Do not put stickers or other decorations on the Chromebook.
- Do not use the device around food or liquid. If carrying the device in a backpack, be sure liquid cannot spill on the device.
- Do not leave the device in a hot/cold car for long periods of time. If a device must be left in the car, be sure it is in the shade, out of site and the car is locked.
- Be careful to avoid creating a tripping hazard when charging the Chromebook.
- Do NOT spray or wipe your Chromebook with any Windex/household cleaner/water and/or cleaning cloth/wipes. Clean your Chromebook keys and screen with a lightly moistened soft cloth.
- DO NOT use the USB ports on your Chromebook for charging cell phones. THIS WILL RESULT IN BATTERY DAMAGE and you WILL BE CHARGED to replace the battery.

#### Internet Access & Filtering:

The device your student will be issued has internet access. Students will connect to the school's internet wirelessly. Students are able to connect to home and public wireless access points as well. Parents are asked not to change the internet settings since this may prevent students from getting online at school. Devices should connect to home wireless networks without changing the settings. If the student does not have access to the internet at home, please be advised that many items can be worked on offline at home and then uploaded to Google Drive at school. Please consult the [Chromebook website](#) for more information regarding working offline.

All school issued devices contain filters to protect students when they are browsing online. Student devices are filtered while students are at home, in public, and at school. No filter can block out 100% of inappropriate content; so parents are urged to monitor students while at home. Please note that the School District of Greenville County does monitor all student devices at all times.

#### Damaged Chromebooks

Students are responsible for the general care of the Chromebook issued to them by the District. Students will receive a Chromebook that is specific to them (barcode scanned into their account similar to a textbook). Each year, students will be assessed a technology fee. Please see GCSD Chromebook Repair Warranty on the following page to learn more about the Greenville County School District's Repair Policy. Chromebooks that are broken or fail to work properly must be taken to Mr. Williams in the Media Center from 8:15-9:00, during flex (with a pass), or during any of the lunches, and **no** later than 24 hours after the damage occurs. Failure to do so can result in the student being charged for the repair.

Students will fill out a Repair and Maintenance Request Form. At that time, it will be determined whether this is a covered repair. If the repair is NOT covered, the student will be notified of the cost of the repair and a letter will be sent home. The charge for the repair will then be assessed to the student.

#### **STUDENTS SHOULD NEVER OBTAIN THIRD PARTY REPAIRS ON THEIR CHROMEBOOK.**

#### Covered Repairs:

A covered repair is classified as: 1) screen damage (first occurrence); 2) battery issues (won't charge or won't work unless plugged in); 3) Touchpad issues; 4) Accidental computer key damage.

Students will be issued a new Chromebook once the damaged Chromebook is turned into Mr. Williams. Students are allowed one covered repair per year. Any damages that occur after the first covered repair will be the financial responsibility of the student.

**Non-Covered Repairs:**

The following are examples of incidents not covered by the Dell warranty or Accidental Damage Protection.

- Second screen break during the same academic year.
- Intentional damage resulting from abuse or vandalism.
- Lost or Missing Chromebook.

Non-covered repairs should be reported to {media center person?} immediately. Do not attempt to repair the Chromebook yourself.

Students will be issued a repair cost summary which will be added to their fees owed.

Students are solely responsible for the Chromebook that is issued to them regardless of who had possession of the Chromebook at the time in which the damage occurs.

**Chromebook Repair Hours:**

Open AM, FLEX (with a pass), all three lunches

Students should NOT bring Chromebook issues to the Media Center during class time

**GCSD Chromebook Repair Warranty**

The Dell Chromebooks that have been purchased by Greenville County School District are covered by a 3-year parts and labor warranty. This warranty covers the machines for hardware failures, such as:

- Chromebook will not charge or will not turn on.
- Chromebook's keyboard or touchpad is no longer working.

Students will also receive coverage for ONE incident of accidental damage per year. Examples include the following:

- Liquid spilled on or in the Chromebook.
- Drops, falls and other collisions.
- Damaged or broken LCD screen due to a drop.

PLEASE NOTE, AGAIN, THAT STUDENTS WILL ONLY RECEIVE ONE COVERED REPAIR PER ACADEMIC YEAR.

**Lost, Missing or Stolen Chromebooks**

Students should report missing or lost Chromebooks to Mr. Williams in the Media Center as soon as it is discovered lost or stolen. You will have to fill out a Missing Chromebook Form. You can print this out and fill it out ahead of time to expedite the process. It is located on the [Chromebook website](#). You will have to get signatures from all of your teachers stating you have looked for the Chromebook in each class as well as get a parent signature.

You will be issued another Chromebook after review of your case by your administrator and the School Resource Officer.

Chromebooks that are reported stolen will be shut-down and rendered unusable by the district.

**PLEASE NOTE THAT STUDENTS ARE ONLY ISSUED ONE CHROMEBOOK CHARGER AT THE BEGINNING OF THE YEAR. IF THE CHARGER IS LOST/MISSING, YOU WILL BE CHARGED FOR REPLACEMENT AND GIVEN A NEW CHARGER. STUDENTS SHOULD NOT PURCHASE THEIR OWN REPLACEMENT CHARGER.**

**Technology Fee**

Each student will be assessed a Chromebook Technology Fee each year that they are enrolled in Greenville County Schools. Students will be able to pay this at the beginning of the school year or through the Opening of School Packet (Due by August 30th). The Technology Fee is based upon where students fall under the Free and Reduced Price Meal Program.

- Full Pay Students = \$25 Yearly Technology Fee

- Reduced Lunch Students= \$15 Yearly Technology Fee
- Free Lunch Students= \$5 Yearly Technology Fee

**A FEE WILL BE CHARGED TO THE STUDENT'S ACCOUNT IF HE OR SHE HAS NOT PAID THE ANNUAL CHROMEBOOK TECHNOLOGY FEE. STUDENTS WHO OWE FEES WILL NOT BE ABLE TO PARTICIPATE IN SOME OF OUR STUDENT ACTIVITIES (I.E. PROM AND/OR GRADUATION).**

## **Cyberbullying**

Our definition of Cyberbullying includes all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of Cyberbullying. All forms of Cyberbullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures after school hours, may not be used for the purpose of Cyberbullying. All forms of Cyberbullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of the administration.

School administrators will fully investigate all reports of Cyberbullying.

In situations in which Cyberbullying originated from a non-school computer, but has been brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day to day operation of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to: threats, or making a threat off school grounds, to harm a member of the school staff or a student, malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, suspension or expulsion for verified perpetrators of Cyberbullying. Discipline for Cyberbullying will be handled on a case by case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law enforcement officials.

# Academics

## REQUIREMENTS FOR HIGH SCHOOL DIPLOMA

English.....	4 units
Mathematics.....	4 units
Natural Science*.....	3 units
United States History and Constitution.....	1 unit
Economics (1/2 unit), Government (1/2 unit).....	1 unit
Social Studies.....	1 unit
Physical Education.....	1 unit
Computer Science .....	1 unit
Foreign Language or Occupational Education.....	1 unit
Electives.....	<u>7 units</u>
	Total 24 units

\*Students who earn two units in science and eight or more units in a specific occupational service will meet the science requirement.

## COLLEGE ADMISSIONS REQUIREMENTS

Course requirements to attend a college or university in South Carolina can be found at the following website: [www.che.sc.gov](http://www.che.sc.gov). Please click on the Students and Parents tab for the link to the requirements.

## GRADE PLACEMENT

Freshman:	Successful completion of Middle School
Sophomore:	Five (5) units (must include English I, one (1) unit of math and three (3) other units)
Junior:	Eleven (11) units (must include English I and II, two (2) units of mathematics, one (1) science, and six (6) other units)
Senior:	Seventeen (17) units (must include English I, II, and III, three (3) units of mathematics, two (2) units science, and nine (9) other units)

## REPORT CARDS, PROGRESS REPORTS, GRADING SCALE

Report cards will be issued to students each nine weeks. These will show a numerical grade in each subject and may include a record of absences and tardies (time out of class).

Due to district policy, progress reports will no longer be printed.

Reports by telephone, personal interview, e-mail, and letter will be made by teachers whenever the welfare of the student requires them.

High school students will receive a numeric grade for each subject based on the South Carolina Uniform Grading Scale. The numeric grade and category of the course will determine the quality points earned for each subject. College Prep and Advanced courses earn the base weight. Honors, dual credit, pre-IB, advanced placement, and IB courses have higher values.

Students and parents need to choose courses carefully. Students who withdraw from a course after five days in a 90-day course or after 10 days in a 180-day course will receive a grade of 51 and zero quality points. The F with its accompanying zero quality points will be included in the student's grade point average (GPA).

### **S. C. Uniform Grading Scale (UGS)**

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 0 – 59

The full UGS can be found on the school counseling webpage.

### **GRADE POINT AVERAGE - RANK IN CLASS (GPA/RIC)**

1. Except for pass-fail courses, all courses in grades nine (9) through twelve (12) which carry unit of credit shall be included in the ranking. High school courses taken prior to 9th grade shall also be included.
2. Grade point average and class rank shall be determined for each class at the end of each semester.
3. In order to determine grade point average, quality points will be assigned to the final grade given at the end of the course (semester or year).
4. Rank in class shall be calculated by placing students in order beginning with the student having the highest GPA and continuing until all eligible students have been ranked. Ties shall not be broken, but the same number will be used; for example:

1. John Doe	4.551
2. Mary Smith	4.543
2. Doris Brown	4.543
4. Tom Jones	4.537

5. School District Policy will be followed in selecting the valedictorian and salutatorian.
6. Grade point average and rank in class shall become part of the individual student's record and shall be treated in accordance with Policy 5125 of the School District of Greenville County.
  - a. GPA and RIC for an individual may be given only to the individual or someone he designates in writing, such as colleges, etc.
  - b. A listing of rankings of students shall not be made public in its entirety.

### **TESTING PROGRAMS**

Preliminary Scholastic Aptitude Test/National Merit Qualifying Test (PSAT) is administered during the month of October. The State Department of Education may pay for all sophomores to take the test. This test is designed for juniors who plan to continue their education beyond high school and who wish to be considered for scholarships administered by the National Merit Scholarship Program and the National Achievement Program for Outstanding Black Students. Juniors are encouraged to pay for and take this test.

College Entrance Examinations (SAT and ACT) are administered in Greenville several times during the year in Greenville County on each nationally scheduled day. Students interested in taking the tests should contact their counselor early in

the school year. Students register online for SAT and for the ACT. Students who plan to continue their education after high school should take either or both tests during their junior year and again in the fall of their senior year.

The State Department may pay for all students in their third year of high school to take the ACT or the SAT. These specific exams are given on a school day, and the scores can be used for college admission and scholarship purposes.

### **MID-TERM, END-OF-COURSE, AND FINAL EXAMINATIONS**

ALL STUDENTS ARE REQUIRED TO TAKE ALL MID-TERM, END-OF-COURSE, AND FINAL EXAMS IN ALL CLASSES. EXAMS CANNOT BE GIVEN EARLY.

FAMILIES SHOULD NOT SCHEDULE ANY EVENT WHICH WOULD REQUIRE LEAVING SCHOOL BEFORE THE DATES OF MID-TERM, END-OF-COURSE OR FINAL EXAMS.

Students who are absent from an exam must bring a doctor's note or certified proof of death in the immediate family in order to reschedule the exam. The note should be brought to the Attendance Office before the start of classes on the day the student returns to school. The student must get principal approval to make up their missed exam. If the absence is excused, the student must make arrangements with the teacher to makeup the exam.

### **12 YEAR PERFECT ATTENDANCE:**

In order to qualify for 12-Year Perfect Attendance recognition from the South Carolina State Department of Education, a student must not have accumulated any absences-excused or unexcused-since being enrolled in a public school as a first-grade student.

A student cannot have had any type of absence, including bereavement, medical, court order, etc., during the 12 years of public school attendance. The only exception to this would be a school sponsored Field Trip and/or a College Visit, both of which would be coordinated through the school with prior approval from appropriate school Administration.

The definition of an absence at a Greenville County High School is missing any singular class period a student is enrolled in, or multiple class periods a student is enrolled in, during a school day. Absence in any part of the school day for a minimum of one class period, even if the student was present for other portions of that same school day, by definition excludes a student from being determined to have Perfect Attendance.

### **ACADEMIC INTEGRITY (CHEATING) POLICY**

Representing someone else's work as your own is dishonest because it compromises your integrity and diminishes what we stand for as a school community. We believe that your success is dependent on your efforts. You are expected to complete your work with honesty and integrity. Cheating is defined as representing someone else's work as your own or allowing someone to represent your work as their own. Cheating has no role in our Riverside High School learning community!

Cheating includes, but is in no way limited to, the following:

- Copying homework or allowing someone to copy your homework.
- Looking on another's test or quiz or letting another student look on a test or quiz
- Reporting to another student what is on a test or quiz, including providing questions or specific answers
- Using any secretive methods of giving answers on a test or quiz
- Taking information from another source that is not properly attributed/plagiarism



- Working with others on an assignment that was meant to be done individually
- Taking someone else's assignment or portion of an assignment and submitting it as your own
- Using summaries or other published study aides instead of reading assigned material
- Copying answers from the back of the textbook where applicable

Individual teachers will provide guidelines as to what is or is not cheating within their course. You will be informed of the classroom policy, and it is at the teacher's discretion as to when an infraction has been made.

**Consequences of Cheating:**

- 1<sup>st</sup> Offense = Parent Phone Call/Warning
- 2<sup>nd</sup> Offense = "0" on assignment and Saturday School
- 3<sup>rd</sup> Offense = "0" on assignment and Suspension (OSS)

Beyond the stated consequences, your integrity as a student will be diminished. Trust between you and the learning community will be hurt, the college recommendation through guidance will be impacted, the possibility of being considered for any type of honor society will be diminished or the continued membership will be put in jeopardy.

**HONESTY! INTEGRITY! RESPECT! RESPONSIBILITY!**

## Attendance

**GREENVILLE COUNTY SCHOOLS ATTENDANCE POLICY**

Parents have the legal responsibility of sending their children to school.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein. Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

In accordance with the South Carolina Compulsory School Attendance Law, the School District of Greenville County has adopted uniform rules to assure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again.

All children are required to attend a public or private school or kindergarten beginning at age five and continuing until their seventeenth birthdate. If a child is not six years of age on or before the first of September in a particular school year, parents/guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

Students are counted present when they are actually in school, are on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least (3) hours of a school day.

**I. Lawful Absences**

A. Absences caused by a student's illness and whose attendance would endanger his or her health or the health of others. These absences must be verified by a statement from the parent within two (2) days of the student's return to school.

B. Absences due to an illness or death in the student's immediate family verified by a statement from a parent within two (2) days of the student's return.

C. Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.

D. Absences for students whose parents/guardians are experiencing a military deployment: Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian.

E. Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

## **II. Unlawful Absences**

A. Absence of a student without the knowledge of his or her parents.

B. Absences of a student without acceptable cause with the knowledge of his or her parents.

C. Suspension is not be counted as an unlawful absence for truancy purposes.

## **III. Approval of Absences in Excess of Ten (10) Days and Approval Credit**

### **A. Absences**

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. A student does not exceed the 10 day absence limit until the student has reached his or her 11th unlawful absence.

### **B. Carnegie Credit**

The school year consists of 180 school days. To receive credit, high school students or students in middle school taking courses for graduation credit must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day year course, as well as meet all minimum requirements for each course. In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed, or must demonstrate proficiency as determined by the District. This exception to the 120-hour requirement is to be determined by the District on a case-by-case basis and only for students who have excessive absences that have been approved.

General requests for proficiency-based credit must be made through the process described in Regulation 43-234.

Students whose absences are approved should be allowed to make up any work missed in order to satisfy the 120-hour requirement. In order to receive high school credit after the 10th unlawful absence, "seat time recovery" is required for every subsequent absent that is unlawful. (Note: the 10 day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course). A student must attend the majority of a class session during a school day to receive credit for that class.

## **IV. Procedures for Makeup Work**

Examples of make-up work may include: (1) after-school and/or weekend programs that address both time and academic requirements of the course(s), or (2) extended-year programs that address both time and academic requirements of the course(s). All make-up time and work must be completed within thirty (30) days from the last day of the course (s) unless

approved by principal as a result of extenuating circumstances. Make-up requirements that extend beyond thirty days due to extenuating circumstances must be completed prior to the beginning of the subsequent new school year.

A. Provision for makeup of school work missed during lawful absences shall be worked out with the teacher(s) concerned at the earliest time possible, but the time should not exceed five (5) days after the student returns to school.

B. Makeup of school work missed during unlawful absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.

C. These Procedures for Make-Up Work apply to all schools in the district.

### **RIVERSIDE ATTENDANCE PROCEDURES**

As stated in the School District Attendance Policy:

To receive credit in a class, high school students or students in middle school taking courses for graduation credit must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day year course, as well as meet all minimum requirements for each course. It is the student's responsibility to keep up with their absences in all classes and to contact the Attendance Office regarding Seat Time Recovery (STR) for excessive absences. The student's teacher, school's Attendance Office, student and parent portal and daily calls home from the district's school messenger are available resources to students and parents.

Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal.

A student is considered in attendance when present for more than half of the class period.

A written excuse for a student's absence must be turned in within two (2) days of the students return to school. An excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, the absence(s) will be coded as either unverified or unexcused in Powerschool.

A parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note. Beginning with the 11th parent note, such excuses will be considered unlawful and will be coded as unexcused.

In order to receive high school credit after accumulating a combination of 10 parent notes and/or unlawful absences, "seat time recovery" will be required for any subsequent unlawful absence or parent note that was not approved by the principal. (Note: the 10 day absence limit applied to each 180-day course and should be considered 5 days for each 90-day course.) A student must attend the majority of a class session during a school day to receive credit for that class.

A student must be in attendance for the majority of a class period for Carnegie credit purposes.

For a student to take full advantage of the educational opportunities at Riverside, he should be in attendance each day. Regular attendance and achievement in school subjects are closely related. For this reason the following policies concerning attendance are deemed necessary:

Make-up work for full credit is allowed at the convenience of the teacher within five (5) school days of returning to school. Work not made up within five (5) school days is recorded as a zero. Long-Term assignments will still need to be submitted on time.

### **Notes for Absences**

1. When a student has been absent, he must bring a written excuse from his parent/guardian or doctor the day he returns to school or not later than two (2) days of the absence in order for the absence to be excused. The note must be brought to the Attendance Office before going to your first class.

### **Admit Slips**

2. When a student has missed a class due to an absence or a tardy for any reason, he must obtain an admit slip or a late permit from the Attendance Office before he is permitted to re-enter class. These admit slips must be obtained whether or not the student has brought a written note from parent/guardian or doctor. It is the responsibility of the student to present this slip for a signature from each of his teachers whose class he has missed in order to be admitted to class and to make-up work.

3. If the excuse is not brought or the permission slip is not presented to each teacher within the two (2) day time period, the absence will be considered unlawful, and the student cannot make up work.

4. The excuse should contain the following:

- a. Full name of the student
- b. Reason for absence
- c. Date of absence
- d. Signature of parent or guardian
- e. Telephone number where parent can be reached

5. If a student's last name is different from that of parent/guardian, please always use the student's full name on any and all correspondences, notes, etc.

6. PRE-ARRANGED ABSENCES: Absences for religious holidays, court, and/or other reasons must be requested in writing by the parent/guardian at least one full school day prior to time/date of absence. These arrangements should be made with the Attendance Office. **ALL NOTES MUST BE BROUGHT TO THE ATTENDANCE OFFICE UPON ARRIVAL AT SCHOOL, not during class time. Notes brought after this time may not be accepted.**  
**THESE PRE-ARRANGED ABSENCES WILL COUNT TOWARDS THE TEN (10) DAY OR FIVE (5) DAY LIMIT IN ACCORDANCE WITH THE SOUTH COMPULSORY SCHOOL ATTENDANCE LAW.**

### **IF APPROVED, THE STUDENT WILL BE ALLOWED TO MAKE-UP WORK.**

1. Absences for which parent/guardian or doctor's notes are not brought within two (2) days or the absence was not pre-arranged will be considered unlawful absences.

2. Students with unlawful absences cannot make-up work and will receive a zero on all work for that day.

### **C. COLLEGE VISITS/INTERVIEWS:**

1. Juniors and seniors are allowed three (3) days for college visits/interviews during the year. These absences will count towards the 10 or 5 day limit.

2. Arrangements for these absences must be made with the Attendance Office at least twenty-four (24) hours prior to the date of absence. **ALL COLLEGE VISITS WILL BE USED PRIOR TO THE END OF THE THIRD QUARTER GRADING PERIOD.**

3. The following steps must be taken:

a. Prior arrangements/appointment for the visit should be made with the college.

b. Requests for approval of absences for college visitation must be submitted to the Attendance Office in writing by a parent/guardian at least 24 hours prior to the date of the scheduled visit.

c. The note should include:

(1.) student's name

(2.) reason for absence

(3.) date of visit

(4.) name of college

d. While at the college, request written verification that you had an official college visit on said date. Bring that note to the Attendance Office upon your return to school to receive an admit slip to class and to be excused to make up work.

4. Any absences taken for college visits/interviews that exceed the limit and/or do not comply with all of the above steps will be considered unlawful absences.

**D. TRUANCY:** Including leaving school grounds without administrative permission will result in school suspension. Stronger disciplinary action will occur with each infraction.

1. A zero is recorded for any work missed in class when a student is truant.

2. All students must enter the building upon arrival on campus.

3. No loitering on parking lots upon arrival, whether inside or outside of cars, will be allowed.

4. Any student who exits the campus for any reason, at any time, without administrative approval after initial arrival will be considered truant and leaving campus without permission.

**E. TIME OUT OF CLASS (Tardies):**

1. Students must get to school on time. School begins at 8:15 or 9:12 a.m. It is important that each student checks the time required to arrive and plans to report five or ten minutes earlier. Tardiness caused by slow clocks, running errands, loitering in the hall, car trouble, or any other reason will not be excused.

As students accumulate unexcused tardies, or "time out of class", during each semester, he/she is liable for disciplinary action. Stronger disciplinary action will accompany every unexcused tardy in the form of after-school detention, Saturday School, lost privileges, or out-of-school suspension.

2. A student who arrives at school during or after the beginning of his first class must report to the Attendance Office to obtain a tardy slip. Failure to do so WILL result in a referral for class cutting.

3. Time out of Class Referrals or "total count" of tardies will be based on an overall number, not based purely on one class. Each student will be given five "overall" tardies per semester. However, once a student reaches their sixth (6<sup>th</sup>) "overall" tardy, the discipline protocol will go into effect.

## RIVERSIDE HIGH SCHOOL "Time Out of Class" POLICY

Renews at the Semester Break (18 weeks)

Tardies 1-5 = Warning

Tardies 6-8 = Lunch Detention

Tardies 9-11 = After School Detention

Tardies 12+ = Saturday School Detention

**F. ATTENDANCE RECOVERY:** All students are expected to comply with all attendance policies throughout the school year. Students and parents are to monitor their attendance carefully. When students exceed the maximum allowable number of days of absence, they may be eligible for Seat Time Recovery. It is the student's responsibility to go to the Attendance Office to inquire about Seat Time Recovery and excessive absences.

The School District has provided an automated calling system to households, student and parent portals, and school attendance offices for monitoring student attendance.

**G. PERMISSION TO LEAVE SCHOOL REQUIRED:** The basis for our school policy on dismissals from school is the belief that a day is more valuable to the person if he/she spends that time in school rather than in some other activity.

1. Early Dismissals:

a. A student desiring to be dismissed from school early for a valid reason must bring a note from home signed by his parent or guardian, including the telephone number where the parent or guardian can be reached, and approved by an administrator. **NO TELEPHONE, FAX, or email requests for an early dismissal can be accepted.** Without a legal note, parent or guardian must come into the office to sign out student for early dismissal. Leaving campus without an administrator's knowledge and/or approval will be considered cutting class or school.

b. Doctor and dental appointments should be made after school whenever possible; however, if the appointment must be made during school hours, the student should leave school in time to keep the appointment, missing as few classes as possible.

c. Requests for dismissal are to be brought to the attendance office before each student's first class, not at the time for dismissal. Please allow enough time to take care of this matter in order to prevent an unexcused tardy to class.

d. If dismissal time is during a class, students are to check by the attendance office prior to that class to get their early dismissal pass in order to be dismissed from class. All early dismissals must sign out in the attendance office.

**\*\*IN ALL CASES, ONCE A STUDENT ARRIVES ON CAMPUS, THE STUDENT MUST FOLLOW EARLY DISMISSAL PROCEDURE BEFORE LEAVING CAMPUS. Violation of this rule will result in a discipline referral.**

2. Dismissal Due to Illness: If a student becomes ill at school, he must report to the Health Room Clinic. Failure to do so may result in unexcused time missed from class. Students who are ill and need to leave campus must do so through the Health Room Clinic. Otherwise, it is considered cutting class and leaving campus without permission. The parent or guardian must be notified by the nurse before students are allowed to leave school. Please be sure to complete and return the Health Room Emergency Form with all information completed so that the nurse will be authorized to dismiss your student.

# **Student Services**

## **SCHOOL COUNSELING SERVICES**

The primary purpose of the school counseling program at Riverside High School is to help each student discover potential for personal and academic success. The members of the school counseling staff work with this continuing process, concerning themselves with the educational, vocational, personal, and social concerns of the students. The services of Riverside High School counseling department are available for all students, and each student is encouraged to take advantage of this opportunity.

### **2019-2020 COUNSELING STAFF**

Donna Blevins (C,F,W & X)

Erin Busch (H,L, & N)

Cathy Derrick (Head of Counseling/J,K & Y)

Marjorie Hintalla (O,Q,R & S)

Allison Peasley (M,P,U & V)

Becky Rogers (A-B)

William Sumerel (D,E,G,I,T & Z)

### **ADDRESS CHANGE**

If a student moves during the school year, a parent or legal guardian must bring two (2) proofs of residence to the School Counseling Office (current power bill, current lease, closing papers).

### **DROPPING OR CHANGING COURSES**

It is expected that the student, with a counselor's help and the parent's approval, has given careful consideration to his choice of courses. In the event, however, that a schedule must be changed, the following procedures are to be followed:

1. Students must pick up a Request for Schedule Change Form in the counseling office.
2. Schedules will be changed only if there are obvious errors, computer or otherwise.
3. Final approval of the request will be made by the principal.
4. Students will remain on class rolls and will be expected to attend all classes until official approval has been given to be removed from rolls.

### **TRANSFER OR WITHDRAWAL FROM SCHOOL**

If it becomes necessary to withdraw from school or to transfer to another school, all textbooks and school-owned materials must be returned. All grades and other information will be inaccessible for other schools or job recommendations unless the record is cleared completely upon transfer or withdrawal. All records given to the student's family will be marked unofficial. Parents must come in and sign withdrawal paperwork. The address for the new school and the student's new address will be requested at time of withdrawal.

ANY STUDENT WHO LEAVES RIVERSIDE HIGH SCHOOL (RHS) BY TRANSFER, WITHDRAWAL, ADMINISTRATIVE REMOVAL, ETC. WILL NOT BE PERMITTED TO PARTICIPATE IN SCHOOL ACTIVITIES INCLUDING, BUT NOT LIMITED TO, YEARBOOK DAY, PROM, GRADUATION, ETC.

### FOR SENIORS ONLY

Only students who have earned seventeen (17) units will be classified seniors and will be permitted to participate in senior activities. The seventeen (17) must include three (3) units of English, three (3) units of math, and two (2) units of science, as well as nine (9) other units. Only students who have met all of the requirements for a diploma prior to the graduation exercise will be allowed to participate.

All seniors planning to attend college or technical school should see the senior counselor at the beginning of the school year for applications, scholarships, and transcript information. Senior information bulletins are posted in senior English classes and on the RHS website. This bulletin contains information about scholarships and other important information for seniors. Seniors interested in financial aid of any kind must fill out the appropriate financial aid form. These forms are usually online.

ALL SENIORS WHO PLAN TO PARTICIPATE IN GRADUATION EXERCISES MUST ATTEND THE SCHEDULED GRADUATION MEETINGS AND/OR PRACTICE(S). ANY SENIOR WHO DOES NOT ATTEND THE PRACTICE(S) WILL NOT BE ALLOWED TO PARTICIPATE IN GRADUATION.

Graduation is a monumental event in the life of each student and his family; therefore, certain regulations must be followed. Graduates must report to the assigned meeting place on time on graduation day. Family members and friends are expected to treat each graduate with dignity and to withhold all applause until all students have received diplomas.

There is NO such thing as a senior “cut” day. Time is provided between final exams and graduation for seniors to share experiences together. Time will be made up at the end of the year if a class disrupts school by taking an unofficial “cut” day.

### CAFETERIA

Food and Nutrition Services expects payment either in advance or at the point of service. Students at high schools and adults at all locations are not allowed to charge meals. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from the Cafeteria Manager.

The following meal prices have been approved by the School Board:

<b>Lunch</b>		<b>Breakfast</b>	
Paid Student	\$2.50	Paid Student	FREE
Reduced Student	\$0.40	Reduced Student	FREE
Adult Lunch	\$3.80	Adult Breakfast	\$2.20

Students should go through the doors indicated to pick-up their food. Courtesy and consideration for others should always be observed. All forks and trays must be returned to the counter after eating. Students are reminded to leave all tables clean.

Students who break in line, uses someone else’s ID or who do not return trays or forks will be subject to disciplinary action. Students not cleaning their eating area may be subject to cafeteria duty or some other disciplinary action.

**BOOK BAGS ARE NOT PERMITTED IN THE CAFETERIA.** They should be left in the student’s locker or 5th period class before going to lunch. They may not be left in the hallway outside the cafeteria or in the front office.

### TEXTBOOKS

Once textbooks have been issued, they become the responsibility of each student to protect and maintain them. If damage or loss occurs, the student is expected to pay for the damage or loss and for replacement. Any student that finds



an item which he/she feels may be lost, he/she should take it to the Assistant Principal's office. The items may be reclaimed upon proper identification before or after school.

### **LOCKERS**

Lockers will be assigned to students. Students may not trade lockers once lockers are assigned. Students should never give their lock combination to other students. Students should keep lockers in the hall and gym locker room locked at all times and should not leave money or valuables in the lockers. Students must use school issued locks only in the locker room areas. The school is not responsible for any lost money or valuables. The administration reserves the right to search a student's locker when it is deemed necessary.

### **HEALTH CLINIC**

All students must have a pass to be admitted to the Health Clinic except during lunch and in case of an emergency. A pass back to class will be issued when a student is released from the Health Clinic. No student will be released home without the consent of a parent/guardian. It is at the discretion of the Health Clinic personnel whether a student may drive home or will need to be picked up. The decision as to whether the dismissal is excused will be made at the time of the dismissal. Dismissal through the Health Clinic is an absence and will count toward the limit.

The telephone in the Health Clinic may not be used by students for personal calls. All students are required to have a student emergency form on file in the Health Clinic. Updated telephone numbers of parents/guardians should be on file at all times. Please notify the Health Clinic with any changes.

### **MEDICATIONS**

All prescription and over-the-counter medications must be kept and administered in the Health Room. Parents must bring all medication to the School Nurse along with a signed consent form. The physician must sign all consent forms for prescription medications. Forms may be obtained from the School Nurse. Emergency medications; i.e. asthma inhalers, may be carried by the student and a consent form must be signed by the student's physician. Under no other circumstances should students have in their possession medications whether over the counter or prescription.

### **YEARBOOKS**

Students will purchase yearbooks directly from the publishing company, Jostens. Order forms will be available at student orientations. Students may order their books through the mail, on the phone, or online by check or credit card. Receipts will be sent to the student by the company. Receipts are required as proof of payment. The school is not responsible for loss or theft. All portraits used in the People Section of the SAKAMOW must be made by the official school photographer, Piedmont Portraits. Underclassmen photos are made during orientation. Make-up pictures for underclassmen will be made a few weeks after school begins in the fall. Senior portraits are made during the summer. Seniors are mailed appointment cards for sittings during the summer. Yearbook questions should be directed to Karen Erickson at [keerickson@greenville.k12.sc.us](mailto:keerickson@greenville.k12.sc.us).

### **MEDIA CENTER**

**The mission of the Riverside High Library is to ensure that students and staff develop critical thinking skills, are effective and ethical users of resources, ideas, and information, and are enthusiastic readers and lifelong learners.**

### **WHEN IS THE MEDIA CENTER OPEN?**

The Media Center is open from 7:30 a.m. to 4:30 p.m., Monday through Friday. Students must have a signed pass to visit the library during class time and their FLEX period.

### **CIRCULATION**

Students may check out up to three books at a time. Ask if you need additional books and we will try to accommodate you. Books are circulated to students for three weeks. Overdue fines are \$0.10 per item, per school day. Your due date is stamped on the inside cover of your book. Renew your book prior to the due date if you need more time to read it. Any student who owes a book fine may check out one item at a time until the obligation is satisfied. Students are reminded of library obligations by notices that are distributed via the Media Center throughout the school year.

### **PRINTING**

Students may print black and white for \$0.10 per page and print color for \$0.25 per page. Please be sure to bring cash with you when you print. We cannot debit money from your lunch account. Students are responsible for all pages that they print.

### **BYOD IN THE LIBRARY**

Students who enter the Media Center as part of a class with a teacher will follow the teacher's instructions for use of Personal Electronic Devices (PEDs) and will abide by the BYOD policy and Acceptable Use Policy. Students who enter the Media Center on a pass and wish to use a PED must ask the library staff for permissions and state the purpose of use in order to obtain a "BYOD ON" tag to wear to indicate that they have permission to use their device. Students using PEDs in the Media Center will abide by the BYOD policy and Acceptable Use Policy.

### **LIBRARY ETIQUETTE**

When you visit the Media Center on a pass you are required to sign in and sign out with your student ID. Respect other patrons by working quietly and leaving your area clean and neat. Please return all books to the librarian or library clerk to be re-shelved. Do not attempt to re-shelve your own books. Personal Electronic Devices (PEDs) may be used with permission from the Media Specialist or Media Center clerk in accordance with school and district policies. Improper use of devices will result in disciplinary action and loss of PED privileges in the library. Devices should be on silent mode at all times in the Media Center. Please do not eat or drink in the Media Center. Water bottles should remain closed and away from books and equipment. Please do not move any furniture without asking.

## **Student Activities**

### **STUDENT CLUBS**

Please see "Tribal Talks" on the Riverside High School website.

### **HONOR CORDS**

As approved by the Honor Advisory Committee, only members in good standing in the following organizations may wear stoles or cords at graduation. For an organization's students to qualify for a cord or stole at Graduation, the organization must have academic and service requirements.

### **MINUTE OF SILENCE**

The state mandated minute of silence and the Pledge of Allegiance will be observed.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is a national honorary organization which recognizes students who are outstanding in the areas of scholarship, leadership, character and service. Students who have attained a 4.0 cumulative average and who have been at Riverside for at least one semester may apply at the beginning of the junior year. Inductions are held annually. A 4.00 over-all average must be maintained for continued membership as well as service activities. The last time seniors may apply is the fall of their senior year so that they will be able to participate in service projects for one full year. The current GPA requirement is subject to change during the 1st semester.

## **SPECIAL EVENTS**

### **HOMECOMING**

Homecoming activities consist of the Homecoming Football Game and the Homecoming Dance. Each Project Club competes in the float competition in which the winner earns money toward their class prom. During the Homecoming football game halftime show, the Homecoming Court and Senior Football Player Sponsors will be recognized.

The Homecoming Court consists of five girls from the senior class and three girls each from the junior, sophomore, and freshman classes who are nominated at large from their respective classes. Each class votes on their nominations to select the top three from their class (top five for seniors). For the freshman, sophomore, and junior classes, the girl with the highest number of votes will be honored as the Class Attendant. The Student Body votes on the top five seniors to select the Homecoming Queen (highest number of votes) and the Senior Class Attendant (second highest number of votes). The Homecoming Queen is NOT eligible to enter the Miss Sakamow Pageant.

Each senior football player will select a girl from Riverside High School to sponsor him during the Homecoming football game halftime activities. She will be recognized on the field during the halftime activities. Students are NOT allowed to participate as both a Court Member and a Football Sponsor.

The Homecoming Dance is held the Saturday night after the Homecoming football game. Tickets are sold at the school the week of Homecoming and are NOT sold the night of the dance. Even if the dance is held off campus, all District and School Policies and Rules apply. ONLY students currently enrolled at Riverside High School are allowed to attend the dance. The dance location, times, and theme will be announced approximately one month in advance.

### **MISS SAKAMOW PAGEANT**

Students nominate three (3) girls from their class, and the students vote for ten (10) girls. The Sakamow advisor counts and takes the top ten (10) girls from each class. These girls appear in the pageant before a panel of outside judges chosen from an approved list from the Miss South Carolina Pageant. The girls promenade for the judges in both formal attire and school dress. Class winners and attendants are selected from the junior, sophomore, and freshman classes. The girls are selected from the senior class with one of these being the winner of the title of "Miss Sakamow." The remaining are the class winner and attendant.

The Homecoming Queen is not eligible to enter the Miss Sakamow Pageant.

### **MR. RIVERSIDE**

Each year the senior class sponsors this event to honor outstanding young men at Riverside. The students nominate ten (10) males from their respective class to represent the class. These young men compete in casual wear and dress attire. They also must compose an answer to specific questions on a current issue and then answer this question before judges. A panel of outside judges chooses a winner from each class and Mr. Riverside.

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Student participation in extracurricular activities is a privilege (not a right) that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy; the District's Behavior Code and/or academic standards; the conduct expectations and/or academic standards of Riverside High School; and/or the conduct expectations and/or academic standards of the particular activity. Extracurricular activities include, but are not limited to, athletic teams, academic clubs/teams, prom, graduation exercises, and attendance at any school function outside of the normal school day.

## **ATHLETIC ELIGIBILITY RULES**

Section 1. A student must not have reached his nineteenth (19th) birthday by July 1. A school will have on file in its school copies of the state birth certificates of all students participating in interscholastic teams.

Section 2. A student must not participate under an assumed name.

Section 3. A student must meet the following academic requirements:

- A. To be eligible in the first semester, a student must pass a minimum of five (5) Carnegie units applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school.
- B. To be eligible during the second semester, the student must meet one of the following conditions:
  - a. If the student met first semester eligibility requirements, then he or she must pass the equivalent of four, 1/2 units during the first semester.
  - b. If the student did not meet first semester eligibility requirements, then he or she must pass the equivalent of five, 1/2 units during the first semester.
- C. He cannot have received a state high school diploma or its equivalent.
- D. He cannot have accumulated more than fifteen (15) semester hours in courses above that required by South Carolina high schools, and the work must be with the advice, consent, and under the supervision of the high school principal.
- E. To participate in interscholastic athletic activities, students in grades 9-12 must achieve an overall passing average in addition to the following:
  - 1. To be eligible in the first semester a student must pass a minimum of five (5) Carnegie units applicable toward a high school diploma during the previous year. At least two (2) units must have been passed during the second semester or summer school.
  - 2. To be eligible during the second semester the student must meet one of the following conditions:
    - a. If the student met first semester eligibility requirements then he or she must pass the equivalent of four (4), 1/2 units during the first semester.
    - b. If the student did not meet first semester eligibility requirements then he or she must pass the equivalent of five (5), 1/2 units during the first semester.
- F. Credit courses used for eligibility purposes must be course approved by the State Department of Education and in grades nine through twelve. They must be courses that are applicable as credit toward a state high school diploma.
- G. Schools will follow the procedures outlined in the STANDARDS FOR ACCREDITED HIGH SCHOOLS OF SOUTH CAROLINA (published by the State Department of Education) in accepting or rejecting credits received by a student while the student is enrolled in private schools and/or in out-of-state schools.

Section 4. A student must meet the following attendance requirements:

- A. A student will become ineligible for interscholastic competition at the end of the fourth school year from the time that he first entered the ninth grade.
- B. A student must have attended school at least eighty-five (85) days in the semester immediately preceding the contest or sport. The attendance must be in one accredited school unless a change of residence forces attendance elsewhere. Absences cannot be made up.
- C. If a student fails to enroll and attend classes for one day by the eighth calendar day of the first semester, he will not be allowed to take part in any contest or activity of the League until he has been in bona fide regular attendance for thirty (30) calendar days. This enrollment must be in the school in which he is in attendance or in the school from which he was forced to transfer.
- D. If an interscholastic contest occurs before the formal opening of school, a student is eligible to represent the school if he attended the school during the previous semester or is living in the attendance area of the school because of change of residence on the part of the parent or legal guardian.
- E. All student athletes are to go to the gym after going to their lockers immediately after school. No loitering upstairs in the school or in any off-limits area. The penalty for violation of this rule will be determined by the head coach of each sport. Student athletes may receive a disciplinary referral for being in an off-limits area.
- F. If a student athlete has placed himself/herself in a situation where they have been charged with a felony by law enforcement: 1st time - out of season or in season - the athlete, parents, coach, athletic director, and school administration will meet to determine the future of the athlete in Riverside athletics.  
Any student athlete who has been charged with a violation of the law will be prohibited from participating in athletics until the athletic department and school administration has met and reviewed the situation.

Section 5. A student must meet the following residence requirements:

- A. A student must live with his parent or parents or legally appointed guardian.
- B. A student must attend the high school which serves the attendance area in which his parent or parents, or legally appointed guardian reside.  
An attendance area must be considered as an area set up by the proper school authorities (local, district, or county trustees) from which pupils in such area attend the high school designated for that area. If no attendance area is designated, the area previously served by the high school must be observed.
- C. A student may remain at his original school as long as the school exists. When there exists the option of remaining in his original school or transferring to the high school of the new attendance of his parents, a student may transfer to the new school at the time his parents change residence or at the end of the semester or school year and be eligible immediately. If the transfer is at any other time, the student will have a one year's waiting period before being eligible.

Section 6. A student must be governed by the following provisions when he transfers from one school to another.

- A. A student who transfers because of a bona fide change of residence of his parents or legal guardian (of at least one year) becomes eligible to represent his new school immediately upon becoming a bona fide student, provided he was eligible to represent the school from which he transferred and is eligible in all other respects.
- B. A student who transfers from one school to another without a corresponding bona fide change of residence by parents or guardian will be eligible after one calendar year.
- C. If legal custody is granted to one parent, the student must live with his parent if he is to be eligible. If the parents of a student are separated and reside in different attendance areas and legal custody is not granted to either parent, the student has the option of establishing eligibility with either parent. He will have a one year's waiting period if he later transfers to the other parent.

Section 7. A student must be governed by the following provisions when a guardianship is involved:

A. If the parent, or parents, are living and a legal guardian is appointed, the student must live with that legal guardian one year from the inception date of legal papers as recorded in the office of the County Clerk of Court before he can become eligible.

B. A student whose parents reside outside the continental United States will be eligible at the home of his temporary guardian immediately. He may not transfer from his school unless there is a bona fide change of residence on the part of the temporary guardian.

C. A student who transfers because of the change of legally appointed guardians shall wait one year before becoming eligible. If both parents are deceased, the student will become eligible on the day legal guardianship papers are recorded in the office of the County Clerk of Court.

Section 8. A student must maintain an amateur status.

A. A student may not have competed for money or consideration other than prizes with symbolic value. No participant may accept material awards in excess of actual expenses, including hotel bills and transportation. The word symbolic is used to mean that the award must have some relationship to the sport being played. The following are permitted: regular letter awards of the school; miniature gold or silver footballs, basketball, track shoes or other similar emblematic awards; sweaters or jackets given by school; ribbons, banners, medals, trophies, plaques, cups, etc.; and banquets. The following are not permitted: wearing apparel; service (such as board, laundry, dry cleaning, etc.) membership in other than school letter organizations; watches, fountain pens or similar articles that have distinct economic value and may be sold freely and easily on the regular market.

B. The recruiting or proselytizing of student athletes shall be considered a violation of the spirit and philosophy of the rules and regulations governing high school athletics. A student may not be subjected to undue influence or any special inducement by any person, or group, in any attempt to entice him to transfer for athletic purposes. Some examples of undue influence as follows:

1. Asked by a member of the school faculty or member of a "booster organization" of a school to transfer from one school to another.
2. Given any consideration not afforded other students.
3. Financial aid for transportation, room board, or guardian.
4. Promise of a job for either the student and/or parent or guardian.
5. Special privileges given to parents such as employment, free or reduced rent, etc.
6. Promise of help in securing a college scholarship.
7. Other privileges or consideration made to induce or influence the student to transfer from one school to another because of his athletic ability. Any student transferring as a result of recruiting or undue influence shall be ineligible for a period of one calendar year from the date of his transfer. Any school adjudged guilty of being a part of such undue influence shall be subjected to disciplinary action by the League.

### **INSURANCE INFORMATION**

All participants of high school athletic programs are required to purchase athletic insurance through the school. Students will not be allowed to either practice or become a member of the team without this coverage. Because this policy is mandatory, it covers only injuries received during practice for, or participating in, a high school sport. This required policy should not be confused with the school time/24 hour plan which is optional and covers all school time injuries including all athletic injuries except football. Again, the athletic insurance is mandatory while the school time/24 hour plan is optional. This fee covers all South Carolina High School League sponsored sports. If your student participates in one (1) or four (4) sports during the year, he/she will be covered.

### **REQUIREMENTS FOR EARNING AN ATHLETIC LETTER**

Athletic letters will be awarded to varsity athletes by the head coaches' guidelines for that particular sport.

Lettering Disabled Athletes—an athlete who is injured during the season and cannot finish the season due to the injury should be lettered provided the athlete would have lettered had he been healthy according to the head coaches' guidelines for that particular sport.

NO ATHLETIC LETTER WILL BE AWARDED IN A SPORT UNLESS THE RHS ATHLETIC DEPARTMENT SPONSORS THE SPORT.

### **PERMITS FOR PARTICIPATION IN ATHLETICS**

All athletes MUST present a copy of his/her state Birth Certificate to the coach as part of his eligibility record. Required physical forms must be completed before participation. Athletes are required to purchase athletic insurance through the Greenville County school district. All student athletes should read and become familiar with the Student Extracurricular Code of Conduct implemented by Greenville County Schools:

### **STUDENT EXTRACURRICULAR CODE OF CONDUCT**

#### **I. Expectations of Conduct for Students Who Participate in Extracurricular Activities**

Participants on a school team, club, or organization represent not only themselves and their families, but also their teammates, their coaches or sponsors, their schools, and the Greenville County School District. Additionally, extracurricular activities often draw high public interest and visibility and are the focus of attention in the media. The student's behavior commands a public interest and attention that is unique in its capacity to denigrate or elevate the school district, the school, and the team or organization. Since public support is an essential ingredient of public education, the behavior of students who participate in extracurricular activities has a significant impact on the school district's pursuit of its mission.

High standards of conduct and citizenship are essential precepts of the school district's extracurricular program. These high standards include instilling a positive attitude, building a strong character, teaching responsibility, and demanding integrity in the participating students. Participants must be role models and must set a positive example for all. To maintain high standards for all extracurricular programs throughout the entire school district, a firmly and fairly enforced code of conduct is necessary. Therefore, all participants shall abide by a code of conduct specifically for extracurricular activities.

#### **II. The Privilege of Participation**

Participation in extracurricular activities is a privilege, not a right. School officials may deprive a student of the privilege of participation when they determine that the student's continued participation is not consistent with the high standards of conduct expected of all participants. In particular, whenever a student violates this code of conduct for extracurricular activities, the student is subject to losing the privilege of participation in extracurricular activities.

#### **III. Unacceptable Conduct**

A. The prohibition of unacceptable conduct: Certain conduct by any participant is absolutely unacceptable and will not be tolerated. Examples of such unacceptable conduct include, but are not limited to, theft, vandalism, disrespect, hazing, harassment, violation of alcohol and tobacco restrictions, violation of the illegal substances restrictions, major infractions of The Student Code of Conduct, or violations of law. This rule against unacceptable conduct shall be in force twelve months of the year. This means that the school district may penalize or punish a participant who engages in unacceptable conduct regardless whether the unacceptable conduct occurred during the school term or during vacation or holiday time and regardless whether the unacceptable conduct occurred at school, at a school-sponsored event, or at any other location. The penalty for engaging in unacceptable conduct can include revocation of the privilege of participating in extracurricular activities.

B. Definitions of specific kinds of unacceptable conduct:

Theft- stealing or taking personal property that belongs to another person, school, team, or organization.

Vandalism- willful or malicious breaking, destruction, or defacement of public or private property.

Disrespect- actions that show or express a lack of high regard or respect for others (fellow students, opponents, teachers, coaches, administrators, parents, or adults). This includes actions that result in OSS and the use of unacceptable language (cursing).

Hazing – any action that humiliates, degrades, abuses, or endangers another person, regardless of that person's willingness to participate. These actions may include initiation rituals into a team, club or organization.

Harassment – actions, comments, threats, verbalizations, coercion, jokes, teasing, or intimidation that is based on or takes place because of the race, color, sex, religion, or national origin of another person, who reports the actions as unwelcome.

Alcohol and tobacco restrictions – Any illegal use or possession of alcohol or tobacco.

Illegal substances restrictions – Any illegal use, sale, possession, or purchase of any illegal or controlled substance, including prescription drugs.

C. Punishment for Unacceptable Conduct:

1. Generally: When a coach, teacher, or principal determines that a participant has engaged in any unacceptable conduct, the athletic or activities director shall meet with the principal to determine the penalty. For competitive groups, the penalty shall range from a minimum of suspension from one game or contest during the season or during the succeeding season to a maximum of dismissal from a team or program or permanent denial of participation. Suspension (from a team) means that the student is not allowed to dress out or participate in a contest. It may also include suspension from practice. However, the participant may be required to continue to practice with the team or program. (See exception on charges of felony or possession of controlled substances below.) Dismissal from a team or program means that the student is no longer a part of the team or program. If dismissed, the participant's uniform and equipment will be taken up, and the participant's name will be removed from the team or program roster. Reinstatement into the athletic program will be considered only after one calendar year. The principal, after consultation with the District Director of Athletics, must approve any reinstatement.

Some forms of conduct unacceptable under this code of conduct also violate the general code of conduct applicable to all students in the school district. In those situations, the participant is subject to punishment under both the general code of conduct and under this code of conduct for extracurricular activities.

2. Alcohol, Tobacco, and Substance Abuse: When a coach, teacher, or principal determines that a participant has violated the alcohol, tobacco, or illegal substances restrictions, the following penalties shall apply:

a. First Violation Penalty: The participant will be suspended immediately from a minimum of 20% of the scheduled contests in the participant's sport or activity. If the sport or activity is out of season, then the penalty will be administered at the very next season in which the student is a participant. The student may also be required to submit to on-demand drug testing.

b. Second Violation Penalty: The participant will be suspended immediately for a minimum of 50% of the scheduled contests. If the sport/activity is out of season, the penalty, or remainder thereof, will be administered at the very next season in which the student participates. The student may also be required to submit to on-demand drug testing.

c. Third Violation Penalty: The participant will be dismissed from participation in extracurricular activities for the remainder of the student's high school career.

Note: When violation of the alcohol, tobacco, and substance abuse restrictions also results in criminal charges, subsections D and E below also apply.



D. Criminal Wrongdoing: Some forms of misconduct may violate both the general student code of conduct and the code of conduct for extracurricular activities as well as the criminal laws of the city, county, state, or nation. Regardless of the outcome of any criminal charges, a participant will be subject to punishment under the two codes of conduct if a coach, teacher, or principal determines that the facts underlying a criminal charge are true and if those facts constitute a violation of either code of conduct.

When a participant is charged with any violation of the law, other than minor violations, the coach or teacher or principal will suspend the participant from all participation in extracurricular activities until the charges are resolved. If the charges are dropped or if the participant is found not guilty, the student may return to participation (except to the extent that punishment under either the general or extracurricular code of conduct precludes a return to participation). If the participant is found guilty or pleads "no contest," the coach or teacher or principal will dismiss the participant from all extracurricular activities.

### III. Out-of-School Suspension (OSS)

During the period that any participant is serving an out-of-school suspension, the student will not be allowed to participate in practice or games or contests. The participants may return to participation in any activity only after being readmitted to school and attending school for one day. Offenses that lead to OSS may also warrant punishment under this code of conduct for extracurricular activities. Students on OSS are not allowed to be on campus or attend any school functions until they are readmitted and are in attendance at school for one day.

### IV. Attendance Rule

A student shall not participate in a contest, game, or practice on the day the student has been absent from school without just reason. Just reason shall be anything beyond the control of the student (examples: school field trip, doctor/dental appointments, bereavement, religious holiday, etc.). However, confirmation notes will be required by the sponsor or coach of that activity.

### V. Individual School/Teacher/Sponsor/Coach Rules:

Individual schools, teachers, coaches, or sponsors may establish additional rules and regulations for their programs with the approval of the athletic or activities director and principal. The teacher, coach, or sponsor must give all participants written copies of any additional rules and must explain the additional rules to all participants at the start of an event or season. Penalties for violations of the rules shall also be in writing.

### VII. Appeal Procedure

A student may appeal any decision of a teacher, sponsor, or coach under this code of conduct by filing with the principal a written appeal within five days of the decision to be reviewed. The appeal must state specifically why the decision should not be implemented. The principal shall render a decision within five days. The decision of the principal is final.

## **Policies**

### **POLICIES AND PROCEDURES**

The following policies have been adopted as guidelines in dealing with situations that may arise at Riverside High School. Occasionally, some unusual circumstances may warrant departure from these policies. It is the belief of the administration that the fairest evaluation of a student's problem can be made by considering each in the light of his specific individual circumstances.

The offices of the principal and the assistant principals are open to students any time during the day. Students are encouraged to bring important problems to them; however, an appointment should be made for any lengthy discussion.

### **PROFANITY FREE ZONE**

Schools and other school system locations are profanity free zones. Obscene, vulgar, and profane expressions of any kind are prohibited. Any student using profanity while on school system property, attending a school-sponsored event, or representing the school or school system will face appropriate disciplinary action as outlined by the Code of Conduct.

### **STUDENT IDENTIFICATION BADGES**

The purpose of this policy is to ensure safety and security on the Riverside High campus for the approximate 1,700 individuals who are on the campus each day.

Student Identification Cards will be provided to every student. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student to be on campus. **EVERY student must wear their ID cards at all times while on school grounds.** It is crucial that we are able to identify everyone on campus. Identification of staff and students is a safety issue and will not be compromised when it comes to safety of students and staff. ID cards help us in identifying students as well as trespassers.

The School Administrative Team has adopted the Student Identification Card Policy. Following are the procedure that all teachers and administrators will use to encourage our students who need assistance in complying with the policy.

1. All students must wear their current year ID cards in order to:
  - a. Be in class
  - b. Move between classes and to the restroom
  - c. Buy lunch
  - d. Borrow library books
  - e. Obtain early dismissal
  - f. Participate in campus life activities (assemblies, prom, sporting events)
  - g. Be on campus before or after school
  
2. The ID Card must be worn on a breakaway lanyard hanging from their neck.
  - a. School IDs cannot be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket or at the bottom of their shirt.
  - b. If a student is wearing a jacket, the lanyard must be on the outside of the jacket and visible.
  - c. The ID Card must be presented to any school staff member or person of authority when seeking student identification.
  - d. The front and back of the ID Card must remain plain and free of stickers, markings, other photos, etc.
  - e. Wearing another person's ID is prohibited at all times.
  - f. Lost, stolen, altered, damaged, and defaced ID Cards must be replaced **IMMEDIATELY** through the ID station.
  - g. Cost for replacement is \$5.00 for a new ID Card.

A media center fine will be assessed if the student cannot pay that day.

  - h. Replacement lanyards will be available for \$1.
  - i. Students are excused from wearing IDs during classes where they present a hazard to student safety. They should be properly secured during this time.
  
3. Teachers will do an ID check at the beginning of each class period each day. For a student who does not have his/her ID Card, the teacher will send the student to attendance to receive a new ID.

4. If a student does not have an ID and if they do not have \$5 to replace the ID, they will be allowed to charge to their debt list if they do not have any other outstanding fines/fees. Not student will be allowed to incur more than \$15 in debt and still be allowed to charge their account for a missing ID.

5. If a student does not have an ID, cannot purchase one, and has accrued too much outstanding debt, they will be provided an ID for no charge and assigned Saturday Detention.

### **STUDENT SAFETY**

Everyone plays an important role in ensuring students safely reach school and home. Please be mindful of the following safety tips:

- Be aware of students walking to/from school and students waiting for the bus.
- Near school zones and bus stops, slow down and take extra caution.
- Know and obey the school's pick-up/drop-off procedures. Be mindful of ALL students waiting to be picked up or dropped off.
- Do not speed!
- Obey all traffic signals and signs.
- Wear your seat belts and ensure all passengers use their seat belts.
- Expect the unexpected. Be prepared for drivers to make mistakes.

### **STUDENT BEHAVIOR**

All teachers have been given the authority and responsibility to insure compliance with properly adopted rules and regulations even though violations may occur outside the teacher's classroom. Teachers and administrators may and should take appropriate action wherever they find a violation on and off the school grounds. The expression "on school property" includes school buses and off-campus school-sponsored activities. Behavior off school property, at any time or in any place, may also subject a student to disciplinary action. The administration reserves the right to determine the appropriateness of behavior and dress. Authority to suspend students is prescribed by South Carolina Law and Board of Trustee Policy has been given to the Superintendent, Associate Superintendent for Program Direction, Assistant Superintendent for High Schools, Principal, and Assistant Principals.

### **EXAMPLES OF VIOLATIONS**

**(not all inclusive)**

- |   |                                 |
|---|---------------------------------|
| Use of obscene/inappropriate language   | Stealing                        |
| Refusal to obey teachers  | Gambling                        |
| Obscene gestures  | Smoking/Vaping/Juul/E-Cigarette |
| Unauthorized walkouts   | Blackmail                       |
| Intimidation of other persons   | Fighting                        |
| Physical abuse of others  | Cutting School                  |
| Minor violations  | Cutting Classes                 |
| Chronic tardiness   | Threats                         |
| No body piercing other than ears  | Forgery                         |
| Dress code violations   | Sexual harassment               |
| Inappropriate behavior  |                                 |
| Wallet Chains, heavy chain necklaces, bracelets, spiked jewelry   |                                 |
| Unauthorized possession of any kind of weapon (pistol, knife, blackjack, etc.)                                |                                 |
| Distribution of unauthorized materials on school grounds  |                                 |
| Possession, use, or being under the influence of illegal drugs, alcoholic beverages, or controlled substances |                                 |

Possession or use of any type of fireworks  
Willful destruction of school property  
Willful destruction of private property on school grounds  
Violation of school bus regulations  
Disruptive acts which interfere with the educational process, including gossiping, inciting disagreements among others, bullying, inciting a fight  
Parking Violation  
Bringing cards or dice to school or on buses  
Failure to report to appropriate person when sent by a teacher  
Selling any food or other unauthorized items at school  
Taking books from the library without properly checking them out

### **PROBATIONARY STATUS**

Students who continue to demonstrate a pattern of behavior that disrupts the learning environment at Riverside High School may be placed on probation by the administration. Students receiving any of the following as a result of disciplinary referrals may be placed on probationary status:

- 10 or more disciplinary referrals for the entire school year
- A single disciplinary infraction resulting in 5 or more days of Out of School Suspension
- At the discretion of the Riverside High School administration

### **SEARCHES**

As authorized by State law, District and school administrators and officials may conduct reasonable searches on District property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of Board policy.

### **USE OF METAL DETECTORS**

In order to enhance security and prevent students and/or other individuals from bringing weapons into the schools, District officials are authorized to use metal detectors to conduct searches of students and other individuals according to the procedures outlined in this regulation. The metal detectors may be used at such places as entrances to the buildings, classrooms, auditoriums, and gymnasiums or as individuals enter and exit District vehicles or school buses. They may also be used at extracurricular events hosted by the District, such as football or basketball games. Metal detectors may be used at any time during the school year as deemed appropriate by the school or district administration.

### **GANG ACTIVITY OR ASSOCIATION**

The Board prohibits the presence and activities of gangs on or near school property and at school-sponsored events. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. Incidents involving initiations, hazing, intimidations and/or related activities or such group affiliations which are likely to cause bodily danger, physical harm or personal degradation resulting in physical or mental harm to students or staff are prohibited.

In accordance with this policy, the following conduct is prohibited at all times on school property and at school-sponsored events, regardless of where the events are held:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming or other item that evidences or reflects membership in or affiliation with any gang.
- Engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in or affiliation with any gang.

- Engaging in any act in furtherance of the interests of any gang activity, including, but not limited to, soliciting membership or affiliation with a gang; soliciting any person to pay for “protection”; or soliciting any person to engage in physical violence against any other person.
- Painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols or signs on school property.

### **HARASSMENT, INTIMIDATION, BULLYING, DISCRIMINATION**

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student’s parent. If the allegation is against the school’s administration, the student or parent should file a report directly with the District’s Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school’s administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

### **Investigations and Consequences**

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

### **Appeals**

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District’s 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District’s Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District’s Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District’s Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

## SEXUAL HARASSMENT

All students and employees must avoid any action or conduct that could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing or electronically. Sexual harassment or inappropriate conduct of a sexual nature directed at students, either male or female, by District employees, other students, volunteers or third parties associated with schools is strictly prohibited. Such conduct is considered a violation that is disorderly, disruptive, and/or criminal in nature and will not be tolerated. Any employee who engages in such conduct may be subject to disciplinary action, up to and including a recommendation for termination. A student who engages in such conduct may be disciplined up to and including expulsion.

Any student who believes he/she has been subjected to sexual harassment or inappropriate conduct of a sexual nature by an employee, another student, a volunteer, or a third party, is encouraged to file a complaint in accordance with Greenville County School District Policy JCA/JCA-R. A parent may also file a complaint on behalf of his/her child. Students will not be subject to retaliation or reprisal for having filed a complaint.

## CRIME STOPPERS PROGRAM AT RIVERSIDE

Riverside has established a Crime Stoppers Program to reduce vandalism, theft, and drug usage. If a student witnesses a crime, he can call an administrator anonymously to report what he saw.

## OFF-LIMIT AREAS

A. Students are not allowed to enter the parking lot during the school day without permission from an administrator. This policy is issued to insure the protection of students' cars and property from theft and vandalism.

B. Once students arrive on campus, report directly to the Cafeteria or T-Mall. Students are not permitted in the classroom wings until the start of their first class of the day.

C. **Students who are dismissed early must leave the campus promptly.**

D. **All students should be off campus by 4:15 p.m.** Students participating in after-school activities are to report to their respective teacher, sponsor or coach by 4:00 p.m. and remain with that coach or teacher until they leave or are picked up by a parent.

E. Students are required to report to the Cafeteria and T-Mall during their lunch shift. All students are to remain in these areas during the entire lunch period. Students will not be permitted to go to their lockers during lunch.

F. Students should stay out of the flower beds, shrubbery and all landscaped areas.

G. All stairwells are off limits during class time and during all lunch shifts.

H. Students should not be in the gym or locker rooms except when in P.E. class.

## GENERAL TRAFFIC REGULATIONS

If our school is to be a well-organized one, there must be some rules and regulations. The following regulations for traffic at Riverside High School are recognized as being necessary:

A. Traffic in halls and on stairways is requested to keep to the right at all times, and students should refrain from standing in the middle of hallway intersections.

B. There must be no running or loud talking in the hallways or stairwells.

C. Pupils may go to their lockers prior to their first class and after the 8:05 or 9:04 bell, and after school. If time permits, they may go to lockers between classes; however, going to a locker is not an acceptable excuse for being tardy to class. To be on time for all classes is the pupil's responsibility.

D. Except when classes are changing, no pupil should be in the hallways without a pass signed by a teacher stating the time he/she was excused and his/her destination. Each student is to possess his/her own pass.

E. Emergency drills at Riverside are a serious matter. Students should be familiar with the fire drill instructions posted near the door in all their rooms. When the signal for an emergency drill is given, students must rise quickly and go quietly

and orderly in single file to the location for that emergency. Complete silence is necessary in the event vocal instructions are necessary.

## **RIVERSIDE TRESPASSING ON SCHOOL PROPERTY**

### **WARNING NOTICE**

The following regulations have been established to ensure a safe environment on school campus:

- Parents will not pick up a student in the bus loading area in front of Riverside High School.
- All students should be dropped-off or picked-up at the rear of RHS off Suber Road. If a student has an injury that requires them to be picked up by a parent, the parent should use the visitor's parking space.
- Parents should not drop off students in the roads or sidewalks. These are South Carolina state laws violations.
- Parents who violate the above regulations may be issued a Warning Notice/Ticket.
- If a Parent/Person is issued a Warning Notice and continues to violate the above regulations, they may be issued a Notice of Trespass making it necessary for the student to find an alternative method of transportation.

### **STUDENT PARKING REGULATIONS**

Parking tags will, initially, be sold to Juniors and Seniors only. After September 16<sup>th</sup> passes will be available to purchase by Sophomores if spaces are still available. Riverside High School has the right to revoke driving privileges as a result of poor conduct.

#### **What's required?**

Students must print and complete the 2019-2020 parking application which is available on the Riverside High School webpage. All fines, technology fees, and class dues must be paid prior to applying for a permit.

A copy of your driver's license, current insurance, and registration must be attached to the parking application along with the **\$45** parking fee. Please double check expiration date on insurance and registration prior to applying.

By policy, school officials and law enforcement have the authority to search vehicles on the RHS campus. The driver/owner of the vehicle is responsible for all items in his or her car. Confiscation of illegal drugs, unauthorized medications, alcohol, and weapons (including but not limited to knives and guns), whether in plain sight or discovered as the result of a search by school or law enforcement officials, will result in a recommendation for expulsion of the student.

As authorized by State law, District and school administrators and officials may conduct reasonable searches on District property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of Board policy.

#### **Parking rules and fines**

Riverside High School reserves the right to have any vehicle towed, at the owner's expense, if it is in violation of any parking regulation.

Riverside High has the right to revoke driving privileges as a result of poor conduct. Any poor conduct will result in a parking violation, repeated offenses will result in the loss of parking privileges.

The following fines will be charged for violations of parking and driving regulations:

- 1st Offense \$25.00 fine
- 2nd Offense \$50.00 fine
- 3rd Offense Loss of parking pass for 45 days.

At the conclusion of 45 days, a parking pass may be reissued if there are parking spaces available.

In order to ensure your pass remains in good standing with the school students must...

- Display an RHS parking tag **while** parked on school property during school hours.
- Under **no** circumstance or situation can a student sell, trade, or allow others to have or use their parking permit.
- Students must not take a car from the parking lot during the school day unless permission is granted by an administrator.
- Students must properly park their vehicle within the space.
- Student parking in any location other than their assigned parking space is forbidden. This includes, but is not limited to; curb areas, buss parking areas, visitor parking, handicapped parking (without proper tags), grass, and the teacher lot.
- The speed limit in the parking lot is 5 m.p.h. Excessive speed, or any other reckless operation of a vehicle, in the parking lot will result in revocation of driving privileges.
- If someone is parked in your spot, **DO NOT** park in another numbered space. Overflow parking will be available and you may park in one of these marked spaces and then report to the incident to Ms. Phillips. We will investigate and address the incident and issue a parking fine if applicable.
- Abuse of ID policy will result in loss of parking privileges.
- Any disciplinary action taken by administration that results in parking probation, the student will be issued another parking pass IF there are parking spaces available when the parking probation has concluded.

#### **BUS DISCIPLINE**

The School District's Student Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while a student may lose the privilege to ride the bus due to his or her misconduct on the bus, based on the seriousness of the misconduct, the student may also be disciplined according to the District's Student Behavior Code, up to and including suspension or recommendation for expulsion.

#### **DRESS AND GROOMING**

Greenville County School District/Riverside High School students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the district and school to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with this policy. Greenville County School district/Riverside High School establishes the following requirements for school dress code policies for students:

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building. Bandanas may not be worn or displayed on school grounds.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent, or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments. Straps on shirts must have a minimum width of three inches. No shirts with cutoff/cutout sleeves are permitted.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Shorts and skirts must be fingertip length when worn appropriately and standing naturally. The administrator's decision on the appropriate length of skirts/shorts is final. Holes in pants must not rise above fingertip length as describe above.



- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, weapons, or sex.

If a student has a question about proper dress, he/she should see an administrator before wearing the article of clothing. At all times, Riverside students should dress neatly. The administrative staff reserves the right to make necessary adjustments in the student dress code with due notification to the student body and has discretionary authority over a student's dress. Violations in the student dress code will result in a disciplinary referral being written. Referrals may result in After School Detention, Saturday School or suspension. Stronger disciplinary actions will be taken for each subsequent referral.

### **ELECTRONIC DEVICES**

Students who choose to bring electronic devices/cellular phones to school do so at their own risk. Riverside High School is not responsible for lost, stolen or damaged devices.

### **VISITORS AT SCHOOL**

Parents are always welcome to visit our school. An appointment to visit a teacher during his conference period can be made by telephoning the School Counseling Office. Upon arrival at school, all visitors MUST report to the Main Office to sign in before going elsewhere in the building.

Students are NOT allowed to have visitors at school. We do not allow visitors to attend classes, shadow students, or eat lunch at Riverside. The only exception is the parent of a student that has made prior arrangements with the School Administration. In that event, the classroom teacher would be notified in advance of the visit.

### **SOCIAL CLUBS**

Social clubs (fraternities and sororities) are prohibited at Riverside. All activities including the wearing of fraternity and sorority clothing, hazing, initiations, and projects which involve selling products of any kind at school are also prohibited.

### **TELEPHONES**

Office and classroom telephones are for business calls and should not be used by students except in cases of emergency. There is a telephone in the main office lobby students may request to use.

### **LOST AND FOUND**

Calculators, books, book bags, personal items. etc., are the responsibility of the student and should never be left unattended on campus. When a student finds an article, he should take it to the Main Office. These lost items may be reclaimed upon proper identification. Students are asked to visit the Main Office for the purpose of claiming articles or books before or after school or during the lunch period. Students are not to bring valuables or large sums of money to school. Items not claimed will be donated to a local charity at the end of each quarter. The school bears no responsibility for lost items.

### **FLOWERS AND BALLOONS**

Students MAY NOT receive balloons or flowers during the school day because they create a disruption in the classroom. These remembrances may not be delivered to the school. Parents are asked NOT to bring lunch for students to pick up in the front office.

### **TRIPS**

For any school-sponsored trip, each student must bring written permission signed by his parent. This permit must include the name of the insurance company and the insurance policy number for school use should an emergency arise. All school rules apply when students are on a field trip. When students are on overnight trips with the school, it is imperative

that they follow all rules including curfew. Breach of rules results in the student's returning home immediately at the parents' expense and the student's losing the privilege of other overnight trips with the school.

#### **USE OF TOBACCO**

Smoking or other use of tobacco or its substitutes will not be allowed anywhere on the school grounds or in the building. This rule also applies to after school events. Tobacco, tobacco products, tobacco paraphernalia, vaporizers or e-cigs, juuls, and cigarette lighters will be confiscated and disciplinary action will be taken.

#### **CARE OF BUILDING AND GROUNDS**

Thinking, responsible students take pride in the school building, equipment, and grounds. Intentional damage to school property results in the entire cost of replacement or satisfactory repair at one's personal expense.

#### **RESTROOMS**

Good citizenship includes proper respect and care of the restrooms. To help keep these rooms clean is the responsibility of each student. School policy prohibits loitering and smoking in the restrooms.

#### **PAYMENTS**

When students make any type of payment for charges, lost locks, etc., they are reminded that they should keep all such receipts for payment they receive until they graduate from Riverside High School. A refund may be ONLY be made with a paid receipt.

#### **SCHOOL STORE**

The School Store is located in the T-Mall. It will be open during all lunch shifts and after school.

#### **STUDENTS' EXPRESSIONS OF RELIGIONS BELIEFS**

Greenville County Schools support the right of individual students to express their religious beliefs as long as the expression does not interfere with the rights of others or the operation of the school. For a comprehensive overview of student's rights, please review the U. S. Department of Education's guidelines concerning religious expression in public schools at <http://www.ed.gov/Speeches/08-1995/religion.html>.

#### **Student Speakers at School-Sponsored Activities**

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at: <https://ed.gov/policy/gen/guid/religionandschools/index.html>

### **CAMPAIGN RULES AND REGULATIONS**

Riverside has a very active student council. Students are encouraged to become involved in the many activities and the leadership training available through the student council. Students desiring to be candidates for any office must abide by the following campaign regulations:

1. Each candidate must turn in an application to the Executive Committee Advisor at the time and in the manner prescribed by the advisor. Candidates for president and vice-president must have attended the SCASC Summer Leadership Workshop.
2. Each candidate must attend the meeting for all campaign and election instructions.
3. Each candidate must be passing required subjects as outlined for athletic eligibility. If a candidate wins his election and then fails a subject for the year, the rules for succession in office will apply.
4. Each candidate can have campaign posters, banners, buttons, and badges approved by the proper advisor. Candidates are allowed five (5) posters and one (1) banner. Banners and posters must be placed on bulletin board strips, in the cafeteria, or on any inside brick or concrete wall. Posters cannot be placed on painted walls and surfaces. Banners may not be larger than 5 ft. x 8 ft. Up to 20 fliers may be approved in place of posters (four fliers substituted for a poster). Candidates may not ask the custodial staff to hang posters or banners.
5. Each candidate must use home-made badges and buttons. Commercially printed badges or stickers are not acceptable. Badges and buttons must be worn, not placed on the walls of the building. Stickers are not acceptable.
6. Each candidate must submit a copy of the campaign speech in its entirety, not an outline, Committee Advisor. If the candidate alters his speech when he is giving his campaign speech, he may be disqualified.
7. Anything not specifically permitted in the above regulations will be considered a violation of the rules which is grounds for disqualification. The advisors, at their discretion, may approve deviations from the rules upon request.
8. Each candidate who is elected must attend the leadership workshops as scheduled.
9. Each successful candidate for an Executive Committee position must take the Leadership Class. Ninth graders will be responsible for checking with an exec member to keep up with activities.
10. Students who do not abide by the above rules may be prohibited from running or disqualified.

### **CONSTITUTION OF RIVERSIDE HIGH SCHOOL**

#### **STUDENT BODY PREAMBLE**

We the student of Riverside High School, in order to insure a more democratic government; to act as a guide in the promotion of better understanding among the student body; to recognize their needs and take appropriate action; to encourage, by example, the attitudes of good citizenship and acceptance of responsibility; do hereby establish this constitution.

## Article I

The student body of Riverside High School shall be represented by the Student Association.

## Article II

All power of this body is delegated by the principal of this school. Since the principal is directly concerned with the welfare of the school and its students, all student power, as stated in this constitution, is subject to veto by this official.

## Article III

### Membership to the Student Association

The student association when sitting as a body shall consist of a Senate and a House of Representatives. The Senate shall be composed of the student body officers, advisory officers, class officers, and any additional members of the Executive Committee. The House of Representatives shall consist of the room representatives. Each member of each house shall have one vote. Resolutions must pass both houses and be signed by the president of the student body. The vice president shall be the presiding officer of the Senate. The presiding officer of the House shall be the Speaker of the House who shall be elected as a student body officer.

## Article IV

### Qualification of Student Association Members

To serve as a member of the Student Association, a student must be passing four (4) subjects, two (2) of which must be core curriculum courses (math, English, science, social studies, and computer programming) and show a genuine interest in the school and its activities. He/she must attend all meetings, including fall and spring workshops, unless excused by the Student Association advisor and have no more than the two (2) unexcused absences. He/she must carry out all of his duties to the best of his ability. If any student fails to adhere to these guidelines, he/she will be subject to impeachment as stated under this constitution.

## Article V

### Elections

Section I. The officers of the student body shall be the President, the Vice President, the Speaker of the House, the Secretary Treasurer, the Historian, and any state, regional, or Interhigh officers.

Section II. The Executive Committee shall set the date of all elections.

Section III.

A. Rising seniors may only run for the office of President and Speaker of the House. Rising juniors and seniors may run for Vice President and Secretary-Treasurer. To run for President, a student must have served on Executive Committee the year prior to running and must have attended summer leadership camp. The Speaker of the House must have served one year in the House of Representatives. The candidate for Vice President must have served one year on the Executive Committee.

B. For transfer students, equivalent offices at other high schools will be accepted for application.

Section IV. The class officers will be President, Vice-President, Secretary, Treasurer, Executive Committee Member, Riverside Public Relations Member, and any Advisory Committee Members. The students running for Class President must previously have been a class officer or a member of the Project Club of his/her class except those running for Freshman Class President.

Section V. The Advisory Committee will determine the date of the committee's selection and the composition of the committee. The Advisory Committee will place one delegate as a member of Executive Committee. If both committees determine a need, Advisory Committee may place more delegates on Executive Committee.

Section VI. The method of election for homeroom representatives shall be determined by the Representative Committee.

Section VII. A. After the completion of elections, the Advisor shall select a Historian and Secretary.

B. The Historian and Secretary shall serve as a Student Body Officer.

Section VIII. A simple majority is necessary to win an election. If no majority is reached in the first round of elections, a run-off will be held between the two candidates with the highest number of votes. In the case of a tie, the administration and advisor may declare co-officers except for the office of president, for which office a runoff must be held.

Section IX. Each student seeking an office must maintain a satisfactory conduct record as determined by the advisor of the respective committee. He is ineligible to run for an office if he has been recommended for expulsion and has received any Riverside disciplinary sanction as a result of that recommendation during that school year.

Section X. A student may hold only one office in the Student Association; however, a student may serve on CSC and Representative Committee simultaneously.

Section XI. The campaign rules and regulations published in the handbook will have full constitutional authority and can be changed by the administration and advisor as necessary without constitutional amendment.

## Article VI

### Committees

Section I. The standing committees shall be the following:

A. Executive—This committee shall consist of the student body officers, SCASC officers, delegates from the Advisory Committee, CSC chairperson, the class presidents, the class vice-presidents, the class Executive Committee member, and the RPR Chairperson.

B. Riverside Public Relations—All other class officers and the student body secretary.

C. Advisory—As determined by the committee

D. Representative—Each homeroom shall have one representative.

E. Central Spirit—This committee shall be determined by the CSC advisors.

Section II. These committees must meet when determined necessary by that committee.

Section III. The student body president may appoint special committees.

Section IV. The officers are not limited to the duties listed in this constitution.

## Article VII

### Duties of the Student Body Officers

Section I. The duties of the President shall be the following:

A. To preside over the Student Association meetings.

B. To preside over the Executive Committee meetings.

C. To call special meetings.

D. To act as a spokesman between the faculty, administration, and students.

E. To preside over the fall and spring workshops.

F. To preside over open meetings.

Section II. The duties of the 1st Vice-President shall be the following:

A. To assist the student body president.

B. To preside over Executive Committee in the absence of the president.

Section III. The duties of the Vice-President of Representative Committee shall be the following:

A. To preside over the Representative Committee meetings.

B. To preside over the Executive Committee in the absence of the president and 1st vice-president.

Section IV. The duties of the Secretary shall be the following:

A. To take minutes at all Student Association and Executive Committee meetings.

B. To keep a record of attendance at all Student Association and Executive Committee functions.

C. To handle all correspondence for the Student Association.

Section V. The duties of the Treasurer shall be the following:

A. To handle all Student Association funds according to regulations set by the School District of Greenville County.

- B. To maintain a record of receipts and expenditures of the Student Association.
- C. To issue parking tags and monitor the parking lot.
- D. To assume the duties of the Secretary in the Secretary's absence.

Section VI. The duties of the Historian shall be as follows:

- A. To compile a scrapbook of all Executive Committee activities for submission to SCASC at the state convention.
- B. To assist other officers as needed.

Section VII. The duties of all the Student Body officers shall be the following:

- A. To attend all Executive Committee meetings.
- B. To attend all Student Association meetings.
- C. To attend the fall and spring workshops.
- D. To assume the duties of the Treasurer in the Treasurer's absence.

## Article VIII

### Duties of Class Officers

Section I. The duties of the President shall be the following:

- A. To preside over all class meetings.
- B. To call special meetings of the class.
- C. To attend all Executive Committee meetings.

Section II. The duties of the Vice-President shall be the following:

- A. To assist the president.
- B. To assume the duties of president in his or her absence.
- C. To attend all Executive Committee meetings.

Section III. The duties of the Secretary shall be the following:

- A. To take minutes at all class meetings.
- B. To keep a record of attendance at all class functions.
- C. To attend all RPR meetings.
- D. To handle all correspondence for his class.

Section IV. The duties of the Treasurer shall be the following:

- A. To maintain records of all receipts and expenditures of the class.
- B. To handle all class funds according to regulations set by the School District of Greenville County.
- C. To attend all RPR meetings.

Section V. The duties of the Executive Committee Member shall be the following:

- A. To attend all Executive Committee meetings.
- B. To assist class officers.

Section VI. The duties of the RPR Member shall be the following:

- A. To attend all RPR meetings.
- B. To assist class officers.

Section VII. The duties of all the class officers shall be the following:

- A. To attend all class functions.
- B. To attend all Student Association meetings.
- C. To attend the fall and spring workshops.

## Article IX

### Duties of the Committees

Section I. The duties of the Advisory Committee shall be the following:

- A. To attend all Student Association meetings.
- B. To aid and furnish advice to the principal.

- C. To work for harmonious relations between races.
- D. To serve as an advisor to school district officials.
- E. To serve as a school improvement committee.
- F. To attend the fall and spring workshops.

Section II. The duties of CSC shall be the following:

- A. To coordinate all pep rallies.
- B. To coordinate Homecoming.
- C. To make banners to promote spirit.
- D. To coordinate all spirit contests and activities.
- E. To attend sports activities.

Section III. The duties of Executive Committee shall be the following:

- A. To coordinate and provide support for all the committees.
- B. To plan and coordinate all workshops.
- C. To coordinate Freshman and New Student Orientations.
- D. To provide Warrior Guides.
- E. To coordinate Teacher Appreciation Week, Blood Drive, and elections.
- F. To perform regular service projects.

Section IV. The duties of Representative Committee shall be the following:

- A. To gather ideas from the homerooms and present them to Executive Committee.
- B. To carry information to the student body through homerooms.
- C. To perform monthly service projects.
- D. To provide student rewards and incentives.
- E. To coordinate the Secret Pal Program.

Section V. The duties of RPR shall be the following:

- A. To assist Executive Committee in coordination with planning other activities.
- B. To coordinate the My Day service project.
- C. To provide Warrior Guides.

## Article X

### REMOVAL FROM OFFICE

Section I. If there is a problem with any officer, the advisor must first be approached with the problem. The advisor will then be expected to notify the principal and talk with the student in question. The advisor will set a reasonable reform period if he feels it is deemed necessary. The principal may, at his discretion, remove the officer, place the officer on

### B. ATHLETIC EVENTS

Another important phase of school life in which student self-discipline is needed and demanded is at athletic events, both at home and away. Such events are sponsored by the school, and most of the same rules of good behavior are in effect there as well as at school. The kind of good behavior is known as sportsmanship. Good sportsmanship is conduct which imposes a type of self-control involving honest rivalry, courteous relationships, and graceful acceptance of results. Courteous consideration for the other fellow must be observed, not only in contest but also in everyday associations.

Since the school receives the blame or credit for the conduct of its students, all students must do whatever is necessary to make sure their conduct is always at its best. Students from Riverside never get a second chance to make a first impression. Here are some general guidelines to follow at athletic events:

1. Show appreciation for a good performance by clapping and cheering.
2. Never boo or criticize an official or the other team.
3. Don't horse around or throw objects in the stands. Never throw objects on the playing field or on the court.

4. RESPECT THE RIGHTS OF OTHERS SITTING NEXT TO YOU and around you. Don't block the view of those seated behind you.
5. Don't create a disturbance when the other team is on the free throw line. (If everyone gets quiet, it will really shake up the opponent!)
6. When games are played at Riverside, the other fans are Riverside's guests. Treat them nicely, and make them feel welcome.
7. Stand for the Pledge to the Flag.
8. Don't applaud after a prayer.
9. Stand and sing when the "Star Spangled Banner" and/or the Alma Mater is played. Learn the words to the Alma Mater and "Star Spangled Banner." The words to the Alma Mater are in the handbook. There should be no moving about during either of these songs.
10. NEVER YELL AGAINST A TEAM; YELL FOR RIVERSIDE'S TEAM!

#### **DISTURBING SCHOOL STATE STATUTE**

Whereas, recent reports indicate there has been an increase in the number of South Carolina students arrested for disturbing schools; and

Whereas, it is in the best interest of all South Carolinians that all students be given every opportunity to succeed in South Carolina's school systems. Now, therefore,

Be it resolved that educators and school administrators throughout the State are urged to exhaust all avenues of behavioral discipline in accordance with the school's code of conduct prior to requesting the involvement of law enforcement officials. Similarly, law enforcement officials are urged to seek the normal standards of proof when enforcing the criminal laws of this State on school grounds. Law enforcement officials should also maintain and apply officer discretion when enforcing the criminal laws of this State on school grounds.

Be it enacted by the General Assembly of the State of South Carolina:

#### **School disturbances by nonstudents**

SECTION 1. Section 16-17-420 of the 1976 Code is amended to read:

"Section 16-17-420. (A) It is unlawful for a person who is not a student to willfully interfere with, disrupt, or disturb the normal operations of a school or college in this State by:

- (1) entering upon school or college grounds or property without the permission of the principal or president in charge;
- (2) loitering upon or about school or college grounds or property, after notice is given to vacate the grounds or property and after having reasonable opportunity to vacate;
- (3) initiating a physical assault on, or fighting with, another person on school or college grounds or property;
- (4) being loud or boisterous on school or college grounds or property after instruction by school or college personnel to refrain from the conduct;
- (5) threatening physical harm to a student or a school or college employee while on school or college grounds or property; or
- (6) threatening the use of deadly force on school or college property or involving school or college grounds or property when the person has the present ability, or is reasonably believed to have the present ability, to carry out the threat.



(B) For the purpose of this section, 'person who is not a student' means a person who is not enrolled in, or who is suspended or expelled from, the school or college that the person interferes with, disrupts, or disturbs at the time the interference, disruption, or disturbance occurs.

(C) Any person who violates a provision of this section is guilty of a misdemeanor and, upon conviction, must be fined not more than two thousand dollars or imprisoned for not more than one year, or both."

#### **Student threats**

SECTION 2. Article 7, Chapter 17, Title 16 of the 1976 Code is amended by adding:

"Section 16-17-425. (A) It is unlawful for a student of a school or college in this State to make threats to take the life of or to inflict bodily harm upon another by any form of communication whatsoever.

(B) Nothing contained in this section may be construed to repeal, replace, or preclude application of any other criminal statute."

#### **Savings**

SECTION 3. The repeal or amendment by this act of any law, whether temporary or permanent or civil or criminal, does not affect pending actions, rights, duties, or liabilities founded thereon, or alter, discharge, release or extinguish any penalty, forfeiture, or liability incurred under the repealed or amended law, unless the repealed or amended provision shall so expressly provide. After the effective date of this act, all laws repealed or amended by this act must be taken and treated as remaining in full force and effect for the purpose of sustaining any pending or vested right, civil action, special proceeding, criminal prosecution, or appeal existing as of the effective date of this act, and for the enforcement of rights, duties, penalties, forfeitures, and liabilities as they stood under the repealed or amended laws.

### **IN COMPLIANCE WITH SCHOOL SAFETY ACT OF 1996**

Any student who commits a non-aggravated assault and battery on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1,000.00, imprisoned for not more than one year, or both. Judicial, law enforcement, or corrections officials must notify the principal of any conviction of this crime, of the crime of assault and battery of a high and aggravated nature against a school official, and of other "violent crimes." Information concerning convictions of these crimes will be included in the student's permanent record. The student's teachers will be notified annually of conviction of these crimes. Any school official who reports a school-related crime in good faith is immune from criminal and civil liability arising from the report.

#### **LEGAL NOTICE**

Greenville County School District Policy on Compliance with State and Federal Law  
Concerning Discrimination and Student Records

#### Sex and Handicap Discrimination

Title IX of The Education Amendments of 1972 prohibits discrimination against any student or employee on the basis of sex. Section 504 of the Rehabilitation Act of 1973 forbids discriminations against any student or employee on the basis of handicap. The School District of Greenville County does not discriminate in admission or access to, or treatment and employment in, any of its programs or activities on the basis of sex, handicap, or any other unlawful criteria such as age, race, religion, or national origin.

Complaints about discrimination on the basis of sex, handicap, or other unlawful criteria should be taken to the local building principal or immediate supervisor with the objective of resolving the matter informally. If a complaint cannot be

resolved in this manner, established grievance procedures are set forth in District Rule JCE(R), and Employee grievance procedures are contained in District Rule GAE(R). Both of these procedures are available in any principal's office.

Further information about laws and regulations concerning sex, handicap, and other discrimination or about District grievance procedures may be obtained from The School District of Greenville County.

### **Student Records**

The Family Educational Rights and Privacy Act regulates what may be contained in student records and who may have access to them. Parents of students under eighteen or students over eighteen have the right to inspect such records and to object to material in them. They also have the right to deny access to those records to any school district employees with a legitimate educational purpose for reviewing them.

School District Policy JR(P) has been adopted to comply with the Act and is available in each building principal's office. Copies may be obtained upon payment or reproduction costs.

### **Release of Student Directory Information**

District schools release student directory information on a routine basis for honor rolls, graduation lists, athletic team lists, etc. Directory information eligible for release includes: student's name, school, grade, dates of attendance, participation in recognized athletic and other activities, and weight and height for participants on athletic teams. Information such as home address and telephone number is not released.

You may choose to not have your child's name (along with other directory information) released by the school by a request form which can be obtained from the guidance department at Riverside High School.

### **Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct**

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

### **Investigations and Consequences**

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

### **Appeals**

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

