

**Riverside High School
2017-2018
Student Handbook**



Riverside High School
112 East Washington Street
Riverside, NJ 08075
(856) 461-1255
www.riverside.k12.nj.us

This agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student Number _____

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Philosophy of Riverside High School

We, the faculty of Riverside High School, believe in the concept of equal educational opportunity for all students, and that the student growth that we foster proceeds according to individual aptitudes, interests, and needs.

The educational program is a cooperative venture in which parents, students, teachers, administrators, and the Board of Education are active participants.

Our school curriculum must provide daily and long range opportunities which present learning as a lifelong process that is both valuable and enjoyable. Students should be helped to develop skills, abilities, and appreciations which lead to vocational and recreational fulfillment.

All available facilities of our school and community should be fully implemented to provide our students with a dynamic, realistic environment that will help them become happy, healthy, and productive members of a democratic society.

Message to Parents

The staff of Riverside high School wants your student’s time here to be rewarding and challenging. This manual serves to familiarize you and your student with the rules and regulations of the school. It is important that parents and students be aware of the rules and follows them at all times.

For your student to get the most from school, her or she should go beyond the classroom and participate in some of the many clubs, sports, and activities offered at Riverside High School. The guidance department, teachers, coaches, and administrators are always available to answer your questions and assist you in solving problems. The school exists to serve the community.

It is also the obligation of parents and students to be aware of their rights and responsibilities spelled out in this handbook. Please read it carefully and completely. Cooperation and compliance with these rules will ensure a well-run and highly effective school.

Emergency Closings

In the event of an emergency closing or delayed opening of school, please check the school website, in addition, an automated call will be sent out by the district to the contact number listed in our records. Also, KYW, 1060 AM radio, will provide information during their morning newscasts between 6:00 am and 7:30 am.

Our school number is 662. If you do not hear the number read on your radio station, school is open. The school switchboard will also have a message when school is closed or there is a delayed opening.

RIVERSIDE HIGH SCHOOL STAFF

Ms. Robin A. Ehrich, Superintendent
Todd L. Pae, Principal
Victor Micucci, Assistant Principal/Athletic Director
Dan Licata, Assistant Principal/Activities Director
Patricia Swenson, Child Study Team Coordinator
Vivian Barnett, Joann Troso, CST Case Managers

Business Education

Gail Glaberman
Lea Lauletta

English

Lauren Downey
Emily Nicola
Alison Varga
Lauren Veneziani
James Winton
Eileen Williamson

Fine & Practical Arts

Connie Bucci
Donna Kringler

Foreign Language

Maritza Fee
Valerie Franz
Carmen Plant
Cherin Szul

Guidance

Bob Cardie
Alaine DiLuzio
Ericka Johnson
Linda Steel

JROTC

Main Office:

Carla Mead
Grace Page
Sue Snow

Math

Dr. Scott Atkinson
Jennifer Hunter
Andrew Jacobs
Greg Ogden
Mat Postel
Dr. Nicholas Zoll

Media Center

Brittany DiMiero
Claudia West-Grady

Music

Jaclyn Leone
Chris Phillips

Nurse

Robyn Loglisci
Debbie Gatti

Physical Education

Crystal Barbour
Richard Gilmore
Kimberly Kirkpatrick
Greg Ogden
Michael Ryan

Science

Kurt Andress
Joseph Durkin
Margaret Garvin
Kathleen Kubak
Dr. Sean Lee

Social Studies

Allison Braun
Marc Ballantyne
Daniel Stellwag

Special Education

Jeff Bilinsky
Carmine Cesare
Steffanie Conley
Terri Croneberger
Adrienne Browne
Brittany Quiring
Dana Ruggieri
Lynn Starke
Tara Stellwag
Regina Villecco

Supplemental

Jesse Molina

ESL

Olga Perez-Wilchacky
Christine Talbot

RIVERSIDE BOARD OF EDUCATION

President, John Mongon
Vice President, Deborah Graf
Joseph D'Agostino
Dean Potts Jr.
Michael Holak
Maria Pinho
Timothy McElroy
Scott Parker
Ryan Bienkowski
Rose Gonteski (Delanco Representative)

Student Government Officers

President	Patrick Tillinghast
Vice President	Makayla Jack
Treasurer	Emily Schmitt
Secretary	Katie Wallace
BOE Representatives	Jada Karp (Riverside) Danny Hamlin (Delanco)
Historian	Brianna Fritz
Executive of Special Projects	Taylor Fritz
Representatives	
Senior Class	Miranda Webb
Junior Class	Joanna DiMiero
Sophomore Class	Amber Jack
Freshman Class	Brea Horta
Faculty Advisor	Jennifer Hunter

Class Officers and Advisors

Class of 2018 – Senior

President	Katie Wallace
Vice President	Cassidy Dospoy
Secretary	Michael Monteiro
Treasurer	Tayler Minuto
Historian	Juliette DiFilippo
Faculty Advisors	Margaret Garvin Eileen Williamson

Class of 2019 – Junior

President	Hailey Russell
Vice President	Hannah Russell
Treasurer	Emily Wojceichowski
Secretary	Kim DeFabis
Historian	Daniel Hamlin
Faculty Advisors	Lauren Downey Tara Crane-McElroy

Class of 2020 – Sophomore

President	Cole Cerchiaro
Vice President	Megan Gonteski
Treasurer	Morgan Blake
Secretary	Sheryl Eyzaguirre
Historian	Jacqueline Lim
Faculty Advisors	Brittany DiMiero Nicole Potts

Class of 2021 – Freshman

President	(to be elected Sept. 2017)
Vice President	(to be elected Sept. 2017)
Treasurer	(to be elected Sept. 2017)
Secretary	(to be elected Sept. 2017)
Historian	(to be elected Sept. 2017)
Faculty Advisors	Kim Kirkpatrick Lauren Veneziani

RIVERSIDE TWP. PUBLIC SCHOOLS CALENDAR 2017-2018

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7">SEPTEMBER 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	SEPTEMBER 2017							S	M	T	W	Th	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	<p>4 Labor Day - Schools Closed 5 Teacher In-service - Staff Only. 6 Students First Day- Early Dismissal 7 Full Days Begin</p>							
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<p>180 Days Students. 184 Days Staff. (After snow day reductions)</p> <p style="text-align: center;">  </p> <p>Approved: February 16, 2017</p>	<p>*If there are fewer than 3 emergency closings, schools will be closed in the following order: May 29, 25 and 18. *Do not make irrevocable vacation plans for April.</p> <p>*If additional closure days are needed, they may be taken from spring break, Feb. 16th or added onto the end of the school year.</p>																																																								
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END OF MARKING PERIODS:

- 1st November 9, 2017
- 2nd January 27, 2018
- 3rd April 3, 2018

REPORT CARDS ISSUED:

- Week of: November 14, 2017
- Week of: January 30, 2018
- Week of: April 10, 2018

DATES TO REMEMBER (Student Activities)

These dates are subject to change. Please visit our website www.riverside.k12.nj.us and click on the "District Calendar" for updates and additions.

September

6	First Day of School for Students (Early Dismissal)
14	Back-To-School Night – 6-8pm
19, 20	Senior Pictures
21	Underclassmen Pictures

October

16-20, 23-27	Homecoming Floats (Cancelled on 10/17, 10/18 due to night games)
28	Homecoming Football vs. Lindenwald – 1:30pm
28	Homecoming Dance 7:30-10:30 pm

November

1	Underclassmen photo make-up date
14	NHS Blood drive
22	Annual Bonfire (6pm) and Powder Puff Football Game (7pm)

December

TBD	Winter Concert-Band
TBD	Winter Concert-Chorus
22	2016 Seniors vs. Faculty Basketball Game

January

26, 27	Cabaret Night
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February

1	Parent/Teacher Conferences
9, 10	High School Play
20-23	Student Government Spirit Week
23	Spirit Week Pep Rally

April

7, 8	Sports Night
23-27	Senior Trip
27	Sophomore Trip

May

8	JROTC Banquet
11	Junior/Senior Prom
TBD	Spring Concert-Band
TBD	Spring Concert-Chorus

June

1	Academic/Athletic Awards
20	High School Graduation 6:30
20	Last Day for Students

DATES TO REMEMBER (Student Assessments)

August

26	SAT
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<u>October</u>		
2		ASVAB
7		SAT
11		PSAT (10 th & 11 th grade students only, during school day)
<u>November</u>		
4		SAT
7		ASVAB
<u>December</u>		
2		SAT
5		ASVAB
<u>January</u>		
10		ASVAB
<u>February</u>		
13		ASVAB
<u>March</u>		
10		SAT
<u>April</u>		
23-27		PARCC (These dates are subject to change)
30-May 4		PARCC (These dates are subject to change)
<u>May</u>		
5		SAT
7		AP Chemistry Exam
7-11		PARCC (These dates are subject to change)
8		AP Spanish Exam
9		AP English Exam
14-18		PARCC (These dates are subject to change)
14		AP Biology Exam
15		AP Calculus Exam
17		AP Statistics Exam
21-25		PARCC Make-ups (These dates are subject to change)
28-June 1		PARCC Make-ups (These dates are subject to change)
31		End of Course Biology Exam (This date is subject to change)
<u>June</u>		
1		End of Course Biology Exam (This date is subject to change)
2		SAT
4-8		PARCC (These dates are subject to change)
7, 8		End of Course Biology Exam Make-ups (These dates are subject to change)

Daily Schedule:

A-Lunch	
Homeroom	7:38 - 7:43
Period 1	7:46 - 8:26
Period 2	8:29 - 9:09
Period 3	9:12 - 9:52
Period 4	9:55 - 10:35
A-LUNCH	10:37 - 11:02
Period 5	11:05 - 11:45
Period 6	11:48 - 12:28
Period 7	12:31 - 1:11
Period 8	1:14 - 1:54

B-Lunch	
Homeroom	7:38 - 7:43
Period 1	7:46 - 8:26
Period 2	8:29 - 9:09
Period 3	9:12 - 9:52
Period 4	9:55 - 10:35
Period 5	10:38 - 11:18
B-LUNCH	11:20 - 11:45
Period 6	11:48 - 12:28
Period 7	12:31 - 1:11
Period 8	1:14 - 1:54

Half Day Schedule:

Homeroom	7:38 - 7:43
Period 1	7:46 - 8:26
Period 2	8:29 - 8:57
Period 3	9:00 - 9:28
Period 4	9:31 - 9:59
Period 5	10:02 - 10:30
Period 6	10:33 - 11:00
Period 7	11:03 - 11:30

90 Minute Delayed Bell Schedule:

A Lunch Schedule

Homeroom	9:08 - 9:13
Period (1 or 3)	9:16 - 9:56
Period (2 or 4)	9:59 - 10:39
A Lunch	10:41 - 11:03
Period 5	11:06 - 11:46
Period 6	11:49 - 12:29
Period 7	12:32 - 1:12
Period 8	1:14 - 1:54

B Lunch Schedule

Homeroom	9:08 - 9:13
Period (1 or 3)	9:16 - 9:56
Period (2 or 4)	9:59 - 10:39
Period 5	10:41 - 11:22
B Lunch	11:24 - 11:46
Period 6	11:49 - 12:29
Period 7	12:32 - 1:12
Period 8	1:14 - 1:54

RIVERSIDE PUBLIC SCHOOL DISTRICT ATTENDANCE RULES AND REGULATIONS

ATTENDANCE

The New Jersey Administrative code on Attendance 6A:16-7.6 was amended on March 17, 2014 to reflect a number of important changes. For state pupil attendance reporting purposes the only absences that will meet the criteria as an excused absence are Religious observance and take your child to work day. Upon the fifth cumulative absence from school the school district is required to create an Action Plan to improve attendance. Upon the tenth day of absence the school district is required to determine if truancy charges are applicable.

The school district reserves the right to maintain local control over absences allowed for the purposes of credit completion, graduation, promotion exercises, participation in co-curricular activities, athletics, field trips etc.

The Board of Education of the Riverside Public School District recognizes the educational significance of the student's attendance in class and as mandated by NJAC 6:8-4,2(d) legislates an attendance policy which requires student attendance on the days and during the hours in which the school is in session. The Board of Education and the Administration will not permit absences from school for any reason not specified in this policy and will not grant to students maximum class credit if their attendance, as defined in this policy, is not adhered to.

The Board of Education, the administration, and staff of the Riverside Public School District believe that regular student attendance is very important in providing the level of successful learning and teaching activities that students need to compete in their world after high school. The teaching staff is committed to providing 180 days of well-planned instruction and will enforce the conditions of the attendance policy.

The Attendance Policy involves a student being placed on non-credit status based on the number of days a student is not in attendance at school. Absences for State-recognized religious holidays are excluded. If the student does not re-earn credit status, then credit for that school year is lost.

(Any student failure in a subject negates eligibility for the credit make-up session.)

1a. Attendance in School

Attendance in school is a prerequisite to successful completion of respective grade promotion requirements. In the evaluation of grades, teachers are obligated to follow the attendance policy.

A student having an absence has the privilege of making up any work missed. However, logically it can be assumed class participation cannot be made up. For all absences, the student must approach his individual teachers for make-up assignments. It will not be considered the teacher's role to contact the student.

Students who cut class or who are truant from school will not be permitted to make up class work they missed.

Students who have legitimate absences from school will be allowed to make up the work within the same number of days as they were absent from school. However, at the end of the school year, all schoolwork, term papers, and exams must be made up by the last day of school or the student will receive failures for all missing work.

The parents/guardians and students should be made aware that the administration cannot and will not condone any involvement in Cut Days of any kind. This type of absence will be considered as truancy.

1b. Absences:

Since there is a tolerance for 12 absences in the attendance policy, students will bring in some form of documentation following an absence to verify that the student was not truant. This documentation does not classify the absence as excused. **Parents/guardians are to call the school in the morning to report their child absent from school.**

2. Attendance and extra-curricular participation:

When students are absent from school for any reason, they are excluded from all school activities, including rehearsals, practices, and athletic events on the day of the absence. Students are ineligible for extra-curricular participation until they are in attendance at school for one complete day. Friday absences will also negate participation in Saturday and Sunday activities. **All students must be in school for a minimum of four hours. A student must complete the school day to be eligible to participate in extracurricular activities.**

Therefore, any student leaving school prior to attending school for four (4) hours will not receive credit for a full day. Students sent home sick prior to attending school for four (4) hours will be recorded as absent unexcused, unless the student returns to school with a doctor's note.

3. Frequency of student absences and credit deduction

Since the earning of course credits is based on 180 instructional days, frequent absences of students from the regular classroom learning experience disrupts the student's educational process. Therefore, a student with an excess of 12 days absence will not be eligible to receive the credits awarded in each of their classes. These students will be given the opportunity to re-earn credit status through the procedure previously mentioned.

Students who are on "non-credit" status due to absences are suspended from athletic participation and any school related activities until their attendance is within good standing. This suspension would exclude any trips that have direct involvement with a course and may affect the student's grade.

4. Excused absences

A note from a parent or guardian must be submitted to the Main Office upon returning to school. Excused absences include religious observances recognized by the State of NJ pursuant to 6A:16-7.6

5. All other absences are categorized into the justified but unexcused classification. Examples of unexcused absences include, but are not limited to the following:

- illness verified by a doctor
- death in the family
- behind the wheel driver's test with verification of the appointment (only one appointment/school year will be excused)
- two documented college visitations for Juniors or Seniors

Documents to verify an unexcused absence must be turned into the main office within two weeks of the absence.

All other absences are categorized into the unexcused/non-credit status classification. Examples of unexcused absences include, but are not limited to the following:

vacations non-school related contests employment
appointments family obligations driving school

6. Excessive absences and student grades

Certain classroom activities cannot be made up when a student is absent. These classroom activities can have

a negative impact on students' grades when they are not present in class.

7. Student/Parent notification

Parents/Guardians will be notified in writing of the students absences after the fourth, tenth and twelfth days of student absence. After the fifth absence parents and students will be contacted by the school district to create an Action Plan for attendance improvement. After the tenth absence the school district will make a determination on pursuing truancy charges against the parent. After the 13th absence, parents will be mailed a letter informing them of the credit loss and inviting them to meet with their student's counselor and the administration should they desire to do so. The purpose of this meeting would be to review the effects of the excessive absences with regard to meeting promotion/graduation requirements.

8. Appeal Process

Students and parents are granted the right to appeal a decision in the following way:

- a. The student or parent may schedule a conference with the person or persons with whom the concern arose, and the appropriate administrator.
- b. If this does not result in a satisfactory resolution, the parent or student may file a written appeal with the Principal. The appeal must be filed within five school days. Failure to submit an appeal within the five days shall constitute acceptance of the decision at the first level of the appeal. After receiving the written appeal, the Principal will review the matter and conference with all involved parties and then render a decision based on all the information presented.
- c. If this does not result in a satisfactory resolution, the Principal will refer the matter to the Superintendent or Board of Education.

A written summary including the disposition of the matter shall be maintained at each level of the appeal process and forwarded to:

- the student's record file
- the next step of the appeal process

DISCIPLINE

Students are reminded that all teachers in the building have the authority to enforce the rules and regulations of the District (18A:37-1). This authority is not in any way limited to the classroom or to particular students. RHS students are also reminded that they are to show respect to all school employees regardless of their position in the school district. When any type of disorder occurs in the school, infractions will not be ignored where positive identification is established. Offenders will be disciplined. (It must be recognized that not all the offenders will or can be identified.) Verbal insubordination as well as physical acts will be recognized as grounds for disciplinary action.

Rules of conduct relate to students not only when they are present in the school building or on school grounds, but also while they are being transported to and from school and to after school and evening activities, practices, meetings, etc. Each individual student is expected to exhibit high standards of conduct and show evidence of self discipline. In general, students are expected at all times to respect the rights of others, to take care of school property, and to be courteous and thoughtful.

NOTE:

The Board of Education and the Administration recognize that it is virtually impossible to develop a regulation for every type of situation needing discipline. For this reason, the Board authorizes the use of appropriate measures to manage any situation not specifically identified in this handbook or in the Board of Education policy. The administrators will exercise a spirit of fairness and sound judgment when dealing with these types of situations.

In School Suspension/Time Out Room

The Riverside School District believes that we must focus our energies on developing a positive school environment in which mutual trust, respect, and good citizenship are the norm.

The goal of the Responsibility Training and the Time Out concept is to provide an atmosphere that allows the student to evaluate the behavior(s) they have chosen; to learn that they are responsible for their choices; and to develop the skills to make more effective choices.

The Time Out Room is a place for the misbehaving students to calm down, reflect about their behavior, and develop a plan for more appropriate behavior before returning to class.

1. A student will report to the Time Out Room and remain until an acceptable written plan is completed. Students are responsible for all assignments and information presented to their class while they are assigned to the Time Out Room.
2. Parent notification will occur after student is in the Time Out Room one full day.
3. A conference may be scheduled with the student and with parents after the second Time Out Room referral.
4. Continued placement in the Time Out Room may result in the Principal's involvement, additional parental or guardian conferences, or Time Out at home (i.e., suspension).

Students assigned to a full day time out room assignment are not eligible to participate in extra-curricular/athletic activities on the day served.

Offenses resulting in time out room assignments will result in loss of privileges;
-3rd, 4th, 5th assignments during a 45 school day cycle=5 day extra-curricular/athletic activity restriction per assignment
-6th, 7th, 8th assignments per academic year=10 day extra-curricular/athletic activity restriction per assignment
-9th, 10th, 11th assignments per academic year=15 day extra-curricular/athletic activity restriction per assignment
-12+ assignments per academic year= 45 day extra-curricular/athletic activity restriction per assignment

Suspension constitutes a loss of all school privileges during the period of suspension. A suspension may also require a parental conference with an assistant principal.

Parental contacts will be made with the parents of all students who are suspended. In some cases, a conference will be held with the parent/guardian of the suspended student prior to the student's return to school.

In addition to suspension for serious student misconduct, a system of school detentions will be utilized. Detentions will be assigned for less serious offenses.

The Effects of School Suspension

In most cases, students who receive a suspension, begin serving that suspension at the end of the instructional day in which the suspension was issued. However, the Administration retains the right to suspend a student immediately when it is determined that waiting until the end of the instructional day could jeopardize the safety and well being of the school environment.

During the period of suspension, students are not permitted to participate in any school related activities until the conditions of the suspension are satisfied. This includes participation in:

- Student Government or Class Activities
- Sports Night Activities and Practices
- School Trips

Band, Class, or Club activities
Sports, including games and practices
Dances or Participation in all other extra or co-curricular activities.

Members of the National Honor Society could lose their membership in the Society as a result of one suspension.

Three Suspension Rule - Any student, who receives three or more suspensions from school during the course of the school year, will become ineligible to participate in any extra-curricular activities for the remainder of the school year, except as described below. This ineligibility would include participation in athletics, clubs, dances, the Prom, the Senior Class Trip or other class trips, Sports Night, Homecoming, and any other school extra-curricular activity.

Students who receive a third suspension may re-earn their eligibility by demonstrating acceptable behavior, maintaining academic eligibility, and not receiving any administrative disciplinary action within a 45-school day period.

Any student who receives a fourth suspension will be ineligible for the remainder of the school year without the possibility to re-earn his or her eligibility for the remainder of the school year.

When a student is suspended from school, a parental conference with the student and the appropriate administrator must be satisfied prior to the student's return to regular classes and participation in co-curricular and extra-curricular activities. Any student suspended four or more times must meet with the Superintendent of Schools with their parent(s) before returning to school.

Students and parents are granted the right to appeal or make their concerns known and have them considered and disposed of fairly by using the appeal process. (Refer to the Appeal Process.)

RIVERSIDE PUBLIC SCHOOL DISTRICT DISCIPLINE GUIDELINES

INFRACTIONS RELATING TO SCHOOL ATTENDANCE

1. Unexcused Absences

Once a student accumulates thirteen (13) unexcused absences from a class(es), the student will be put on non-credit status for all classes. Unexcused absences include cutting of class(es). Non-credit status can have a profound effect on all eligibility requirements for co-curricular activities including athletics. Excessive unexcused absences will result in students being referred to municipal court or being dropped from the school roll.

2. Late to School

When students arrive to school after the homeroom bell has rung (7:38 a.m.), they are to report directly to the Main Office. Students not reporting to the office will be marked absent for the day.

- Upon the 1st and 2nd Offense - warnings
- Upon the 3rd or more Offenses – Detention, time-out room and/or suspension

3. Lateness to Class

- Upon the 1st and 2nd Offense - Teacher warnings/ Teacher Detentions
- 3rd Or More – Parent Contact/Teacher Detention

4. Cutting Class (including study hall, lunch and unexcused absence from first period class, after school detention, and final exams)

Cutting class is an unexcused absence and therefore will count towards the number of unexcused absences from class that could lead to a non-credit status for that particular class.

1st Offense - ISS/Time-Out Room assignment; zero for all class work missed as a result of the cut; and parent contact.

2nd Offense or more - ISS/Time-Out Room assignment and/or suspension; zero for all class work missed as a result of the cut; and parent contact.

Senior privilege for lunch will be lost if a student cuts the previous/following class periods.

1st offense- Iss/TO room assignment; warning of loss of privilege

2nd offense- OSS; second warning of loss of privilege

3rd offense-OSS; 30 day loss of lunch privilege

4th offense-OSS; loss of lunch privilege for the remainder of the school year

Students cutting after school administrative detention are not eligible for after school extra-curricular/athletic activities.

Students who cut a final exam (unexcused absence), will receive a "0" for the final exam grade and the final grade for the course will be dropped one letter grade from the final average.

5. Truancy

When students are absent from school without parental permission/knowledge, they will be classified as truant. **Parents are reminded that they are to call the school when their child is absent.** Truancy from school is an unexcused absence and can affect credit status.

1st Offense - One (1) assigned ISS/Time Out Room assignment; parent contact.

2nd Offense - One (1) day ISS/Time Out Room/suspension assignment; zero for all class work missed as a result of the truancy; and parent contact and/or suspension.

Repeat offenses will be referred to Municipal Court for possible parental fine.

INFRACTIONS AGAINST GOOD ORDER, PROPERTY AND THE NECESSARY CONDITIONS FOR THE HEALTH AND SAFETY OF STUDENTS

1. Defiance/Willful Disobedience - Insubordination

1st Offense - Time Out Room assignment or suspension, based on nature of the offense; parent contact

2nd Offense - Up to five (5) days suspension

2. Failure to Report for Assigned Detention (office or teacher)

1st Offense - Original detention reassigned plus an additional detention added. (Students are to receive a twenty-four [24] hour notice as to the assignment of detention.)

2nd Offense or more - Parent contact, suspension

3. Inappropriate Attire

1st Offense - Attempt to resolve problem through change of clothing. (Parent bring change of clothes, Administrative supply, or student resolve)

Time-out room assignment will be assigned if none of the above are met.

2nd Offense or more- Time-out room and/or suspension and parent conference. Student will not be allowed to wear that attire/ loss of privilege of wearing that attire while in school.

4. Overt and Unusual Outward Physical Display of Affection

1st Offense - Warning and/or parental contact

2nd Offense - Detention

3rd Offense - Time Out Room assignment

5. Use of/Possession/Display of Cellular Phones (Electronic equipment)

All electronic devices should be stored in a locker throughout the school day.

Electronic devices may be used during lunch periods and during non-instructional time, however, no headphones are permitted and only one ear bud may be used for student safety concerns. Students utilize their electronic devices at their own risk. Riverside High School assumes NO responsibility for the theft, damage, or loss of an electronic device.

1st Offense - Confiscation, detention, item returned at end of day to parent. If student refuses to turn over device they will be marked as defiant and/or insubordinate and receive a minimum one day out of school suspension.

2nd Offense - Confiscation, ISS/Time-Out Room assignment and parent contact; item returned to parent.

3rd Offense - Suspended, parent contact; item returned to parent

6. Falsifications of Passes, Permits, or other Documents

1st Offense - One (1) day suspension, Parent contact

2nd Offense- Three (3) days suspension, Parent conference

7. Academic Dishonesty (including plagiarism)

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, and send the paper along with a written report describing the incident to the appropriate administrator. Students guilty of cheating will receive a zero for the assignment as well as the following disciplinary action:

1st Offense - One (1) day suspension; parent conference to return

2nd Offense - Two (2) days suspension; parent conference with administrator, guidance counselors, and the teacher

8. Gross Misconduct

Overt and obvious improper conduct of an individual toward others

1st Offense - Three (3) days suspension; parent conference

2nd Offense - Five (5) days suspension and possible referral to Superintendent/Board of Education

9. Class Disruption (including, but not limited to: excessive talking, distractions, comments)

1st Offense - One (1) day teacher detention and parent contact.

2nd Offense - Detention

3rd Offense - Time-Out/Suspension - up to three (3) days - and parent conference prior to student returning to school.

10. Obscene/Profane Language or Gestures

1st Offense - Time Out Room assignment, suspension

2nd Offense - Suspension

11. Students Driving or Parking Vehicles, Riding Bicycles, or Skateboarding on School Property

1st Offense - Warning

2nd Offense - Time-Out and or Suspension

INFRACTIONS AGAINST THE PERSON OR ANY SERIOUS ACT AS IDENTIFIED UNDER TITLE 18A:37-2 OR VIOLATION OF NJDE REPORTABLE OFFENSES UNDER THE VIOLENCE, VANDALISM, AND DRUG ABUSE LAWS

1. Intimidation, Verbal Threats, Extortion, Sexual Harassment, Racial or Ethnic Slurs, Threatening Violence, Terrorist Threats, Spreading Rumors of Threats

1st Offense - Parent conference and/or suspension of one (1) to three (3) days depending on the nature of the incident with police intervention.

2nd Offense - Additional day's suspension of one (1) to five (5) days with police intervention.

3rd Offense - Additional day's suspension of one (1) to ten (10) days with police intervention; Referral to Superintendent/Board of Education.

2. Theft or Possession of Stolen Property

1st Offense - One (1) to Five (5) days suspension; parent conference; police intervention

2nd Offense - Five (5) to Ten (10) days suspension; parent conference; police intervention

3. Destruction/Vandalism of School Property (willfully)

1st Offense - Up to ten (10) days suspension; parent conference; restitution; police intervention; referral to Superintendent/Board of Education

4. Assault on School Employee

1st Offense - Immediate suspension of ten (10) days; expulsion hearing in compliance with NJSA 18A:37-21; police intervention

5. Possession or Use of fireworks of any type or kind

1st Offense - Five (5) days suspension; parent conference; police intervention; referral to Superintendent/Board of Education

2nd Offense - Up to ten (10) days suspension; police intervention; referral to Superintendent/Board of Education.

6. Tampering with or Pulling Fire Alarms

1st Offense - Five (5) days suspension; parent contact; police intervention; referral to Superintendent/Board of Education

2nd Offense - Ten (10) days suspension; parent contact; police intervention; referral to Superintendent/Board of Education

7. Possession of Weapons, Use of Weapons, Use of any Instrument as a Weapon

1st Offense - Suspension; police intervention; referral to Superintendent/Board of Education

8. Smoking/Using Tobacco Products/Possession of Tobacco or Smoking Paraphernalia (Electronic/Vapor cigarettes) in Front of School or on School Property

1st Offense - One (1) day suspension; parent conference

2nd Offense - Three (3) days suspension; parent conference

3rd Offense and additional offenses - Three (3) days suspension plus referral to municipal course.

9. Possession or Use of Alcohol or Narcotics

When it is suspected or it appears that a student is under the influence of, in possession of, or using a dangerous drug, narcotic, or alcohol not prescribed by a licensed physician in the State of New Jersey, at any time while he or she is at any school function, under the jurisdiction of the school, or on school property, the student shall be subject to the following procedure which is consistent with N.J.S.A. 18A:40-12:

- a. The student shall be turned over to an administrator. An effort will be made to contact the parents and give them the opportunity to immediately take the child to the Rancocas Occupational Health Center. If the parent is not available the school may invoke "in loco parentis" and take the student to Rancocas Occupational Health Center for evaluation and test.
- b. The parent or guardian of the student in question may opt to take the child to their own family physician immediately.
- c. When the results of the test are received, the Principal will determine proper disciplinary action, counseling and referrals.

1st Offense - Five (5) day suspension; parent conference; substance abuse counseling

2nd Offense - Five (5) day suspension; complaint signed; parent conference; substance abuse counseling

10. Fighting

1st Offense - One (1) to ten (10) days suspension depending on violent nature of incident

Additional Offenses - Suspension and referral to Superintendent/Board of Education.

11. Sale or Distribution of Drugs/Alcohol or Possession with Intent to Distribute

1st Offense - Suspension minimum of five (5) days from school pending possible hearing with the Superintendent/Board of Education, police intervention.

12. Sexual Harassment

The Riverside Public School District will not tolerate any form of sexual harassment. Any student who engages in the sexual harassment of another student or school employee will be subject to suspension from school, a parental conference with the district administration, and may have a criminal charge filed on behalf of the offended student(s). Examples of student sexual harassment include but are not limited to such acts as sexual graffiti, sexual jokes, catcalls of a sexual nature, rating of girls or boys, or acts of physical abuse.

13. Gambling

Gambling is not permitted in school. Students are not to bring cards, dice, or sports betting slips to school. Students found to have participated in gambling of any nature are subject to administrative discipline ranging from detentions to suspensions.

1st Offense - Up to five (5) days suspension; possible police intervention; parent conference

Appeal Process

Students and parents have the right to appeal any action taken by the administration.

GENERAL INFORMATION

1. Passes

No student is permitted in the halls during class time unless the student has a pass from the teacher. The pass must include the name, date/time, destination, and teacher signature. In the event a pass is issued, the destination is to be reached by the closest route. Students are not to wander to other areas of the building.

2. Building Maintenance

All students are expected to cooperate in keeping the building clean and in good condition. Careless discarding papers on the floor, marking the walls and lockers, and spilling food or drink make the job of maintenance more difficult.

The eating of food and drink is permitted only in the cafeteria and those areas supervised by a teacher with administrative approval.

Any student group(s) desiring to use any area of the building either before or after school must first request approval through the Assistant Principal's office and have a faculty member supervise the activity.

3. School Property

Students and parents are held responsible for the proper care and use of all books, supplies, apparatus or equipment issued by the school. Damage or lost property will be assessed at replacement cost.

4. Homeroom

Students are assigned to homerooms based upon earned credits and alphabetical order. Any student not in his assigned homeroom seat by the late bell will be marked late or absent.

Homeroom will meet daily from 7:38 a.m. to 7:43 a.m. for the purpose of:

1. The Pledge of Allegiance to be repeated in unison.
2. The Daily Bulletin to be read to all and posted.
3. The Daily Attendance to be completed and sent to the office.

5. Lockers

At the beginning of each school year, students are assigned a hall locker. **Students may not switch lockers with other students.** It is the responsibility of the student to keep the locker secured. Students should not prop open the lockers with any objects or they may be disciplined. The loss of property or restitution of lost

items is not the responsibility of the school. Students should refrain from bringing valuables, large sums of money, jewelry, etc. to school. **If, however, it becomes necessary to bring such items to school, they should be brought to the office or given to a teacher/coach where the items will be secured safely.**

Students are encouraged to go to their locker only before and after school, lunch, and physical education classes.

School lockers are the property of the Riverside School District; and, as such, will be inspected by the Administration. **Locker inspections are made randomly and regularly to check the condition of lockers, and to ensure a safe and orderly school environment.**

6. Dress Code

Although the administration recognizes the prerogative of students and parents in determining appropriate dress and grooming, certain styles of dress and grooming are not considered appropriate for the public school. The administration has considered the three important areas of modesty, cleanliness, and safety. Examples of inappropriate school attire include, but are not limited to the following:

- No Back packs
- Handbags/purses should be carried or secured on the arm, not strapped around the shoulders simulating a back pack/book bag.
- hoods are not to be worn in the building
- clothing with crude meaning or phrases, or imprinted with drawings or slogans which appear to promote or condone the use of alcohol, violence, or drugs, or contain profanity or sexual references.
- inappropriately low cut shirts, blouses, dresses, etc.
- inappropriate shirts, blouses, dresses, etc. that display bare back or midriffs
- shirts, blouses, dresses must cover the shoulders
- inappropriately short skirts or shorts
- underwear worn as outer wear or seen through/outside of clothing
- hats, headbands, bandannas, etc.
- jackets are not to be worn or carried to class
- pajamas, lounging pants
- slippers, moccasins, slides
- shoes without backs
- any other apparel deemed inappropriate by the administration
- pants/shorts must be secured at the waist
- pants/shorts cannot be excessively ripped or torn.

7. Early Dismissals

Students may only leave the school grounds after obtaining administrative approval and being signed out by a person listed on the emergency card. The Main Office must receive a note for any such release in the morning. The school recognizes only 5 **excused** reasons for early dismissal:

1. Illness of a student after arrival at school verified by the school nurse. Students requesting to be sent home sick prior to being in attendance for four (4) hours will be considered absent unexcused, unless the student returns to school with a doctor's note.
2. Notice of a verified doctor/dentist appointment with a signed doctor's note upon return to school.
3. Behind the wheel driver's test with verification of the appointment (only one appointment/school year will be excused).
4. Participation in a school-sponsored activity.
5. Pre-approved Religious observance.

All other requests for early dismissals will not be allowed.

8A. Educational Field Trips

Groups of students under faculty supervision are often granted the privilege of participating in educational trips which are an outgrowth of their classroom or school activities.

To be eligible students must satisfy the following:

- return the Teacher/Parent Permission Form signed by the parent prior to the trip
- the student must be a member of the class or organization taking the trip and must be in school the day prior to taking the trip
- students who are serving a suspension/time-out are not eligible to participate in school activities during the suspension.

The teacher/advisor in charge of the trip is responsible for submitting a list of those students eligible to go on the trip two days prior to the scheduled date of the trip. This list will be used by the main office to keep attendance records and to remind the staff of those students on the trip. School policies and regulations apply during all school sponsored trips and activities.

8B. Senior Trip and Other Board Approved Class Trips

All of the regulations which apply to educational field trips govern the Senior Class Trip and other Board approved overnight trips. It is important to note that membership in the class is limited to those students who have earned sufficient course credits to be classified as a senior by September 1 of the current school year. In addition, seniors planning on going on the Senior Class Trip must meet the academic eligibility requirements by the end of the 2nd marking period.

Any senior who has not satisfied the high school eligibility policy by the end of the 2nd marking period will not be permitted to attend the trip.

Finally, the students who attend these trips agree to follow and abide by those special rules and regulations for those trips which have been designed to provide for the safety and security of all concerned.

9. Telephones

Telephones in the office are not for student use except for school business. **Students will not be called from class for phone calls, but urgent messages (emergencies only) will be delivered to them as quickly as possible.** Students using the telephones during the school day must have a pass from their classroom teacher. As per school policy, use of cellular phones in school is prohibited at all times. Students should keep **all electronic devices** secured in their locker during the entire school day.

10. Parking

1. The lot at the rear of the school is for Faculty and Visitors only.
2. Students parking in this lot face disciplinary action.
3. Students may park on any of the surrounding streets at their own risk.
4. The school parking lot is not to be used as a thoroughfare for vehicles.

11. Student ID

School pictures will be taken for student identification cards in September. Students are expected to carry these cards at all times while in school or while attending a school function. These cards serve several purposes:

1. To identify Riverside High School students for discount or admission to school functions.
2. To serve as a student-library card.

3. Contain student ID number to be used in the café.

12. Student Deliveries

Riverside High School will not accept personal deliveries for students. This includes flowers, candy, balloons, food, etc. because of the distractions and disruptions they cause.

13. Fire Drills

Fire drills are held monthly to prepare students for an actual emergency. The alarm consists of a continuous ring of the fire alarm bell. At this signal, all occupants will leave the building by the regularly assigned exits. Students are to move quickly and quietly. Classroom windows and doors should be closed, lights turned off, and teachers are to take their roll books, prior to leaving the room.

In the event a door or exit way is impassable, those affected will reverse their direction and proceeded to the nearest exit.

On the all-clear signal the students will return to the building in the same manner in which they left.

14. Affirmative Action

Mr. Michael Mongon is the school district's Affirmative Action Officer. If you feel your civil rights have been violated, contact her office.

15. Authorized Persons on School Property

The following persons will be considered as authorized to lawfully be upon school property:

1. Students during school hours and while participating in authorized school activities after or before school hours;
2. Parents/Guardians of students while participating in Parent-Teacher conferences or other authorized activities;
3. Teachers, administrators, and other school employees while in the performance of their duties;
4. All other persons shall first report to the high school main office, state their purpose, and receive permission from the Principal or his designee to proceed further.

Any person not complying with this regulation shall be considered a Trespasser and as such may be prosecuted to the fullest extent of the law.

16. Textbooks

Students are issued the necessary textbooks in each class. They are responsible for the care and return of that book at the end of the year. Books are to be covered within 5 days of issue. Textbooks are not notebooks and should not be stuffed with papers or other materials. Each student is required to write his name, in ink, on the appropriate line, inside each of his textbooks. Any text missing for any reason is the responsibility of the student to whom it was issued and he shall be liable for its replacement cost.

17. Working Papers

Students under the age of 18, or 18 years of age and currently enrolled, who are seeking employment **MUST** obtain working papers. To be issued working papers, a student must obtain the following forms and return them to the Athletic Directors Office properly completed and signed by the appropriate person.

1. Promise of Employment - to be completed by the prospective employer.
2. Physician's Certificate of Fitness - to be completed by your doctor. Students who have had a recent sports physical in school may have the school nurse complete this form.
3. School Record Form - completed by the Main Office
4. A copy of your birth or baptismal certificate.

Paperwork dropped off in the Main Office may be picked up the next school day after 1:54 p.m.

18. Library

1. The Library will be open from 7:00 a.m. to 2:20 p.m.
2. Books may be checked out for a period of up to two weeks. Beyond the due date, students will be assessed a fine of 5 cents for each day the book is overdue. Students need to present their ID card to check out books. Books may be checked out for a two week period. Books may be renewed. Beyond the due date, students will be assessed a fine of 5 cents for each day the book is overdue.
3. Students wishing to use the library during their free time should obtain a pass from the subject teacher. Book bags must be left in the front of the library by the Circulation desk. Students wishing to use the Media Center during the school day or lunch should get a pass from their subject teacher. Book bags are not allowed in the media center during school hours. Before and after school book bags must be left in the front of the media center.
4. Leisure reading is permitted and encouraged.
5. **PROPER BEHAVIOR IS REQUIRED AT ALL TIMES IN THE LIBRARY.** Students are expected to behave properly and respect the right of others. No food, drink, or gum chewing is permitted in the library. Library privileges will be suspended if these rules are not followed.
6. Students may use the computers in the media center if they have submitted their authorized user policy. Computer work is for school related work only.

19. Lost & Found

Articles found by students should be taken directly to the Main Office. Anyone losing anything should go to the Main Office immediately to either claim their property or report the loss.

20. Change of Address or Telephone Number

Students are required to keep the Main Office informed of their correct address. Report any change of address or telephone number immediately.

21. Cafeteria

An open lunch program is conducted for seniors. All other students must eat lunch in the school cafeteria. Students may bring a bag lunch from home, purchase the standard lunch, or buy a-la-carte items. Soup, sandwiches, hoagies, or ice cream may be purchased separately any day of the week.

The cafeteria rules are as follows:

1. Students are to be seated at their assigned tables; they will not be permitted to stand in groups or sit on "the wall". Students are to remain seated at their tables until dismissed by the supervisors.
2. Food must be eaten while students are seated at the tables.
3. Students are to leave their tables and surrounding area clean. All trash is to be put into the receptacles provided in the cafeteria. Please remember that other people are using this same area.
4. Students must obey the cafeteria supervisors at all times. No student may leave the cafeteria without permission of one of the supervisors.
5. **NO FOOD** is to be taken from the cafeteria without permission, at anytime by anyone.
6. Quiet conversation is quite acceptable. A noisy or disruptive setting will not be tolerated.
7. Food and/or drink are to be consumed in the cafeteria only. No one may consume food or beverages in the hallways or classrooms.
8. Seniors who report late to class following open lunch may be denied the open lunch privilege.
9. There will be a limited breakfast menu available in the cafeteria at 7:30am each morning.

SCHOOL SERVICES

1. Health Services

The health services of Riverside High School are available to any student who becomes ill or injured during school hours or during a school related activity.

When a student requires medical attention, every effort will be made to comfort the student. However, the school is not permitted by New Jersey statutes to provide aspirin or other drugs or medications to a student. No medication can be taken in school without the written permission of a doctor. All medications are to be held in the nurse's office and must be brought in the original bottle with the name of the medicine and the dosage to be given during school hours.

Parents/guardians of sick or injured students requiring additional medical attention will be notified immediately. In the event the parent/guardian cannot be reached, the emergency contact person will be notified. No student will be sent home to an empty house.

1A. Health Rules & Regulations

All students enrolled in the Riverside Public Schools must present proof of necessary immunizations to the school nurse or face exclusion from school.

1B. Illness or Injury

1. Any student who becomes ill during the school day must obtain a pass from his/her classroom teacher to the Nurse's Office.
2. Any student hurt while in school must report the injury to the school nurse as soon as possible.
3. No student may miss class or leave school due to illness without reporting to the nurse or Main Office.
4. Any sport/activity injury must be immediately reported to the Nurse's Office. Parents using school insurance and having other insurance should submit both forms to the physician or hospital as the school's insurance has restrictions and limitations.
5. Students needing a medical excuse from physical education must first present the nurse with a physician's certificate which must include a diagnosis and time limit.
6. Students requesting to leave school prior to being in attendance for four (4) hours will be marked absent for the day.

1C. Insurance

Students are given the opportunity to purchase school insurance. Forms for this are distributed in September. We highly recommend this purchase.

2. Student Records

The administration believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The administration will strive to balance the student's right to privacy against the district's need to collect and retain information about students.

3. Access to Pupil Records

The responsible custodian shall permit access to pupil records only by the following authorized persons:

1. The parent of a minor pupil, or the parent of a financially dependent adult pupil, or the parent of an emancipated adult pupil with the written permission of the pupil, or the parent of an adult pupil who has been declared legally incompetent;
2. Minor pupils with written permission of their parents;
3. Pupils sixteen years of age who plan to terminate their education by graduation from high school or by

- withdrawal from school at the end of the term;
4. An adult pupil;
 5. A teaching staff member who has assigned educational responsibilities for the pupil;
 6. Representatives of accrediting organizations for the purpose of determining accreditation;
 7. The Commissioner of Education and members of the New Jersey Department of Education staff who have assigned responsibilities that necessitate the review of pupil records;
 8. Officers and employees of a state agency responsible for protective and investigative services for pupils referred in cases of suspected child abuse;
 9. Representatives and persons outside the school who have been authorized by the written consent of the parents or adult pupil, provided that a written request for review, together with the required authorization, is first submitted to the Custodian of the record, and provided that the reviewer shall not transfer pupil record information to a third party without written consent of the parents or adult pupil;
 10. Representatives and persons not otherwise authorized, upon the presentation of a court order, provided that, absent a judicial order to the contrary, the parent or adult pupil has been given at least three days' written notice of the name of the requesting agency and the records requested;
 11. Bona fide researchers approved by the Superintendent after the requesting researcher has submitted a written request that sets forth the nature of the research, the relevance of the records sought, and the researcher's assurances that pupil anonymity and confidentiality will be strictly guarded.

Guidance Department

The Guidance Department offers a variety of services to the students of Riverside High School including counseling in individual or group situations for students, teachers, parents and administrators. As an advocate for the students, the guidance counselors identify individuals who may need assistance and refer them to the appropriate referral agencies. Counselors are also involved in scheduling students, testing them, and organizing their permanent records and files. Counselors assist students in decision making, career planning and in post-graduate placement. This includes preparing transcripts, coordinating career workshops, helping students file applications and financial aid information, meeting with parents and maintaining contact with the students and their parents. The guidance office supervises Orientation Nights for all prospective students and their parents, a financial aid awareness evening, a countywide career and job fair, the publication of a monthly newsletter to students and their parents and a monthly report to the Board of Education.

GUIDANCE SERVICES

Grade:

- 9 Comparing interest and abilities with possible career choices and planning a sequential academic program to prepare for those future plans.
- 10 Researching specific careers to obtain information concerning admission requirements, college entrance exams, Financial Aid, major programs of study, cost, etc.
- 11 Researching schools and colleges to obtain information concerning admission requirements, college entrance exams, Financial Aid, major programs of study, cost, etc.
- 12 Completing application for school; meeting application and Financial Aid deadlines; providing information concerning job opportunities and the military.

New Student Entry/Re-Entry/Transfers

When students from another school come to RHS they must present a transfer card from the former school district. No action can be taken until this card is received. The student must also report with the parent or legal guardian. It should be understood that if the student does not live with either of his/her natural parents, then the guardian is that person who is legally and financially responsible for the student.

Immunization and health records must satisfy the school health office before entrance. In some cases, a

reasonable time will be allowed to complete health and immunization records.

Students who desire to drop out of school must report to the principal's office for a withdrawal clearance sheet and must have a conference with their guidance counselor. Before the student is officially signed out, the clearance sheet must be signed by all of the student's teachers. All books, supplies and equipment must also be accounted for. Failure to properly sign out will result in NOT TRANSFERABLE. This means that records will not be released to other schools, employers, or any other agency.

When a student drop-out occurs, every effort will be made to discover the reason for the drop-out and ways by which the cause can be eliminated. The administration realizes, however, that despite efforts on behalf of the school, some students are not interested in pursuing education beyond the limits established by law. In those situations, the guidance counselor will provide the student with alternatives to getting a high school education or its equivalent and job placement information.

Request for Homework to be Sent Home

In instances when a student is ill, parents may request from the main office that homework be sent home if a student will be absent for two consecutive days. However, it is to be at the teacher's discretion how much work can be successfully completed without the teacher's supervision. Home instruction services may be requested when it can be established by a licensed medical doctor that the student will be absent from school for a consecutive period of not less than 10 days from the date of the doctor's note.

Summer School

Riverside High School students who fail a course may earn full credit for the course through their successful completion of an approved summer school program. Eligibility to earn credits for a failed course is predicated on the degree to which the student failed the course.

ACADEMIC PROGRESS

Grading Policy

The Board of Education recognizes that a system of measuring, recording, and reporting the achievements of individual students can help students and their teachers and parents to assess progress toward educational goals and assist in the implementation of that progress.

The Board directs that the instructional program of this district include a system of grading in all grades consistent with the educational goals of the district. Grades will measure the progress of students against both their own potential for achievement and the achievements of others in their class as appropriate to the grade level and subject matter.

GRADING SYSTEM

90-100	A - Outstanding Achievement
80-89	B - Mastery of Course Content
70-79	C - Satisfactory Achievement
60-69	D - Minimal Achievement
Med. Ex.	Medical Excuse
I	Incomplete (grade awarded on completion of work)
59 & below	F - (no credit) Failure to achieve minimal requirement

Graduation Requirements

To graduate from Riverside High School a student shall have completed one hundred and thirty (130) units.

English	20 credits
Math	15 credits
Science	15 credits

Health and Physical Education	20 credits
Fine Arts	10 credits
American History	10 credits
World Cultures or Geography	5 credits
Computer Application/ Career Exploration	5 credits
Foreign Language	10 credits
Electives	20 credits

Seniors who have not earned the required number of credits or who have not completed all curricular requirements will not be permitted to participate in the graduation ceremony.

In accordance with the New Jersey Statutes, the principal will determine a student's eligibility for a high school diploma and certify that the student has met all course and credit requirements before a diploma may be awarded.

Promotion (Grades 9-12)

To be promoted to the following grades, students must have accumulated the number of credits as listed:

- to grade 10 -- 30 credits
- to grade 11 -- 60 credits
- to grade 12 -- 90 credits

It should be noted that grade status and the rights and privileges that accompany being a particular grade level are determined by the amount of credit earned.

Reporting Student Progress

The primary purpose of schools is to provide maximum opportunity through which students can achieve their greatest learning potential, each according to their own ability. It is, therefore necessary to establish evaluative criteria to measure student achievement, report student progress to both the student and the parent, and to recognize proficiency levels through a system of Interim Progress Reports, the issuance of report cards, and the Honor Roll System.

A. Interim Progress Reports

Midway through each marking period and at such other times as a staff member may deem appropriate, interim progress reports are to be sent to parents. These reports may commend a student for outstanding achievement or progress, or may indicate a student's low achievement in a course and suggest ways to improve.

B. Report Cards

Report cards are issued quarterly during the academic year and are mailed home to the parent. Areas are provided on the report card for teachers to report the student's scholastic grade, attitude rating and number of class absences.

C. Honor Roll

Students may achieve Honor Roll status in 2 ways:

- Distinguished:** indicates that the student has earned 93% or greater within every class listed on the report card.
- General:** indicates that the student has earned 85% or greater within every class listed on the report card.

Curriculum

Make sure that your courses reflect an orderly progress toward a high school diploma and where applicable college entrance requirements. You should have a Program of Studies Booklet to enable you to choose your courses wisely. If you do not have one of the booklets, you may get one from your Guidance Counselor. Parents or guardians who wish to excuse their child from any part of the Family Life Education Program should contact the building principal. An excuse form will be provided for parental signature.

Schedule Changes

Students are placed in courses after serious deliberation with the student, parent, counselor and principal. Withdrawal from a class or subject once the school year begins is discouraged.

1. A student's request to drop a course will be honored only with parent approval and justification made to the counselor. You may not drop a class after October 1, under most circumstances.
2. If a class is dropped after October 1, it may only be honored if initialed by a teacher or counselor.
3. All schedule changes must be approved by the principal.
4. Students wishing to transfer to another course should be aware that a transfer may not be possible because of restrictions and graduation or credit requirements.

Withdrawal from School

Students finding it necessary to withdraw from school must inform the guidance counselor 2 days in advance and report to the Principal's secretary. There the student will be given a form that must be presented to each of the classroom teachers, the librarian, the class advisors, coaches, if necessary, and the assistant principal for a signature signifying materials have been returned and obligations have been fulfilled. A written note, properly signed by the parent or legal guardian, should be submitted with the completed form. When all of these requirements are met, the pupil will receive his transfer or release.

Physical Education

New Jersey State Law requires that a student takes and passes one year of physical education during each of the four years of his high school career. In order to successfully complete physical education at Riverside High School a student MUST:

1. Wear approved physical education clothing.
2. Participate daily in planned instruction.
3. Periodically wash gym clothing.

Activities

The activities program at Riverside High School is an important co-curricular part of each student's education. The program has been designed to offer students a wide variety of experiences. A record is made on the permanent record card of all activities in which students have participated.

All students are encouraged to participate in as many activities as their schedule will allow. Students are not permitted to participate if they owe any obligations to the school (fines, lost books, un-served detentions, etc.) or during the period of suspension.

Daily Procedures

Any student using any part of the school building during late afternoon, evening or holiday hours for rehearsals, practices, or meetings must be under the supervision of a teacher. This adult must be the last member of that group to leave the building.

In order to participate in any co-curricular activity a student must arrive in school before 9:45 a.m. Exceptions will be made only as follows:

1. A verified appointment with a physician/dentist
2. A verified behind-the-wheel driver's test

3. Issued court orders
4. Exceptional circumstances as approved by the school administration

National Honor Society

Membership in the National Honor Society represents the highest award a student can achieve. The N.H.S. is reward to those students who have proven themselves in attaining the highest perfection in four areas: service to the school; leadership; character; and scholarship. The perpetual flame on the seal symbolizes the spirit of these four qualities.

Academic standing is determined statistically through the Guidance Office. Students declared academically eligible are then given applications to apply, if they do not apply, they are not considered. Students must have a grade point average of 90 to be considered.

Juniors must present 12 units from the following courses:

Seniors must present 16 units from the following courses:

- a. English, Journalism, Theme Writing
- b. Social Studies (US History I, US History II, World History I, Sociology)
- c. Science (IPS, College Prep Biology, College Prep Chemistry, Chemistry in the Community, Anatomy, Physics, Environmental Science)
- d. Languages
- e. Math (Algebra I, Algebra II, GTA I, GTA II, Calculus, Geometry)

Leadership, service, and character are then determined by a rating sheet given to all faculty members who may rate any candidate they so choose and these ratings are tabulated by the N.H.S. advisor and the high school Principal. A selection committee composed of five members of the faculty, who are appointed by the Principal, is used to make the final selection of candidates through the rating sheets and application of its candidates.

Induction into the Honor Society is a solemn affair presented to the parents and student body in a school wide ceremony. Honor Society members will abide by the National Honor Society constitution and the bylaws approved by the Board of Education. Any member of the society who does not maintain the high standards set by the N.H.S. may be placed on a probationary status for one marking period. If the student's performance does not meet the acceptable level of the society, membership in the N.H.S. will be forfeited. Suspension affects membership in the N.H.S.

EXTRA CURRICULAR ACTIVITIES

Weightlifting

The Weightlifting Club meets every Monday, Wednesday, and Friday that the school is in session for the entire year. Emphasis is placed on correct use of the equipment, safety, diet, and muscle management. The club meets in the weight-room from 2:45-4:00 p.m., and is open to all boys and girls in 7th-12th grade.

RAMPAGE

Any student who is academically eligible is welcome to become a member of the RAMPAGE Staff. The paper is published 8 times a year and the students are responsible for planning and producing every part. There is plenty of work for everyone from cartoonists to staff typists.

Future Educators of America (FEA)

The FEA is a club primarily for any student seeing a teaching career. Some students mentor younger students in the elementary school. Any academically eligible student is welcome to join.

Marching Band

Every band member is automatically in the Marching Band. The Marching Band performs at every football game, Homecoming Parade, Santa Parade, and two Memorial Day parades.

Concert Band

Concert Band and Marching Band rehearse during the school day. The Concert Band plays at the Winter and Spring concerts, County Teen Arts Festival and High School graduation.

Jazz Band

Jazz Band is a voluntary unit and rehearses after school and one evening a week. The Jazz Band performs at four or five festivals in the area and puts on its own Jazz Spectacular.

Student Government

In September, every student at RHS is considered a member of Student Government. The elected assembly is made up of seven officers (president, vice-president, treasurer, secretary, BOE representative, 2 historians), two representatives from each homeroom, and all class presidents. Any other student who wishes to be involved in creating and planning activities and events and in working to further good relations between students, teacher, administrators, and the communities of Riverside and Delanco is encouraged to earn Active Status.

The first general assembly of the Student Government will be held in September. All students are invited to attend this meeting. Plan to attend to learn the details of Active Status, and to sign up for Student Government's many committees.

Class Activities/Offices

The classes are what make Riverside High School what it is. It is your choice whether to become active in you class or not. Class activities and participation will be determined by the members, officers, and advisors of that class.

Advisors are selected to guide each class and help organize its activities. Fundraising activities over the four years are used to raise money for the prom, the senior trip and other special class activities.

School Dances

Dances are conducted in the gymnasium or the cafeteria by the individual classes or organizations. Dances begin at 7:00 p.m. and end at 10:00 p.m. Students will not be able to leave a dance before the official ending time without prior written request from their parent/guardian. Students will not be permitted to enter a dance thirty (30) minutes after the official starting time or 15 minutes prior to the end time. Students are reminded to make prior arrangements to have someone pick them up at the conclusion of the dance at 10:00 p.m.

Cheerleaders

Any eligible student may be a cheerleader. As such, they motivate our athletic teams, represent our school to others, and work to make us all feel proud of Riverside High School.

Sports Night Association (SNA)/Sports Night

The purpose of the Sports Night Association is to enhance a spirit of good sportsmanship among the girls of Riverside High School. SNA has become a long-standing tradition.

The biggest single event for students is held each spring. Nearly every girl from each class participates in this spectacular. Participation, rules, and requirements are strictly set and will be issued by the advisors. Each student who participates is assigned to either the Maroon or White team. Each team works for several weeks on its presentation, which is to include:

1. Presentation Dance

2. Theme Presentation
3. Modern Jazz
4. Optional Routine

This is a two-night event. On the first night Miss Maroon, Miss White and Miss Riverside High School are chosen. Activities each night include athletic competitions such as races, volleyball, tug-a-war, etc. Points are totaled for the entire weekend to produce a final Sports Night Winner.

Only students who have met all eligibility obligations may participate in this event.

Students are reminded that the Student Code of Conduct is in effect for this activity.

Homecoming

Yearly, Student Government sponsors Homecoming. This is an exciting time of intense competition between all of the classes. Each class selects a candidate to run for queen and builds a float for the half-time enjoyment.

Special events include a pre-game parade through town, a half-time parade, the naming of the Queen's Court, and a dance where the winning float is announced.

Junior-Senior Prom

During the fourth quarter of each school year the Junior class holds the Junior-Senior Prom. This special formal affair is open to all eligible Juniors and Seniors and their guests. All guests must be approved by the administration prior to the prom.

Following the Junior-Senior Prom, students are encouraged to attend the Post Prom Party sponsored by the Rams Booster Club.

School Play

Each year we are entertained by at least one school play. These productions vary from musicals, to classic comedies and contemporary dramas. Students are encouraged to participate either as performers or behind the scenes.

Spirit Week

To promote RAM pride and spirit, the Student Government holds an annual Spirit Week during the winter

Other competitions leading to the ultimate winner are:

1. Attendance at athletic events
2. Participation in theme days

The Spirit Stick is awarded at the pep rally. The overall winner of Spirit Week is announced at the dance and presented with the RAM.

Boys' & Girls' State

Sponsored by the American Legion and local community groups, students are selected in their junior year to participate in the annual Boys' and Girls' State Conventions. Held during the early part of summer, delegates learn of the intricacies of local, county, and state government by participating in mock campaigns and elections.

Leadership Training Conference (LTC)

The New Jersey Association of Student Councils sponsors the Leadership Training Conference. Riverside

High School Student Government encourages each class to send one representative to the annual August Conference in Newtown, New Jersey. Delegates are normally active class and student government members.

Junior Reserve Officer Training Corps (JROTC)

The Army JROTC Program prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American Citizens. The program is a stimulus for promoting graduation from high school and will provide instruction and opportunities that will benefit the student, community, and the nation.

JROTC Disenrollment: A JROTC cadet may lead to disenrollment or excluded from the program for the violations listed below:

1. Shows inaptitude for leadership training indicated by lack of general adaptability, want of readiness, or inability to learn
2. Fails to keep acceptable standard of academic achievement, conduct or attendance
3. Shows undesirable character traits, such as:
 - a) academic dishonesty
 - b) stealing
 - c) unauthorized possession or use of habit-forming drugs, LSD, or marijuana
 - d) conviction or adjudication as a juvenile offender for committing an offense that could lead to imprisonment for one year or more.
 - e) Frequent incidents of discreditable nature with civil or school authorities.

Should any one of the above-mentioned situations affect cadets, they will be provided a hearing to determine their enrollment status in the JROTC program. The cadets, their parents, the senior Army instructor, the guidance counselor, and the principal will attend the hearing. After all the facts have been discussed, the principal will make the final determination regarding the enrollment status of the cadet.

Interscholastic Athletics

In addition to the physical education program, Riverside High School has traditionally sponsored an active program of interscholastic athletics. All students are invited and encouraged to participate in sports. We believe a strong athletic program fosters leadership, character, and good sportsmanship, as well as self-confidence and school pride.

The following are the six basic rules of behavior that all athletes are expected to abide by at all times during their sports season. These rules are part of the contract the athlete and parent must sign prior to the student's participation on the team.

1. NO smoking or use of tobacco products
2. NO drinking of alcoholic beverages
3. NO use of narcotics, drugs or inhalants
4. NO stealing
5. NO vandalism
6. Because alertness is necessary at each athletic contest, the coach may set a curfew for the night preceding every athletic contest.

If any athlete quits a sport, they will not be permitted to participate in another sport during that season until conferencing with the coach of the sport they are quitting, the athletic director and the building principal. After, and only after the conference, a decision will be made whether the athlete can pursue another sport in the same season. Final decision rests with the building principal.

1. Eligibility

Although the Eligibility Policy is listed below, it applies to all student eligibility to participate in

school activities, extra-curricular or co-curricular.

Eligibility Policy

The Board of Education, administration, and staff of Riverside High School recognize that academic achievement is the highest priority in the process of educating students. We also recognize the value of extra-curricular activities and athletics as an important part of a comprehensive education experience.

It is Riverside High School's desire to establish standards that promote student participation in extra curricular activities while motivating them to strive for academic excellence and good sportsmanship. The Board of Education, therefore, has established the following academic eligibility standards for all students attending Riverside High School relative to participation in extra curricular activities and athletics.

A. Definition of Activities

This policy shall apply to all students attending Riverside High School in grades nine through twelve.

1. Participation in athletics includes, but is not limited to: participation in any sport as a player, trainer, cheerleader, or manager. It also applies to participation in practices, being issued equipment or uniforms, being transported with the team, or any association signifying team membership.
2. Participation in extra curricular activities includes, but not limited to: participation in Jazz Band, drama or musical productions, Student Government, class officer, or school clubs.

B. Academic Requirements

To be eligible for extra curricular activities and athletics a student must:

1. Pass at least six (6) classes each marking period (at the end of the 2nd marking period the student must earn fifteen (15) credits for the semester; at the end of the school year the student must have earned at least thirty (30) credits for that year).
2. Maintain an academic average of 70, "C". A student's average would be calculated each marking period and will be based on the grades for that marking period only. At the end of the 4th marking period, a student may attend an approved summer school to re-earn eligibility status if needed.

Any student who falls below the 70 G.P.A. will lose eligibility status. A review will be granted for only those situations in which severe circumstance has affected the student's ability to meet the conditions of the Riverside High School Eligibility Policy.

3. Students who become ineligible for participation at the end of a marking period may complete the seasonal activity started during the past marking period, but shall not begin a new co-curricular activity or inter-scholastic athletic activity during the next marking period.

Students participating in year-long co-curricular activities include: Student Government, Newspaper, Yearbook, Honor Society, and clubs.

4. The faculty sponsor(s) of any activity shall be responsible for excluding from participation any student who is ineligible under this policy.

NOTE: In an attempt to identify students who could be in danger of losing eligibility, Progress Reports will be sent home for all students at the mid-point of each quarter.

Eligibility by Season

The following is a breakdown of the eligibility process by athletic seasons.

Fall Season: The student must have accrued thirty (30) credits from the previous school year. All incoming freshmen are academically eligible to compete.

Winter Season: The student must have accrued thirty (30) credits from the previous school year. The student must have at least six passing grades and at least a 70 average at the completion of the first marking period.

Spring Season: The student must have accrued at least fifteen (15) credits during the first semester. The student must have at least six passing grades and at least a 70 average for the first semester.

The Interscholastic Athletic Program is an integral part of the Riverside High School total education experience. Interscholastic athletics provide wholesome competition against other schools for athletically talented students in a variety of sports as well as to stimulate school spirit and pride among the student body and school community.

Riverside competes in interscholastic athletic contests in accordance with the rules and regulations set forth in the Constitution and By-laws of the New Jersey State Interscholastic Athletic Association (NJSIAA) and the Burlington County Scholastic League (BCSL).

Riverside High School offers a very comprehensive and diversified athletic program for both boys and girls. The athletic program includes:

Athletic Rosters

The Board of Education, administration, and the coaching staff at Riverside High School recognize that participation in athletics is an integral part of a student's high school experience. In recent years our enrollment along with our student participation in sports has increased. Due to the increased number of participants in our athletic programs, our coaches will have the opportunity trim their rosters to a manageable number. The following is a guideline for trimming the roster to manageable numbers:

1. Each coach will submit a policy for his/her sport to the Athletic Director.
2. The number will be determined by the Athletic Director and the coach for each sport.
3. The coach will set a specific date for the roster to be finalized.

For Grades 9-12:

Football	Wrestling	Girls & Boys Basketball
Field Hockey	Weightlifting	Girls & Boys Soccer
Track and Field	Baseball	Cheerleading
Cross Country	Softball	Sports Night

Spectator Courtesy

It shall be the responsibility and duty of every student and spectator to observe the following principles of athletic courtesy at both home and away contests:

- a. Opposing team and their coach should be respected.
- b. The decisions of official are to be accepted and respected.
- c. Recognize that the athletes who are competing are students and are not professionals. They have worked and practiced long hours for the privilege of representing their team and should be treated with courtesy and respect.

Sportsmanship

In the interest of fostering good sportsmanship for all athletics, the administration and staff kindly request the following:

1. That athletes and coaches keep in mind that they represent the entire school in their actions and should strive to live up to the rules of fair play. This sense of fair play should be shown toward the officials and the participants from other teams.
2. The student spectators are also representatives of our school and should abide by these standards of fair play. At all times, students should show courtesy toward the opposing team, the officials, and other spectators. Be considerate of injured players. Remember that booing has no place in high school athletics. Strive to treat the spectators of the opposing team with the same courtesy that you would expect in a similar situation.
3. We urge the members of the Riverside community who attend our high school sporting activities to support our efforts in promoting good sportsmanship. We hope that you will help set the example by complying with these basic rules of good sportsmanship.

ATHLETIC AWARDS

A student who has fulfilled the requirements of a sport and finished the season shall receive an award.

- Freshman Athletics:** Frosh athletic certificate will be awarded to participate.
JV Athletics: JV letter emblem and certificate will be awarded for the first award. A certificate will be issued for subsequent JV awards.
Varsity Athletics: Varsity letter emblem and certificate will be awarded for the first award. A pin and certificate will be awarded for any subsequent award. Captains of a varsity team will receive a Captains Pin.
Division Champions: A sport specific plaque shall be awarded.
State Champions: A jacket, blazer, or ring shall be awarded.

Distinguished Athlete Award:

Seniors who have earned awards for two or more varsity sports and who have completed their senior year shall receive a plaque. This award, named in honor of "Joseph T. France", Riverside's former coach and Athletic Director, is extra recognition for those students who continued to compete throughout their senior season in all the sports which they received a varsity letter or in a comparable season sport.

ATHLETIC AWARD CRITERIA

Students will receive one material award in the form of a Varsity or Junior Varsity letter emblem. Upon earning additional awards, the students will receive the respective certificate and pin for Varsity and additional certificates for Junior Varsity. A student may receive only one award per season. Awards are issued on a conditional basis. If in the judgment of the building principal or athletic director the award has not been properly respected, or the student misrepresented the team or school by improper conduct, the award will be returned to the school. Permission to regain the award must come from the proper school authorities.

- Baseball.....50% of total games
(excluding pitchers)
- Basketball.....50% of total quarters
- Cheerleaders.....80% participation of total games
- Cross Country.....Average 3 points per dual meets
- Field Hockey.....50% of total halves

Football.....	50% of total game quarters
Soccer.....	50% of total game halves
Softball.....	50% of total games
Track & Field.....	Minimum of 12 points for season
Wrestling.....	50% of total meets

Special Considerations for Awards

Seniors who have not met the award requirements, but participated for three seasons in a given sport may receive a varsity award.

The head coach may recommend awards to students who have not met the requirements, but deserve consideration due to special circumstances. Any recommendations must be approved by the Athletic Director.

Managers’ awards shall be recommended by the respective coaching staff. Attendance, reliability, and responsibility shall be considered.

Harassment, Intimidation and Bullying

The Riverside Public Schools have adopted a Policy (#5512) and Regulations (R5512) concerning Harassment, Intimidation and Bullying which are consistent with the appropriate New Jersey law and code. Any student, staff member, parent, volunteer or contracted vendor working in the schools who is aware of such behavior is required to report that behavior to school principals, either directly or through assistant principals.

The reportable behavior is defined as : any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

- 1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or**
- 2. By any other distinguishing characteristic; and that**
- 3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that**
- 4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or**
- 5. Has the effect of insulting or demeaning any pupil or group of pupils; or**
- 6. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.**

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

The entire text of the policy will be available on the district website www.riverside.k12.nj.us and will be available via paper copy from any school office upon request.

**RIVERSIDE HIGH SCHOOL
2014-2015 STUDENT HANDBOOK
AND
BOARD POLICY 5512.01 – HARASSMENT, INTIMIDATION
BULLYING**

Please read the student handbook and the Board Policy 5512.01 – Harassment, Intimidation and Bullying (HIB) with your son/daughter. Take special care in reviewing the Code of Conduct, Dress Code, Attendance Policy, Grading Policy, HIB Policy, as well as the school calendar.

Please sign and return this form to your child’s homeroom teacher. Your signature verifies receipt of the handbook, Board Policy 5512.01 – Harassment, Intimidation and Bullying (HIB), and that you and your child have read the handbook and the HIB policy and understand the contents.

Student Name: _____
Please print

Student Signature: _____
Signature

Parent Name: _____
Please print

Parent Signature: _____
Signature

Please sign and return to your homeroom teacher.