

2019-2020 Student/Parent Handbook

Riverdale Middle School/High School Grades 6-12

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*Revised and Board Approved May 13, 2019

This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's website.

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MISSION STATEMENT

Riverdale School is committed to helping students develop critical thinking and life-long learning skills necessary for their next step in life, through determination and total teamwork of the district, using the best resources available.

**2019 - 2020 RIVERDALE HIGH SCHOOL/JUNIOR HIGH
BELL SCHEDULES**

Regular Day

1st Period: 8:00 – 8:50
2nd Period: 8:53 – 9:35
3rd Period: 9:38 – 10:20
4th Period: 10:23 – 11:05
5A Period: 11:08 – 11:38
5B Period 11:41 – 12:11
5C Period 12:14 – 12:44
6th Period 12:47 – 1:29
7th Period 1:29 – 2:14
8th Period 2:17 – 3:00

2-Hour Delay

1st Period 10:00 – 10:35
2nd Period 10:38 – 11:05
5A Period: Remains the same
5B Period: Remains the same
5C Period: Remains the same
3rd Period: 12:47 – 1:11
4th Period: 1:14 – 1:38
6th Period: 1:41 – 2:05
7th Period: 2:08 – 2:32
8th Period: 2:35 – 3:00

Pep Rally

1st Period: 8:00 – 8:50
2nd Period: 8:53 – 9:35
3rd Period: 9:38 – 10:20
4th Period: 10:23 – 11:05
5A Period: 11:08 – 11:38
5B Period 11:41 – 12:11
5C Period 12:14 – 12:44
6th Period 12:47 – 1:22
7th Period 1:25 – 2:00
8th Period 2:03 – 2:40
Pep Rally 2:40 – 3:00

2-Hour Early Release

1st Period 8:00 – 8:35
2nd Period 8:38 – 9:05
3rd Period: 9:08 – 9:35
4th Period: 9:38 – 10:05
6th Period: 10:08 – 10:35
7th Period: 10:38 – 11:05
5A Period: Remains the same
5B Period: Remains the same
5C Period: Remains the same
8th Period: 12:47 – 1:00

Riverdale Local Schools 2019-2020 School Calendar

Monday, August 19	Teacher Workday	
Wednesday, Aug. 21	First Day for students	
Monday, September 2	Labor Day	No School
Wednesday, Sept. 25	Dept/Grade Level Meetings	2-Hour early release
Monday, October 14	Columbus Day	No School
Friday, October 18	End of 1 st Nine Weeks	
Monday, October 21	Professional Development	2-Hour early release
Monday, November 4	Dept/Grade Level Meetings	2-Hour early release
Monday, November 25	Parent/Teacher Conferences	2-Hour early release
Tuesday, November 26	Parent/Teacher Conferences	No School
Wed. Nov. 27-Fri. Nov. 29	Thanksgiving Break	No School
Friday, December 20	End of Semester	2-Hour early release
Mon. Dec. 23-Fri. Jan 3	Winter Break	No School
Monday, January 20	Martin Luther King Day	No School
Friday, February 7	Dept/Grade Level Meetings	2-Hour early release
Monday, February 17	President's Day	No School
Friday, March 13	End of 3 rd Nine Weeks	
Monday, March 16	Professional Development	2-Hour early release
Thursday, April 9	Dept/Grade Level Meetings	2-Hour early release
Fri. April 10-Mon. April 13	Spring Break	No School
Sunday, May 17	Graduation	
Friday, May 22	Last Day for students	2-Hour early release
Monday, May 25	Memorial Day	
Tuesday, May 26	Teacher Work Day	

No contact/activities days: June 27, 2020- July 5, 2020

3 Virtual Learning Days after 5 missed days

Make-up Days: February 17, April 13

FIGHT SONG

On our feet and for old
Riverdale, As we cheer for
the blue and white. Send
aloft our colors to the sky,
Shout our praises with all
our might.
We will hold that line right to the
end Fight big team across the
field.
We're ever loyal and true
Our school to you,
For the Falcons will never yield.

-Russell Willeke

ALMA MATER

The Blue and White We sing our praise for
Riverdale With voices raised on high. Thy
name proclaim forever more, Our spirits
never die. And may these halls of learning
Remain a beacon bright. We will be loyal,
true forever, All hail the blue and white.

-Russell Willeke

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parent(s)/guardian may have during the school year. This handbook contains important information that you are responsible for knowing. Become familiar with the following information and keep the handbook with you at all times, as this serves as your hall pass. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teacher(s) or the building Principal/Asst. Principal.

EQUAL EDUCATION OPPORTUNITIES

This district provides an equal educational opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry or national origin has the right to file a complaint. Complaints and/or questions should be directed to the School District's Compliance Officer, Mr. Dan Evans.

Complaints placed in writing will be investigated and a response will be provided to the person filing the complaint in a timely manner. The compliance office can provide additional information concerning equal access to educational opportunity. Under no circumstances will the district threaten or retaliate against anyone who raised a complaint.

SCHOOL DAY

The school day is from 8:00 AM to 3:00 PM. Please remember that students are not to arrive any earlier than 7:40 AM. Students are not to be in any school building after 3:00 PM unless under the direct supervision of a school employee.

SECTION I – GENERAL INFORMATION

STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and to be prepared to participate in the educational program. If for some reason, this is not possible the student should seek help from the guidance counselor.

Adult students (18 years of age or older) are expected to follow all school rules. If residing at home, adult students are encouraged to include their parent(s)/guardian in their educational program.

In order to keep parents informed of their child's progress in school, parent(s)/guardians will be provided information on a regular basis and, whenever concerns arise. Many times, it will be the responsibility of the student to carry out the responsibility and to deliver the information. The school however may use the mail or hand delivery to ensure contact.

Parent(s)/guardians are encouraged to build a two-way communication with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals. It is the responsibility of the teacher to work with the parent(s)/guardians to address concerns that may arise and work with the parent(s)/guardians and student for the betterment of the student's education.

STUDENT WELL BEING

Student safety is the responsibility of both student and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

State law requires that all students have an emergency medical authorization form completed, signed by a parent/guardian and on file in the school office by the end of the first week of school. Students with specific health care needs should alert the school regarding those needs in writing and with proper documentation by a physician to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher, nurse or in the office. If the injuries are minor, the student will be treated and returned to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the nurse's office. The nurse will determine whether the student should remain in school or go home. *NO STUDENT WILL BE RELEASED FROM SCHOOL WITHOUT PROPER PARENTAL/ GUARDIAN PERMISSION.*

SCHOOL COUNSELORS

Professional School Counselors are available to work with students in a variety of ways. Counseling initiation can be made from parent, teacher, or a self-initiated student referral. Consent for counseling will be assumed unless a parent submits a written withdraw of consent to the counselor.

ENROLLING IN THE SCHOOL

Students are expected to enroll in the school district in which they live, unless enrolling under the district's open enrollment policy.

Students who are new to Riverdale are required to enroll with their parent(s) or legal guardian. When enrolling, parent(s)/guardian **must** provide copies of the following:

- Birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. If that is done the parent /guardian will be told, what records are needed to make the enrollment official. Students enrolling from a charter school must have an official transcript from the sending school in order to receive credit from the school. **Guidance counselors will assist in obtaining the transcript** if not presented at the time of enrollment.

Adult students (18 years of age and older) may enroll themselves. If the student is residing with their parent(s)/guardian they are encouraged to include them in the process. Adult students have the responsibility of both student and parent. A student who has been suspended or expelled from another public school in Ohio may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion

or removal has not expired, may temporarily be denied admission to the district's school during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district the student committed the offense in while enrolled in the district. Prior to denying admission, however the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENTS

Secondary Level- Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the students' needs and available class space. Any changes in a student's schedule should be discussed with the teacher first and then handled through the guidance office. It is important to note that some courses, which are requested by the student, may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. **Any variation must be approved with a pass or schedule change by the guidance office and/or Principal.**

At the secondary level, student class assignments will be based on the number of earned credits accumulated at the end of the previous year.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent(s)/guardian and in compliance with the state law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if they are under the age of eighteen (18).

If a student plans to transfer to another school, the parent/guardian must notify the Principal/office. School records will be transferred within fourteen (14) days to the new school district by the guidance department.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance within a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school nurse.

STUDENT RECORDS

The teachers, counselors and administrative staff keep many student records. Student records include directory information and confidential records.

Each year the district will provide public notice to students and their parents of its intent to make available upon request certain information known as "directory information". This is designated as student "directory information": a student's name; address; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor awards; scholarships; or telephone numbers only for inclusion in school or PTO directories. Directory information shall not be provided to any organization for profit-making purposes.

Parents and adult students may refuse to allow the district to disclose any or all of such “directory information” upon written notification to the district within ten (10) days after receipt of the district’s public notice.

Whenever parental/guardian consent is required for the inspection and/or release of a student’s health or educational records or the release of directory information, either parent/guardian may provide such consent unless agreed to otherwise in writing by both parent(s)/guardian or specifically stated by court order. If the student is under the guardianship of another institution, the superintendent shall appoint a person who has no conflicting interest to provide such written consents.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parent(s)/guardian, or the adult student. The only exception is to comply with state and federal laws that authorize the release of such information without consent.

Confidential records include test scores, psychological reports, behavioral data, disciplinary actions and communications with family and outside service providers. Confidential information that is in a student’s record that originates from an outside professional agency may be released to the parent/guardian through the originator and parents should keep copies of records made by non-school professional agencies. Student(s)/guardian(s) and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the Principal in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons to answer any questions.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the district’s programs and facilities.

A student can access special education services through the proper evaluation and placement procedures. More importantly, the school wants the parent/guardian to be an active participant in their child’s education. To inquire about the procedure or program, a parent should contact the Guidance Counselor, Special Education Coordinator or Principal.

SCHOOL RESOURCE OFFICER

-Through a partnership with the Hancock County Sheriff’s Office, a school resource officer has been provided to assist Riverdale Local Schools staff and students. The SRO may assist with class presentations, assemblies, discipline matters, enforcing school policies, answering questions related to law enforcement, and maintaining a positive school-agency relationship.

STUDENT FEES, FINES AND CHARGES

Riverdale Local Schools charges specific fees for activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. **Fees may be waived in situations where there is financial hardship.**

Students using school property and equipment can be fined for excessive wear and abuse of the property or equipment.

Late fines can be avoided when students return borrowed materials promptly. Others may need their use. Failures to pay fines, fees or charges may result in the withholding of grades and credits. It may also result in a student being denied to attend extracurricular events or activities such as field trips or class trips. Students must pay all outstanding fees prior to graduation

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

STUDENT FUNDRAISING

Students participating in school sponsored groups and activities will be allowed to solicit from other students, staff members and members of the school community in accordance with the school guidelines.

The following general rules will apply to all fundraisers:

- Students involved in fundraisers are NOT to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fundraising activity for a group in which they are not a member.
- No student may participate in a fundraising activity conducted by a parent-group, booster club, or community organization on school property without the approval of the principal.
- No student is permitted to sell any item or service in school without the prior approval of the building principal. Violation of this policy may lead to disciplinary action.
- No student that has outstanding fees or fundraising money to Riverdale Schools will be allowed to participate in another fundraising activity until all outstanding money is paid in full.
- No student who owes monies to Riverdale Schools for fundraising will be allowed to go on extracurricular activities until ALL FEES are paid.

STUDENT VALUABLES

Students are encouraged NOT to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, money, and the like are tempting targets for theft and extortion. The school is not responsible for their safekeeping and will not be liable for any loss or damage to these personal items. If these items are brought to school, Riverdale Schools will not be responsible for any damage or loss.

LOST AND FOUND

The lost and found area is located in the school office area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be discarded at the end of every nine-week grading period.

USE OF TELEPHONES

Office and classroom phones are NOT for personal use. Except in the case of an emergency, students will not be called to the office to receive a phone call. Telephones are available in the school for students to use

BEFORE/AFTER SCHOOL HOURS OR DURING LUNCH HOURS (with permission) ONLY! Students are NOT to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of the student seeking permission to leave school.

LOCKERS

All students in grades 6-12 will be assigned a locker for the purpose of storing their belongings. Students are not to change lockers without the permission of the administration. Changing lockers without permission may result in disciplinary action.

TEXTBOOKS

Textbooks are owned by the Riverdale Board of Education and borrowed by the students. The board is responsible for every book that is purchased. In turn, the student is responsible for every book, which is issued to them. In order that credit may be received in a subject, each book must be returned at the close of the school year or the student will be assessed the cost and grade cards could be held. To report that a book has been stolen or lost does not relieve a student of the responsibility for the book.

Students are responsible for the condition of textbooks issued to them. Students will be assessed for the loss or damage to books on loan from the school.

USE OF THE LIBRARY

The library is available to students throughout the school day. Students are to sign out of their assigned area and sign into the library using their first and last names and the time leaving and arriving. Once students are in the library they may not leave unless excused by the librarian. Students with failing grades will not be allowed to stay in the library and may only use it with teacher permission. Books on the shelves may be checked out for a period of two (2) weeks. To check out other materials, contact the librarian. Fees are only charged for lost or damaged materials.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or postings of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours' notice is required to ensure that the Principal has the opportunity to review the announcements or posting. The school has a central place located in the office that may be used for posting notices after receiving permission from the Principal.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing

in shall be reported to the Principal. If a person wishes to confer with a member of staff, they should call for an appointment prior to coming to the school in order to prevent any inconvenience. Students are not to bring visitors to school without first obtaining written permission from the Principal.

SCHOOL MEAL PROGRAM

The Riverdale School cafeteria uses a Personal Identification Number (PIN) program for meal service. Each child is issued a PIN on the first day of school. This PIN or cash **MUST** be used for all food purchases in the cafeteria. For students to recover lost PIN numbers please see Mrs. Yeater in the office.

Breakfast is available to all students on a daily basis. Breakfast cost \$1.50 and reduced price is \$ 0.30. Please note: on days that school is delayed, breakfast **WILL NOT** be served.

The school participates in the National School Lunch program and makes lunches available to students for the price of \$2.25. The price for a reduced lunch is \$ 0.40.

In addition to the traditional hot lunch, a limited number of sack lunch or chef salad lunch options are available on a first come first serve basis. Ala carte items may also be available. Students may also bring their own lunch to school to be eaten in the cafeteria. No student shall be allowed to leave school premises during the lunch period without a specific written permission granted by the principal.

Applications for the school's free and reduced meal program are distributed to all students on the first day of school. If a student does not receive an application, please call the school's food service department and request one.

Students who qualified last school year are automatically qualified (at the same benefits) for the first 30 days of school. **HOWEVER, A NEW APPLICATION MUST BE COMPLETED AND RECEIVED WITHIN THE FIRST 30 DAYS FROM THE START OF THE SCHOOL YEAR FOR BENEFITS TO CONTINUE WITHOUT INTERRUPTION.** If an application is not received, your child will be charged full meal prices beginning on day 31. All charges incurred between day 31 and when a new application is received and processed will be the responsibility of the parent/guardian and will need to be paid promptly.

LUNCH CHARGES

Riverdale Local Schools does allow up to three meal charges if your child is without a lunch or has no money on his/her account. Parents are expected to check their child's account balance regularly. Students are notified when going thru the line when their accounts are low or if they are charging. Please keep in mind that although the district allows lunch charges as a convenience for the child and parent, it is a privilege provided to Riverdale school families and such a privilege can and **WILL** be denied if found to be abused. Please pay all charges promptly after notification.

If your child uses all three of his/her allowable lunch charges, the cafeteria will provide a peanut butter sandwich* and a milk free of charge. If this privilege is abused, parents will be called to the school to bring their child a lunch when their child comes to school without food or money.

*** If a child has a known peanut allergy, an alternative sandwich will be provided.**

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASE

Because the school has a high concentration of people, it is necessary to take specific measures when the health and/or safety of the group are at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella and other conditions indicated by the local and state health departments.

Any removal will be only for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASE

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the Hardin County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definite evidence to warrant exclusion. Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B and other diseases that may be specified by the State Board of Health.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an **Emergency Medical Authorization Form** completed and signed by his/her parent/guardian in order to participate in **any** activity. This includes field trips, spectator trips, athletic and other extracurricular activities and co-curricular activities. The school has made the form available to every parent at the time of enrollment. Failure to return the completed form to the school may jeopardize a student's educational program.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines **MUST** be observed.

- A. Parent(s)/guardians should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the Principal/Nurse **before** the student will be allowed to begin taking any medication during school hours.
- C. All medications **MUST** be registered in the office with the nurse and/or Principal.
- D. Medication that is brought to the office by the parent(s)/guardians will be properly secured. Medication **MAY NOT** be sent to school in a student's lunch box, pocket or other means on or about his/her person. Medication shall be conveyed to the school directly by the parent. An exception to this would be prescriptions for emergency medications for allergies and/or reactions, or asthma inhalers.

- E. Any unused medication unclaimed by the parent(s)/guardians will be destroyed by the school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parent(s)/guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date and the time of day. This log will be maintained along with the physician's written request and the parent's/guardians written release.
- H. Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
- I. A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event or program sponsored by or in which the student's school is a participant

IF THE APPROPRIATE FORM IS FILLED OUT AND ON FILE IN THE OFFICE. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

NON-PRESCRIBED (OVER THE COUNTER) MEDICATION

No staff member will be permitted to dispense non-prescribed, over-the-counter medication to any student **without parental/guardian approval**.

Parent(s)/guardian may authorize the school to administer a non-prescribed medication (medication must be provided by parents) **using a form**, which is available in the office. A physician does **not** have to authorize such medication.

If a student is found using or possessing a non-prescribed medication **without** parent /guardian authorization, s/he will be brought to the school office, the parents will be contacted for authorization, and discipline could follow. The medication will be confiscated until the proper paper work is on file with the office.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one that is authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the code.

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will oversee the safe, prompt and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different than the alarm system for fires.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations and notification will be made via the district wide automated phone system:

WBVI (Findlay) 96.7 *WFIN/WKXA (Findlay) 1330/100.5*
WKTN (Kenton) 95.3 *WHMQ (Findlay) 107.7*
WYNT (Upper Sandusky) 95.9 *WQTL (Findlay) 106.3*
TV 13 (WTVG) *TV 10 (WBNS)* *TV 11(WTOL)* *TV 4 (WCMH)*

SECTION II – ACADEMICS COURSE OFFERINGS GRADES

Refer to the High School Registration Handbook

Riverdale Local School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and class participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, ask the teacher.

The school uses the following grading system:

92 – 100 = A - Excellent Achievement
83 – 91 = B - Good Achievement
74 – 82 = C - Satisfactory Achievement
65 – 73 = D - Minimum-Acceptable Achievement
F= Failure

I = Incomplete S= Satisfactory U= Unsatisfactory

GRADE POINT AVERAGE

STANDARD GRADING SCALE	AP GRADING SCALE
A = 4 PTS	A = 5 PTS
B = 3 PTS	B = 4 PTS
C = 2 PTS	C = 3 PTS
D = 1 PT	D = 2 PTS F = PTS
	F = 0 PTS

AP courses will be weighted accordingly into the 4.0 GPA scale.

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial credit courses use the fractional value of the grade. For example, a half-credit course with an earned grade of a C would be $.5 \times 2 = 1$. Then add all this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, and year or for a series of school years.

*Please note that all High School course offerings are part of the G.P.A.

GRADING PERIODS

Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parent(s)/guardians so they can talk with the teacher about what actions can be taken to improve poor grades.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also a part of the student's preparation for the state assessments and the OGT.

ACADEMIC ASSIST

Learning requires that a person exercise his or her brain; therefore, expect that your child has homework each night. Students may be required to attend Academic Assist. Academic Assist is on Wednesdays from 3:00 PM - 4:30 PM

Program Objectives

- Improve academic performance.
- Increase student sense of responsibility.
- Better study habits and higher quality work.
- Reduce the number of D's and F's on report cards.
- Reduce behavioral referrals. **How we will do this:**
- By providing individualized intervention and supervised study time.
- By providing a "second chance" to complete missing work. **If Assignments Are Not Turned In, the Teachers Will:**
- Assign students to Academic Assist for TWO (2) or more missing/partially completed assignments in a nine (9) weeks grading period.
- Fill out an Academic Assist form and attach it to the assignment(s).
- The teacher will put the form with the attached assignment(s) in the Academic Assist assignment box. All Academic Assist referrals must be in the box by Monday afternoon. **Students Will:**
- Complete daily classwork and homework assignments.
- Write in their Student Planner every period.
- Check their grades on Progress Book.

If Assigned Academic Assist by a Teacher, the Student Will:

- Write the date of assigned Academic Assist and the assignment missing in his/her Student Planner.
- Inform his or her parent that homework had not been completed and that he/she has Academic Assist and the assigned date and time.
- Complete the missing homework assignment either in the Academic Assist room or before; however, the student will still attend Academic Assist for the full amount of time if missing homework is completed before.

Parents Will:

- Check the Student Planner every evening along with any completed homework to ensure that everything has been completed for the next day.

- Be responsible for transportation from Academic Assist.

Realize that schoolwork, homework, and the mastery of standards is extremely important to the future of your child, and therefore, respecting the Academic Assist Program, its intentions and the importance of completing work on time.

FORGIVENESS POLICY

Students receiving a “D” in a course **may** have the option of retaking that course (especially to fulfill a prerequisite) with no additional credit awarded but can opt to replace the former grade with the higher grade earned. Only the best of the same course grades will be calculated in the overall GPA and the lower grade will be designated as a “WP” or ‘withdraw passing’. This policy requires teacher, counselor and principal approval and will be heard on a case-by-case basis. This policy does not apply to dual enrollment students.

PROMOTION AND RETENTION

Promotion to the next grade level is based on the following criteria:

- Current level of achievement
- Potential for success at the next level
- Emotional, physical and/or social maturity

A student may be retained if s/he is truant (absent without excuse) for more than 10 percent (10%) of the required attendance days of the current school year AND has failed two or more of the required curriculum subject areas in the current grade. A student may be promoted, however, if the Principal determines that the student is academically prepared.

High School Class Assignment

Freshman	0 – 4.5	Credits
Sophomore	4.5 – 9.5	Credits
Junior	9.5 – 14.5	Credits
Senior	14.5 – 21	Credits

POST-SECONDARY ENROLLMENT

Any student in grades nine (9) through twelve (12) may enroll in a postsecondary program providing she/he meets the requirements established by law and by the district. A student will be denied high school credit for any portions or for the entire class if taken during an expulsion. Any interested student should contact the guidance counselor to obtain the necessary information and paperwork.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated with the Principal.

Valedictorians and Salutatorians

Starting with the Class of 2018, Valedictorians and Salutatorians must attend more than 50% of their classes in the Riverdale High School Main Building and must attend Riverdale High School consecutively for their last three (3) semesters

Honor Roll

Honor Rolls are computed each nine (9) week grading period and each semester. The honor rolls are all “A” Honor Roll and A/B Honor Roll.

Athletic Awards

Each head coach with the approval of the Activities Director and Principal develops requirements for athletic awards. These requirements will be reviewed with interested students by the appropriate coach.

Academic Awards

Academic awards are awarded each year to students who have a G.P.A. of 3.5 or higher at the end of the third grading period.

GRADUATION REQUIREMENTS

Normally a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to pass all state required tests, meet the school’s requirements for the basic course work, and earn the total number of minimum credits. For students enrolled in special education the requirements of the state tests and the extent of participation in those tests will be determined by their I.E.P. It is the student’s responsibility to maintain contact with his/her counselor to ensure that his/her graduation requirements are being met.

English	4
Social Studies	3
Math	4
(Must include Algebra II or equivalent)	
Science	3
Health	½
(1 Semester)	
Physical Education	½
(2 Semesters)	
Electives	6

Must include at least one credit of business, technology, fine arts or foreign language.

Financial Literacy

All students must receive instruction in financial literacy during grades 9-12.

Fine Arts

All students must complete 2 semester of fine arts during grades 7-12.

The total number of credits for graduation is 21.

High School Academic Diploma with Honors <i>Students need to fulfill 7 of the following 8 criteria</i>	
Subject	Criteria
English	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry
Social Studies	4 units
Foreign Language	3 units, including at least 2 units in each language studied
Fine Arts	1 unit
Electives	Not counted toward requirements
Grade Point Average	3.5 on a 4.0 scale

ACT/SAT [excluding scores from the writing sections]*	Score 27 ACT / 1210 SAT
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COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the school’s computer network, s/he and his/her parent/guardian **MUST** sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student’s computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

BRING YOUR OWN TECHNOLOGY (BYOT)

Students and staff may access our guest wireless network using their own technology tools (laptops, smart phones, iPads, iPods, e-readers, etc.) during the school day provided they meet the criteria outlined in the Acceptable Use Policy (AUP). With classroom teacher/administrator approval, students may use their own devices in the classroom to access and save information from the internet, communicate with other learners and use the productivity tools that may be currently loaded on the device. Users must meet with the Technology Coordinator to gain access and to have each tool approved for use in the building. Students using any technology tool not approved by the Technology Coordinator will be disciplined at the discretion of the administration. Tools will be checked for harmful software. Students and staff who do not have a signed AUP on file will not be granted access to the network. The Riverdale wireless network is filtered as mandated in the Children’s Internet Protection Act (CIPA). **Riverdale Local Schools are not responsible for any damage or theft of student or staff owned technology tools. It is the user’s responsibility to keep a record of the device’s serial number. Technology tools are considered Wireless Communication Devices as described in the Code of Conduct #11.**

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school’s co-curricular and extra-curricular programs. No minor student may participate in any school-sponsored trip without parental/guardian consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on the field trip. The Student Code of Conduct applies to all field trips. **Attendance rules apply to all field trips.** While the district encourages the student’s participation in field trips, alternative assignments will be provided for any student whose parent does NOT grant permission to attend.

Students who violate school and bus rules may lose the privilege to go on field trips.

STUDENT ASSESSMENT/STATE TESTING

Unless exempted, each student must pass the appropriate state testing. It will be given twice a year. Students only need to retake those parts of the test which they did not pass. Make-up dates are scheduled, but unnecessary absences should be avoided. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine

instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. College entrance testing information can be obtained from the Guidance Office.

SECTION III – STUDENT ACTIVITIES

SCHOOL SPONSORED CLUBS AND ACTIVITIES

Riverdale Local Schools provide students the opportunity to broaden their learning through curricular related activities. A curricular related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are authorized by the School. It is the district's policy that authorized groups are only those approved by the Board of Education and sponsored by a staff member. Authorized groups include but not limited to: *Quiz Bowl, National Honor Society, Student Council, Pep Band, RSAADA, Cheerleading, Yearbook*

Extracurricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy may prohibit students from all or part of their participation in such activities.

RANDOM DRUG TESTING

Recognizing that observed and suspected use of alcohol and illicit drugs by Riverdale School District students is a serious concern, a program of deterrence will be instituted as a pro-active approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program is fourfold:

- (1) to provide for the safety of all students;
- (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
- (3) to encourage students who use drugs to participate in drug treatment programs; and
- (4) prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Riverdale Schools.

The program is designed to create a safe, drug free, environment for students and assist them in getting help when needed. Every student involved in any extra-curricular activity must sign an informed consent agreement. All students subject to random drug testing will receive information describing the policies, procedures and penalties involved with the testing.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political or philosophical reasons may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Central Office. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the meeting/event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority or other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or the school mascot on any materials or information.

ATHLETICS

Riverdale Local School provides a variety of athletic activities in which students may participate providing they meet District and state eligibility requirements that may apply. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized personnel without further notice, hearing and/or appeal rights in accordance with Board Policy.

The following is a list of activities currently being offered.

Football, Boys' Soccer, Girls' Soccer, Volleyball, Wrestling, Boys' Basketball, Girls' Basketball, Boys' Baseball, Girls' Softball, Boys' Track, Girls' Track, Golf and Cross Country.

For further information contact the Activities Director at 419-694-2211 x1703

*Please note that the OHSAA requires a student to be enrolled in, and passing a minimum of five (5) credits and received passing grades in at least five one credit courses, or the equivalent, during the last grading period in order to be eligible to participate in athletic events.

ACADEMIC ELIGIBILITY

The board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity, a student must have maintained at least a 1.5 G.P.A.

Students identified as disabled under R.C. 3323 and IDEA is subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the individualized student's disability.

The Board further directs that only those students may participate in the program of interscholastic athletics that have:

- a. Maintained a record of academic proficiency
- b. Attend school regularly
- c. Demonstrated good citizenship and responsibility

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school during the school day. If a student believes that s/he must obtain a job in addition to going to school, s/he should first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

SECTION IV - ATTENDANCE SCHOOL ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities, which cannot be replaced by individual study.

EIGHTEEN YEAR OLDS

Students 18 years of age or older and living at home are still under their parents' authority as far as the school is concerned. All notes, early dismissals, and required school forms are to be completed by the parents. 18 year olds will not be permitted to sign themselves in and out of school and all grades and discipline information will be shared with their parents. All 18 year olds and married students must abide by this student handbook.

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

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

ATTENDANCE LAW

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. A student will be considered habitually truant if the student is;

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one month without a legitimate excuse;
- c. Absent 72 or more hours in one year without a legitimate excuse.

EXCESSIVE EXCUSED ABSENCE POLICY

- d. Absent 38 or more hours in one school month with or without a legitimate excuse;
- e. Absent 65 or more hours in one school year with or without a legitimate excuse.

EXCUSED ABSENCES

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- a. Illness
- b. Recovery from accident
- c. Required court attendance
- d. Death in the family
- e. Such good cause as may be acceptable to administration
- f. College day(s) (2 for seniors & juniors); arranged through the guidance counselor

UNEXCUSED ABSENCES AND/OR TARDY GUIDELINES

- a. Oversleeping
- b. Missing the bus or ride
- c. Staying out of school an unnecessary length of time due to doctor's or other appointments
- d. Babysitting in non-emergency situations
- e. Running errands
- f. Suspension from school
- g. Car troubles/breakdown
- h. Any excuse that may not be acceptable to administration

TARDINESS

Each student is expected to be in his or her assigned location by 8:00 AM each school day. A student who is not in his/her assigned location shall be considered tardy. If a student is late in arriving at school, they are to report to the school office before going to his/her assigned location. Students who are late are to receive a pass from the office. Students who are tardy to school five (5) times during a semester shall be disciplined according to the Student Code of Conduct.. Students who are tardy to the same class three (3) times during a semester shall be disciplined according to the Student Code of Conduct

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents must contact the school (419-694-2211) by 8:00 a.m. and provide an explanation and the understanding that a note must be sent within **48 hours** upon the return of the student. If prior contact is not possible, the parents should provide a written excuse as soon as possible; **within 48 hours**. When no excuse is provided, the absence will be unexcused **and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will notify the parents of the need for the child's attendance to improve.**

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow (#1 in Handbook).

Students with a health condition that causes repeated absences are to provide the school office with an explanation of the condition from a registered physician.

RETURN TO SCHOOL PROCEDURES

Students returning to school after being absent must report to the office with a parent or doctor's note that will be placed in the student's attendance file. All notes must be in the office within **48 hours** of the return of the absence or it will be considered unexcused.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are excusably absent from school shall be given the opportunity to make-up work that has been missed. The student should contact his/her teacher as soon as possible to obtain assignments.

Students will be given the number of days of excused absences in which to make-up work. Students who have work assigned on the day that they are absent will be granted one (1) additional day when they return to school. However, should a student be in attendance when an assignment is issued, the student will be required to complete and turn in that assignment on the date that it is due. If a student misses a teacher's test due to an excused absence, he/she may make arrangements with the teacher to take the test. If he/she misses a state standardized test, the student should consult with the guidance counselor to arrange for taking the test.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged **NOT** to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal **one week prior to the vacation** to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. Students taken out of school for vacation during the year will be counted as parent excused absences. If student taking vacation has already used all of the excuses allowed, and has no more days left according to the policy, charges of truancy could be filed. Board Policy states that absence for vacation **shall not be allowed** during the last week of either semester.

DEATH IN THE FAMILY

Absence due to a death in the family shall be limited to three (3) days of excused absences for immediate family. Immediate family shall be defined as: parents, grandparents, siblings or any person who stands in the place of the parent. One (1) day of absence shall be excused to attend the funeral of an aunt, uncle, niece, nephew, sister-in-law or brother-in-law. Additional days may be granted with the approval from the building principal.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. Students who are suspended/expelled from school will not be permitted to attend school functions or events.

In order to properly safeguard students attending events as non-participants, it is strongly advised that students be accompanied by a parent or adult chaperone. The school is **NOT** responsible for supervising unaccompanied students at school events.

Attendance rules apply to all field trips and extracurricular events that occur during the school year. **All students in sports/extra-curricular activities must be in attendance for the whole day in order to compete or practice unless exempted by the Assistant Principal or Principal.** Saturday events are at the discretion of the principal/assistant principal, activities director and coach for a student who was absent the day prior to the event.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either (a) a written request signed by the parent or guardian or (b) the parent or guardian coming to the school office to request release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. Reasons for early dismissal must be one of the reasons listed under excused absences in the Student Handbook. If a student is found to be leaving school prior to dismissal without prior permission, the student will be disciplined according to our handbook (#32).

A student who becomes ill at school **MUST** sign out in the office after seeing the school nurse. Students leaving school for any other acceptable reason **MUST** be cleared in advance by a telephone call or note from the parent(s) or guardian and sign out in the office.

Any absence not specifically excused by the school will be considered one of the unexcused absences listed above. **THIS WILL INCLUDE STUDENTS LEAVING FOR ATHLETIC EVENTS OR MUSIC EVENTS IN WHICH THE STUDENT IS NOT A PARTICIPANT.**

REWARD DAYS

For the 2019-2020 school year, students will be rewarded for positive behavior, good grades, and outstanding attendance. A reward day will be given to students who meet the following criteria for the entire year:

- No more than 6 excused absences/tardies
- No unexcused absences/tardies
- 3.0 average or better
- No discipline referrals/write ups

Those who qualify for the Reward Day will be determined at interims of the 4th quarter. The Reward Day will be a cookout at the end of the school year.

COUNTY FAIR ATTENDANCE

The Riverdale School District recognizes the education and socialization value of preparation of projects in association with such organizations as 4-H and FFA. It is also recognized that participation in activities involving such projects at the county fair enhances and promotes the learning process. The same time, it is clear that absence from the classroom during instructional time generally has a negative impact on the student's performance in the regular course requirements. The purpose of these guidelines are to insure procedure by which the benefits of participation in county fair projects can be acquired with as little disruption as possible to the standard classroom procedures and learning process.

GUIDELINES FOR PARTICIPATION IN FAIR PROJECTS

A. Process for requesting fair attendance

1. Students will obtain a Fair Attendance Request form from the school.

2. Form is to be completed and signed by the parent and the advisor.
3. Form is to be returned NO LATER than 3 days prior to the start of the fair.
4. Requests will be reviewed by the building administrator for his/her approval.
5. Students whose requests are denied shall be notified by the first day of school.
6. Students whose days go beyond the days requested by the advisor will be counted as parent-excused absences.

B. Legitimate reasons for fair attendance

1. Required care and feeding of livestock.
2. Livestock showing or selling.
3. Required duties such as: Junior Fair Board officer; Kings, Queens, Princesses, etc.; club or Organization booth; 4-H demonstration, Junior Leadership Club.

C. Attendance recording and make-up work

1. Day of approved fair attendance, because of the education nature, shall be considered a day of school attendance on the same basis as a field trip.
2. Students are required to make up any assigned regular class work. 3. Staff members shall be notified on the first day of school of the students granted fair attendance.
4. Students are to be given work that will be assigned the date of fair attendance on the school day immediately prior to the date of fair attendance.
5. Work given shall be due the day the student returns to school.

GENERAL

- A. Any student who arrives to school after 8:00 AM and before 9:00 AM is considered tardy. Any student arriving to school after 9:00 AM but before 11:30 AM will be considered in attendance ½ day.

SECTION V - STUDENT CONDUCT

HANDBOOKS/HALL PASSES

Each student in grades 6-12 receives a handbook at the beginning of each school year. Students are expected to have the handbook with them during all classes and study halls. The handbook contains academic information and student hall passes. In order for a teacher to issue a hall pass, these pages must have the students name on the top of the page and be attached in the handbook. Pages that have been torn out or the use of a handbook other than your own may not be accepted.

BRIEF AND REVEALING CLOTHING

Students must recognize that brief and revealing clothing is not appropriate apparel in school. The following guidelines on brief and revealing clothing are examples and do not cover all situations. Students shall not wear tank tops, halter-tops, garments with spaghetti straps or strapless garments. A garment that is “see through”, cut low or expose one’s midriff is NOT acceptable. Sleeveless garments must extend to the end of the shoulder and fit closely under the arm. Undergarments must not be visible. Clothing that is excessively revealing is not acceptable.

Any other hairstyle or apparel, which is determined to be unacceptable by the community standard, could be subject to discipline (#19 in handbook).

STUDENT DRESS CODE AND APPEARANCE - # 19 IN HANDBOOK

The personal appearance of each student shall be such that it does not disrupt the educational process and the educational environment of the school or individual classroom.

The school administration and teachers will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. **Students will be restricted from attending school if their attire does not meet the dress code.**

***REMEMBER~FASHIONABLE DOES NOT MEAN ACCEPTABLE!!!!**

The following list of specific items is a guideline for the appropriate dress. It is not intended to be an exhaustive one. Faculty members are expected to be familiar with the dress code and refer violations to the building principal or other designated personnel. The principal/assistant principal will make the final judgment on questions and violations that may occur.

1. Clothing at all times shall be clean and properly fitted. Shorts will be considered as acceptable wearing apparel **provided they are securely fastened at the waist and pass the length test described below. Spandex/biker shorts are permitted only if they are worn under other clothing that meets the dress code.**
2. Skirts, dresses, and shorts will all be of reasonable length about mid-thigh.
 - **TEST FOR LENGTH OF SHORTS/SKIRTS/DRESSES:**
 - *Stand straight and extend arms down both sides. Extending fingers straight down. If the clothing goes to the end of the longest finger or beyond, it is acceptable. If it does not, do not wear it to school.*
3. Clothing that is worn out, heavily soiled, ragged, torn, or has holes above the thighs is not acceptable.
4. See-through shirts are permitted only with an appropriate undershirt. **NO** bare midriffs and **NO** bare backs shall be permitted. Clothing that is excessively revealing is not acceptable.
5. **All pants must fit around the waist and be properly fastened.**
6. Clothing or accessories that depict messages that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit, or that reference drugs, tobacco, alcohol, sex, or gang identifiers are not permitted. If you are not permitted to say it, do it, bring it to school, you are not permitted to advertise it, display it on your person, clothing accessories or materials/possessions.
7. All clothing and underclothing shall be worn as intended.
8. Hats, sweatbands, sunglasses, bandanas, coats, sleepwear, and hooded sweatshirts with hood pulled up on the head are **NOT** to be worn in the building during the school day (with the exception of special spirit days).
9. Apparel that can damage school property (riveted trousers, spiked bracelets/necklaces, chains, shoes with metal cleats, etc.) or anything else that is deemed a safety risk is not acceptable.

10. Students who are permitted to dress up for extra-curricular and co-curricular events will be expected to follow the dress code.
11. No backpacks or book bags shall be carried or worn throughout the school day. Students shall place them in the lockers at the beginning of the school day.
12. Earbuds, headphones, etc should not be worn in the building unless you have permission of a staff member.
13. Students shall not wear tank tops, halter-tops, garments with spaghetti straps, or strapless garments. Midriffs shall not be exposed. Sleeveless garments must extend to the end of the shoulder and undergarments must not be exposed.
 - *The final judgement will be that of the administration.*

Students found to be in violation of the dress code:

1. Need to change clothes or have clothes brought to them to be in compliance.
2. Students unable to get a change of clothes or refuse to change may be placed in ISA for the day. Students may lose eligibility to participate in any after school activities.
3. Repeated offenses can result in more severe consequences being assigned.

Students who are representing Riverdale Schools at an official or public event may be required to follow specific dress requirements. Usually this applies to athletic teams, cheerleaders, band and other such groups.

STUDENT DISCIPLINE CODE

The student discipline code includes, but is not limited to the types of misconduct that will subject a student to disciplinary action at Riverdale Local Schools.

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform to school regulations and accept direction from authorized school personnel. Students are subject to school disciplinary action, up to and including suspension and expulsion for all actions, which affect the good order, efficiency, morale, management and welfare of the school

This discipline code is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

A violation of the following rules may result in disciplinary action. **The Assistant Principal, Principal or Superintendent, if warranted, may take options other than the disciplinary steps in the order listed.** A student who is repeatedly suspended may be recommended for expulsion. Due process procedures as mandated by law and approved by the board of education will be followed.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, in-school discipline, emergency removal, suspension and/or expulsion from school. Furthermore, **any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school.** Certain criminal acts could result in permanent exclusion from school.

CODE OF CONDUCT

A major component of the educational program at Riverdale Local Schools is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established rules and standards.

EXPECTED BEHAVIORS:

Each student will be expected to:

Abide by federal, state and local laws as well as the rules of the school.

- Respect the rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly and productive
- Act at all times in a manner that reflects pride in self, family and in the school
-

STUDY HALL EXPECTATIONS

1. All students should come to SH with materials to work on, be on time, and be ready to work for the entire period. Students who are signing out will be seated and wait for attendance to be taken.
2. Students who are tardy or are without materials may not be able to sign out during the SH period.
3. The supervising teacher will make seating arrangements.
4. Any electronic device must be cleared for use by the SH teacher.
5. Anytime students leave the SH they **MUST** use their passbook. One exception may be signing out to the library, however when they do their only objective should be to work.

6. No more than 1 student per destination may be signed out at any one time (i.e. no groups of students signing out to the RR or locker, etc., together).
7. Students are limited to 1 sign-out per period (no multiple trips to lockers) & should be under 5 minutes per trip. .
8. Any student with a failing grade may not use the library without a pass from their teacher. Failing students should be limited to signing out of SH in general so that they can improve their grades.

DISCIPLINE- STUDENT CONDUCT CODE:

1. ABSENCE FROM ASSIGNED AREA, CLASS SKIPPING

No student shall loiter in the hallways during class time; fail to report to an assigned class, study hall or activity; or leave an assigned class, study hall or activity without valid permission. Students will not be allowed to make up work missed when they are skipping class.

2. ACADEMIC DISHONESTY

The following procedures will be utilized by teachers in dealing with students caught cheating and/or involved with plagiarism. This can include allowing another student to cheat off him/her.

- a. Student will receive a zero on the assignment
- b. Teacher will notify parents.
- c. Report of the incident shall be given to the Principal/Assistant Principal for record keeping.
- d. Second incident will see the same as noted (in numbers 1-3) plus a discipline referral will be submitted and the student is subject to possible disciplinary measures such as (but not limited too) Thursday School Assignment(s) and ISA assignments.

3. AIDING OR ABETTING VIOLATION OF SCHOOL RULES

If a student assists another student in violating any school rule, he/she will be disciplined according to the infraction committed. This can include lying for another student. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

4. ALCOHOL, DRUGS, TOBACCO – (POSSESSION/USE)

A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, controlled substance (including but not limited to

narcotics, Opioids, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants.) This also includes marijuana, hallucinogenic drugs, barbiturates, steroids, tobacco or tobacco products or tools to use such as (but not limited too) Vapes, One-hitters, Juuls, or other drug paraphernalia. These devices allow students to consume THC and other potentially harmful drugs to be consumed without scent and potentially without the student's knowledge.

Students caught using these devices/substances will be subject to the following consequences:

- Tobacco and Alcohol products are subject to an out-of-school suspension on the first offense.
- **Students who are disciplined under this rule will lose their parking permits.** They will be eligible to request the parking permit to be reinstated after 9 weeks. The final decision of this request will be made by the administration.
- Vapes, Juuls, etc may be considered drug paraphernalia by law enforcement. Any students using these devices at school will be subject to suspension from school for up to 10 days and recommendation for expulsion.
- Use of illegal/illicit drugs are subject of up to 10 days OSS and recommendation for expulsion on the first offense.
- Repeat offenses will receive more severe consequences
- Vaping devices will be confiscated and turned over to the School Resource Officer. The SRO may cite students for the offense at his/her discretion. (If the SRO cites the student the devices may not be returned)
- All students who are disciplined in regards to using/possession of vaping related devices will be **required to complete a four-hour online educational course (VapeEducate)** on the dangers of vaping. Any student who does not complete this requirement while on suspension, will be placed in ISA upon returning to school. The ISA assignment length will be determined by the administration and will require completion of the program (VapeEducate).

A student will not possess, use, transmit, or conceal, or be under the influence of any alcoholic beverage, controlled substance (including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants). This also includes marijuana, hallucinogenic drugs, opioids, barbiturates, steroids, tobacco or tobacco

products, or tools to use such as Vapes, One-Hitters, or other drug paraphernalia.

Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, electronic cigarettes, JUUL, and related items.

This prohibition also includes all look-alikes, the offer to sell, selling, giving, and attempting to purchase any of the above-mentioned items. This also refers to the possession of related tools or equipment.

- a. On the school grounds at any time
- b. Off the school grounds at a school activity, function or event
- c. In any building owned, leased, or borrowed by the school district
- d. On a school bus or at any bus stop

If a principal has a reasonable individualized suspicion, s/he may request the student in question to submit to any appropriate testing, including but not limited to a breathalyzer test or urinalysis.

5. ASSAULT – VERBALLY THREATENING

Any statement or non-contact action that a staff member, student or another person associated with the district feels to be a threat will be considered a verbal assault.

6. ATTENDANCE – PERSISTENT ABSENCE OR TARDINESS

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Penalties can range from detention to a referral to court and/or revocation of the student’s driver’s license (Refer to attendance section of handbook).

7. BOMB THREATS

Making a bomb threat against a school building, vehicle or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) year.

8. BUS RULES – VIOLATIONS OF BUS RULES

Please refer to Section V on transportation for bus rules

9. DAMAGING PROPERTY

Vandalism and disregard for school or personal property will not be tolerated

10. DISHONESTY TO SCHOOL PERSONNEL

Students are expected to be truthful when questioned by school personnel in matters of school safety and handbook violations.

11. DISRUPTION OF THE EDUCATIONAL PROCESS

Any actions or manners of dress that interfere with school activities or disrupt the educational process are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

11. EATING OUTSIDE CAFETERIA IN UNAUTHORIZED AREAS

No student shall consume candy, food or drink outside the Cafeteria without administrative approval. Water in its original bottle may be permitted. Chewing gum is at the discretion of the individual teacher.

12. EXPLOSIVES

Explosives, fireworks and chemical-reaction objects such as smoke bombs, small firecrackers and poppers are forbidden and dangerous. Penalty: Ten (10) day suspension with recommendation for expulsion

13. EXTORTION

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.

14. FALSE ALARMS AND FALSE REPORTS (INCLUDING BUT NOT LIMITED BY BOMB, FIRE AND EMERGENCY)

A false emergency alarm or report endangers the safety forces that are responding to the alarm/report, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law.

Penalty: Ten (10) day suspension with recommendation for expulsion/referral to civil authorities.

15. FALSE REPORTING

A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. A student shall not make a false report or issue false accusations that result in the reporting of an incident of child abuse to children's services or law enforcement agencies.

16. FIREARMS – USE AND/OR POSSESSION

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school sponsored activity, competition or event regardless of where it occurs will result in a mandatory one (1) year expulsion under federal law.

Firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun Free Schools Act of 1994).

17. FALSE ID/FORGERY

Use of forged hall/bus passes, excuses, as well as false ID's are forms of lying and are not acceptable. This also includes refusal to identify yourself to a substitute teacher or staff member.

18. GAMBLING

Gambling includes casual betting, betting pools, organized betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from the activity.

19. HARASSMENT/DATING VIOLENCE/HAZING/BULLYING

The school believes that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating or offensive learning environment (this includes bullying).

Dating violence is a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the persons dating partner. A dating partner is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term. Hazing by any individual, school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. Hazing activities that are found to be related to a club, sport or activity may result in the student being removed for the remainder of the year as well as the discipline listed below.

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

SEXUAL HARASSMENT

A. Verbal

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member or other person associated with the district, or third parties (visiting speaker, athletic team, volunteer, parent, etc.)

B. Non-Verbal

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

C. Physical Contact

Threatening or causing unwanted touching, contact or attempts at same; including patting, pinching, brushing the body or coerced sexual activity with or by a fellow student, staff member or other person associated with the district, or third parties

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

A. Verbal

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

B. Nonverbal

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

C. Physical

1. Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow student,

staff member or other person associated with the district, or third parties.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other persons associated with the district or by third parties should make contact with a preferred staff member and their preferred administrator or guidance counselor with whom the students would most likely be comfortable in discussing a matter of this kind. The student may make contact either by a written report or by telephone or personal visits. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy to the principal.

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

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

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to the proper authorities.

Under no circumstances will the school tolerate threats or retaliation against anyone who raises or files a harassment complaint.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

20. Improper or Inappropriate Use of Computers or Technology

Computer use at Riverdale Schools is encouraged and made available to students for educational purposes. Students must realize that the use of district technology is a privilege, and observe the guidelines established for computer and technology use. Improper/Inappropriate use will result in disciplinary action.

21. INAPPROPRIATE DRESS AND/OR APPEARANCE

For more details on acceptable dress code please refer to page 28-29.

22. INSUBORDINATION

If given a reasonable directive by a staff member, the student is expected to comply. Failure to comply with directives or acting in defiance or disrespectful of staff members will result in disciplinary action. Lying may also be considered a form of insubordination.

23. INTERFERENCE WITH AUTHORITY

Students are not to interfere with members of the staff in the discharge of their duties.

24. P.D.A. DISPLAYS OF AFFECTION/SEXUAL ACTIVITIES

Affection between students is personal and not meant for public display. This includes touching, petting or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

25. PROFANITY/VULGARITY/ABUSIVE LANGUAGE/ OBSCENE GESTURES/DISRESPECT TO SCHOOL EMPLOYEE

No student shall use profanity or abusive language or make an obscene gesture either directly or indirectly toward any staff member. Students shall not talk back, call names, argue, or refuse to comply with adult's directions. *Any student suspended for inappropriate language or gestures towards a school employee will be required to have a meeting with their guardian(s) and the Superintendent before they will be admitted back to school.*

26. PROFANITY/VULGARITY/ABUSIVE LANGUAGE/OBSCENE GESTURES

No student shall use profanity or abusive language or make obscene gestures either directly or indirectly at school or school functions. No

student shall possess or distribute obscene images, signs, pictures or publications.

27. REFUSING TO ACCEPT DISCIPLINE

When a student refuses to accept the usual discipline for an infraction the refusal results in the penalties of insubordination.

28. REPEATED VIOLATIONS OF RULES/POLICIES/DIRECTIONS, ETC.

A student shall not repeatedly fail to comply with directions, policies, rules, etc. of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school personnel, during any period of time when the student is properly under the authority of such school personnel. (Student could be assigned anything from detention to expulsion)

29. SCHOOL/CLASSROOM RULES – VIOLATION OF INDIVIDUAL/CLASSROOM RULES

Each learning environment has different rules for the students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which are consistent with the policy of the school.

30. TARDY TO SCHOOL

Students are expected to be in the building and in their assigned area by 8:00 AM. Students who report to school tardy five (5) times within the same semester shall be disciplined accordingly. Excessive tardiness to school may result in the students driving privileges being suspended.

31. THEFT

When a student is caught stealing, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school without prior authorization from the principal. The school is not responsible for personal property.

32. THREAT MADE OF SCHOOL PERSONNEL/SCHOOL PERSONNEL’S PROPERTY

A student shall not make what may be reasonably interpreted as a threat to do bodily harm to a school employee, nor threaten to damage the personal property of an employee.

33. TRESPASSING

Although schools are public facilities, the law does allow the district to restrict access to school property. When a student has been removed,

suspended, expelled or permanently excluded, the student is not allowed on school property without authorization of the principal. Discipline will be administered at the discretion of the Assistant Principal/Principal and may include detention, Saturday school or suspension. In addition possible legal action may be taken.

34. TRUANCY/LEAVING SCHOOL/SCHOOL ACTIVITY WITHOUT PERMISSION

No student may be absent from or leave school or a school-sponsored activity in which he/she is participating or transportation to/from such activity without parent/guardian permission and proper fulfillment of the school's established procedure for leaving or excused absence.

35. UNAUTHORIZED OR UNSUPERVISED AREAS /ACTIVITIES

Students are not to be in unauthorized or unsupervised areas during or after school. Students are not to participate in unsupervised activities either during or after school. Students are not to be in any school building after school hours unless they are under the **direct** supervision of a school employee.

36. UNAUTHORIZED TOUCHING– PHYSICALLY TOUCHING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT (Level One, Two and Three)

Unauthorized touching of a staff member, student or other persons associated with the district, which may or may not cause injury, will not be tolerated. Assault of a student or staff member may result in charges being filed and subject the student to expulsion.

Level One – Acts such as pushing, shoving, spitting on or grabbing of a student. There is an altercation but no punches are thrown.

Level Two – A physical altercation occurs in which punches were thrown. Typically, students end the altercation on their own.

Level Three – Physical altercation between students in which punches were thrown and the altercation had to be ended by bystanders/school personnel or an act of assault is involved.. Any physical act directed towards a staff member.

37. UNAUTHORIZED USE OF FIRE

Anything such as fire, excluding bombs, that endangers school property and its occupants will not be tolerated. Arson is a felony.

38. UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

39. VIOLATION OF ISA PROCEDURES/POLICIES-

Students placed in ISA are required to follow the rules set for the assignment. Failure to follow those rules may result in more consequences being assigned

40. VIOLENT CONDUCT

Committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a board official or employee, regardless of where or when that act may occur, or their property and the act would be a criminal offense if committed by an adult and results in serious physical harm to person(s) may result in expulsion for a period of up to one (1) year.

41. WEAPONS – KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE

Because the board believes that students, staff members and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

42. WEAPONS- USE AND/OR POSSESSION

A weapon is any device, which may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible exclusion. *See #19 for firearms

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle.

Penalty: Ten (10) day suspension, confiscation of weapon, recommendation for expulsion, possible legal action, possible permanent expulsion.

43 WEAPONS – USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on.

44. WIRELESS COMMUNICATION DEVICES/ELECTRONIC EQUIPMENT

Students may possess electronic equipment on school property, during after-school activities and at school related functions, provided that during school hours the WCDs are powered completely off (i.e. not just placed into vibrate or silent mode) unless being utilized for academic purposes with the permission of a teacher/administrator. Examples of WCD's include but are not limited to smart phones, iPods, iPads, wireless notebooks, laptops, and e-readers. WCD's are to be concealed and secured in hall lockers or vehicles or stored out of sight when possible. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

- Student use of electronic/wireless devices during the school day is prohibited unless they have approval of the classroom teacher or an administrator. All use of electronic devices should be done in a school appropriate manner.
- By bringing electronic communication devices on school grounds, the student agrees that school officials may confiscate the device if a student does not abide by the policy.
- By bringing electronic communication devices on school grounds, the student agrees that school administrators may intercept electronic communications contained in the device, if reasonable grounds are found to do so.
- WCDs shall not be used in bathroom/locker-rooms.
- **Middle School students** are not permitted to be using their phones or have them out during the school day (including between classes), without permission from a teacher or administrator.
- Riverdale Schools is not responsible for any damage or theft of devices brought onto school grounds.
- **Those who violate the rules will be subject to the following:**
- 1st Offense- Phone will be taken to the office to be picked up at the end of the day. Warning letter will be sent home.
- Multiple Offenses: Phone will be taken to office and will need to be picked up by parent/legal guardian. Student will receive a consequence such as, but not limited to: Thursday School or ISA assignment.
- Failure to give a WCD/Electronic equipment to a school official will result in immediate disciplinary action. This can include: Thursday School, Suspension, or contacting of law enforcement. This will be at the discretion of the administrator.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation and on property not owned or controlled by the board but that is connected to activities or incidents that have occurred on property owned or controlled by the board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two (2) types of discipline are possible; informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes but is not limited to:

- Writing assignments
- Change of seating or location
- Lunch-time, and/or after-school detention
- In-school discipline/suspension ☐ Thursday school

DETENTIONS

A student may be detained after school or asked to come to school early by the teacher or administration, after giving the student and his/her parent(s) notice. The student or his/her parent(s) are responsible for transportation.

ALTERNATIVE OPPORTUNITY CENTER/IN-SCHOOL SUSPENSION

As alternatives to out-of-school suspension, students may be placed at the Alternative Opportunity Center or In-School Assignment for a period of one to ten days. The Alternative Opportunity Center is located at the Hancock County Educational Service Center in Findlay. In-School Assignment is held at Riverdale Local Schools.

Students will be given their academic assignments and receive credit for their work. Failure to report will result in the assigned day(s) being counted as suspension. Students who violate the code of conduct while in the Alternative Opportunity Center or In-school Assignment will serve Out-of-School suspension for the remainder of the assignment and may face additional discipline.

THURSDAY SCHOOL

Thursday School will be in session from 3:00 p.m. to 5:00 p.m. on Thursdays and will be held in a school classroom. Assigned students will attend a continuous two (2) hour period during which time they will be permitted one (1) – five (5) minute break at 4:00 p.m. Each student shall arrive with sufficient educational materials to be busy during this two (2) hour period. A student missing any portion of his/her assigned time in Thursday school may be given an additional discipline. Failure to timely serve Thursday school assignments may lead to suspension from school. Any such

suspension shall be in accordance with district guidelines on suspension and expulsion.

IN-SCHOOL DISCIPLINE, DETENTION, AND THURSDAY SCHOOL RULES

- Students are required to have assignments with them
- Students are not permitted to communicate with each other unless special permission is given to do so
- Students are to remain in their assigned seats at all times unless permission is granted to do otherwise
- Students shall not be allowed to put their heads down or sleep
- No radios, cards, magazines or other recreational articles shall be allowed in the room
- No food or beverages shall be consumed
- No use of WCDs or other electronic devices is allowed.

Transportation from Thursday school shall be the responsibility of the student/parent.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes emergency removal for up to seventy- two (72) hours, suspension for up to ten (10) school days, expulsion up to eighty (80) school days and permanent exclusion. If a suspension were to carry into the summer, the Superintendent may require a student to participate in community service or an alternative consequence for the number of hours equal to the time left on the suspension. Expulsions may carryover into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion and permanent exclusion may be appealed. Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of school rules. This is especially true for infractions involving drugs, alcohol, tobacco use, and harassment.

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the legal system.

DUE PROCESS RIGHTS

Before a student may be suspended, expelled or permanently excluded from school there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The notification will be in writing. The student will then be given an opportunity to explain his/her side. After that informal hearing the principal or assistant principal will make a decision whether or not to suspend. If a student is suspended s/he and his/her parent(s) will be notified in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed to the Board or its designee. The request for an appeal MUST be in writing. During the appeal process, the student shall not be allowed to remain in school. If the superintendent or the board designee hears the appeal, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representatives request otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal is to the Court of Common Pleas.

Absence from school due to suspension shall be considered an unexcused absence. Students are permitted to make up missed work. Students who are suspended from Millstream Career Center shall also be suspended from Riverdale Local Schools for the same period of time

A suspension may be considered if the student violates one or more of the following student expectations as defined above:

- A. Aiding or abetting violation of school rules
- B. Alcohol and/or drug use
- C. Assault
- D. Damaging Property
- E. Disruption of the educational process
- F. Explosives
- G. Extortion
- H. False alarms and false reports
- I. Harassment
- J. Insubordination
- K. Interference with authority
- L. Profanity/vulgarity/abusive language/obscene gesture to school employee
- M. Repeated Violations, Directions, Rules, etc
- N. Theft
- O. Threat made of school personnel/school personnel's property
- P. Use of tobacco/E-Cigarettes/Vaping
- Q. Unauthorized touching
- R. Unauthorized use of fire
- S. Weapons-knowledge of, threats of, use of an object as

EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the student (if 18) and the parent(s). This written notice will include the reason for the intended expulsion, notification of the opportunity to appear in person before the superintendent or the superintendent's designee to challenge the reason for the expulsion and/or explain the student's actions, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A formal hearing will be scheduled no earlier than three (3) or no later than five (5) school days after the notice is given. The student may be represented by his/her parent(s), legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board Policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student (if 18) and the student's parent(s) will receive written notice within one (1) school day of the imposed expulsion. The expulsion may be appealed, in writing, to the Board of Education or its designee. The appeal will also be formal in nature with sworn testimony. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

An expulsion may be considered if the student violates one or more of the following student expectations as defined above:

- A. Alcohol and/or drug use/possession
- B. Bomb threat
- C. Damaging property
- D. Disruption of the educational process
- E. Explosives
- F. False alarms/false reports
- G. Firearms
- H. Harassment
- I. Insubordination
- J. Interference with authority
- K. Profanity/vulgarity/abusive language/obscene gesture to school employee
- L. Repeated Violations, Directions, Rules, etc
- M. Threat made of school personnel/school personnel's property

- N. Use of tobacco
- O. Unauthorized touching
- P. Unauthorized use of fire
- Q. Weapons – use of/possession of

PERMANENT EXCLUSION

When a student, sixteen (16) years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes on the property of any Ohio school:

- A. Conveying deadly weapons onto school property or school function
- B. Possessing deadly weapons on to school property or at a school function
- C. Carrying a concealed weapon onto school property or at a school function
- D. Trafficking in drugs on to school property or at a school function
- E. Murder, aggravated murder on school property or at a school function
- F. Voluntary or involuntary manslaughter on school property or at a school function
- G. Assault or aggravated assault on school property or at a school function
- H. Rape, gross sexual imposition or felonious sexual penetration on school property or school function, when the victim is a school employee
- I. Complicity in any of the above offenses, regardless of the location.

The process is formal and will usually follow an expulsion with the proper notification to the parents.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.) and where applicable the Americans with Disabilities Act (A.D.A.) and/or Section 504 of the Rehabilitation Act of 1973.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the principal (or assistant principal or other administrator) will make a decision whether or not to suspend his/her riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parent(s) will be notified in writing within one (1) day of the reason for and the length of the suspension. Transportation to and from school is the responsibility of the parent(s). Lack of transportation is not an excused absence.

SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the safety and wellbeing of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, knapsacks, gym bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the district and random searches of the lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted. Any damage done to vehicles or property during the search is NOT the responsibility or liability of the school and Riverdale Schools or any of its employees will not assume any liability or responsibility.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law, may be taken, held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

STUDENTS RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges or other insignia; clothing insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if:
 - 1. Is obscene to minors, libelous, indecent or vulgar
 - 2. Advertises any product or service not permitted to minors by law
 - 3. Intends to be insulting or harassing
 - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch period and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

SECTION VI – TRANSPORTATION BUS TRANSPORTATION TO SCHOOL

SCHOOL TRANSPORTATION-Procedures

- The school provides transportation for all students who live farther than one (1) mile from school.
- The school bus schedule and route is available by contacting the transportation coordinator at 419-694-4994 ext. 1804.
- Students will ride only assigned buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.
- Be on time at the designated loading zone five (5) minutes prior to scheduled stop
- Stay off the road at all times while walking to and waiting for the bus
- Line up single file off the roadway to enter
- Wait until the bus is completely stopped before moving forward to enter
- Refrain from crossing a highway until the bus driver signals it is safe
- Go immediately to assigned seat and be seated
- It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.
- Passengers are not to talk at railroad crossings or dangerous Intersections.

Bus Rules

All students within the district are provided transportation to and from school by school buses. To insure the proper safety of all students while riding the buses, the following Rules of Conduct have been approved by the board of education:

- a) Use of profanity is not permitted.
- b) All students shall be seated at all times.
- c) Eating is not permitted on any bus at any time.
- d) Arms, legs, hands, heads, etc..., shall not protrude from the windows.
- e) Fighting, loud talking, etc..., is not permitted.
- f) Animals, weapons, flammables, etc..., are not permitted to be transported on the bus at any time. The only exception to this would be service animals approved by the district).
- g) The driver shall be in charge of students at all times. This includes the authority to change and assign seats.
- h) Marking, cutting, writing on, or otherwise defacing the interior of the bus is not permitted.
- i) Electronic devices, such as cell phones must be used silently so not to cause a distraction for the driver. MP3 players, iPods, and other music devices are permitted as long as headphones are used, and volume levels are acceptable.
- j) Students not complying with the Rules of Conduct are subject to removal from the bus for an appropriate period of time. Students are still required by law to attend school during periods of bus suspension. In order to maintain closer supervision of bus behavior, a bus discipline policy will be established with warning and discipline notices being sent home when problems occur. It is important to note that if a student wishes to get on or off the school bus at a stop other than his/her regular stop or ride another bus, a note from the parents should be submitted for approval in advance.
- K) Students are required to wait at their place of safety until signaled by the bus driver.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the assistant principal/principal and may be used as evidence of misbehavior.

PENALTIES FOR INFRACTIONS

A student who is a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and/or school bus rules/consequences. Students not complying with the School Bus Rules are subject to removal from the bus for an appropriate period of time and/or discipline prescribed in the Student Discipline Code. Students are still required by the law to attend school during periods of suspension from busses.

- Note: if a student is suspended or removed from the bus due to a major offense, s/he may be prohibited from riding the bus for field trips, extracurricular activities, etc.
- Note: if a student is suspended or removed from the bus over any day that school is cancelled, the suspension will transfer to the day in which school resumes.

MAJOR OFFENSES

No previous written offenses or warnings are necessary for the following major infractions and could result in automatic removal from all buses. However, these infractions will be referred to the steps below.

1. A student shall not possess, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind, or student shall not make, possess, draw, sell, offer to sell, transmit or use any counterfeit or "lookalike" drugs, related tools, and/or equipment.
Step 1 – Ten (10) day bus suspension with recommendation for expulsion; however, with the agreement to meet with a certified alcohol counselor for assessment and a commitment to follow his/her recommendation the student may be permitted to return to school at any time after five (5) days, at the discretion of the administrator.
Step 2 – Ten (10) day bus suspension with recommendation for expulsion *All sellers and/or distributors' penalties begin with Step 2.*
2. Profanity/vulgarity/abusive language/obscene gestures to school employee
***Suspension from school for this offense will be at the discretion of the administrator**
3. Fighting, Assault
4. Possession/lighting of matches/lighters/smoking
5. Injury to another student or damage to another student's property
6. Damage to the bus or tampering with equipment

7. Possession/use of tobacco products
8. Use of profane language not directed at school employee
9. Possession and/or distribution of obscene or pornographic materials

***Suspension from school for this offense will be at the discretion of the administrator**

***Possession of weapons will be referred to the student code of conduct**

***Any other offense deemed as a major offense will be disciplined accordingly.**

SELF-TRANSPORTATION TO SCHOOL

VEHICLE REGISTRATION -At the beginning of each school year, all students driving to school must register their vehicles with the office. A registration form must be completed. Frequent and infrequent drivers are to register all vehicles that will be driven to school. In this manner, it is easy to locate an owner of a vehicle when the need arises, and unauthorized vehicles using the parking lot can be identified and removed. Failure to register a vehicle, park correctly within the appropriate/assigned spaces, display a parking permit, and follow safety procedures may result in the loss of driving privileges. Cars on school property may be searched to protect the safety of others. Any student who exercises the privilege of parking a vehicle on school grounds shall be considered to have given implied consent to a search of such vehicle at any time a search is requested by school administration, and dogs may be brought in at any time unannounced to assist in searching vehicles. Failure to comply with a search will be considered insubordination, and the student will no longer be able to drive to and from school and park on school premises.

- Driving to school is a privilege, which can be revoked at any time.
- Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.
- Students are responsible for all contents and markings on any vehicle that they park on school grounds. Any contraband visible in plain sight or discovered during an authorized search will be subject to disciplinary action. Any bumper stickers, signs, flags, etc. deemed obscene or inappropriate are not permitted.
- Violations may also result in other disciplinary consequences

Reckless Driving By Students –Driving to school is a privilege, not a right. A student who drives to school must follow all parking and driving regulations on school grounds or in the vicinity of school vehicles. Reckless operation of a motor vehicle will not be tolerated, and all students must comply with basic safety regulations.

The following rules shall apply:

- All Students wanting to drive to school must have a signed Random Drug Testing Informed Consent Agreement on file.
- Students under age eighteen (18) are to have a note from their parents granting permission to drive to school
- Parking is provided for students in the parking lot north of the building. The immediate front parking lot is reserved for staff and visitor parking. Students are not permitted to park in this area.
- Students are to obey all speed limit and traffic signs and follow all established traffic patterns
- Students are to park in assigned spots.
- Students shall complete the Student Vehicle form 5515 F1 and provide
 1. Driver's license
 2. Insurance certificate
 3. Registration
- Parking lot speed limit is **Ten (10) mph**
- The student must obtain a permit from school secretary and pay a fee of \$4.00 for the entire school year
- If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student
- When the school provides transportation, student's shall not drive to school sponsored activities
 1. Unless written permission is granted by their parents and approved by the principal.
 2. No other students are allowed to be driven to a school sponsored activity by the approved student without a note from parents of the passenger students granting permission and approval by the principal

