

# RIVERSIDE HIGH SCHOOL

Parent/Student Handbook

2022 - 2023



Principal—Shannon Cecil, Ed.D  
Assistant Principal—Shelley West, Ed.D.

1260 Godwin Ave  
Williamston, NC 27892  
Phone 252-802-3095

## RIVERSIDE HIGH SCHOOL MISSION

*Every Knight prepared for their future.*

## RIVERSIDE HIGH SCHOOL VISION

All stakeholders at Riverside High School are committed to ensuring that “**Every Knight Ready for Their Future**”. We believe all students have the ability to learn and to graduate from high school with post-secondary ambitions. Our stakeholders foster an environment in which students will demonstrate high character and values to meet and exceed the academic challenges that lie ahead for both graduation and beyond.

## RIVERSIDE HIGH SCHOOL MOTTO

It's great to be a Riverside Knight!

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You can find additional information at the Martin County Schools website:

<http://www.martin.k12.nc.us>

You can find updates and information at the Riverside High School website:

<https://www.martin.k12.nc.us/o/riverside-high>

## RIVERSIDE HIGH SCHOOL

1260 Godwin Ave.  
Williamston, NC 27892  
Ph: 252-802-3095

Dr. Shannon M. Cecil, Principal

Dr. Shelley West, Assistant Principal

August 29, 2022

Dear Parents and Students,

I would like to welcome back all returning Riverside Knights and those who are new to Riverside High School in the 2022 - 2023 school year! Our staff has been hard at work preparing for you this summer. We want to work with you to ensure the academic success of our students. Our expectations are high, because we believe our students can and will learn. We understand that success requires dedication and effort from students, teachers, support staff, administrators, parents, and the community. We need your continued support in order for your child to have a successful learning experience this year. It is vitally important that parents communicate with teachers and support their students at home. We strive to create a learning environment where all of our students will find success and build the skills necessary to become productive members of society.

This handbook provides important information designed to help your student have a successful school year. You and your child should read and discuss this handbook together so that you will understand the expectations, policies, and procedures in place at Riverside High School. We encourage you to take an active role in your child's education. Our staff welcomes visits, calls, questions, and comments. Your children need to see that you value what they are doing and that you support them in their academic, artistic, and athletic efforts. Your participation and involvement will make such a difference at Riverside High School. We look forward to working with you this year. It is our goal to create a successful learning environment to help your child achieve their goals; whether that is to attend a 4-year college, to attend a 2-year community college, to enter the armed forces, or to go to work when they graduate. We want all of our athletes to meet NCAA eligibility in the event that they would like to participate in college athletics. To ensure this, we must always remember that Riverside High School athletes are students first and foremost; athletics is secondary to the education that your child will receive at Riverside.

At Riverside we challenge ourselves, never stop exploring, build each other up, learn from our mistakes, work together as a team, and celebrate everything that is awesome! Let's continue to set our goals high and help our students to achieve greatness; amazing things happen at RHS! It IS great to be a Riverside Knight!

Sincerely,

Shannon M. Cecil, Ed.D

**Riverside High School Staff**  
**2022 - 2023**

Dr. Shannon Cecil  
Dr. Shelley West  
Chris Wilkerson

Principal  
Assistant Principal  
SRO

**CTE Department**

Emily Hardison  
April Joyner  
Clarence Pointe II

**Media Coordinator**

Krystal Most

**English Department**

Jody Hollis  
Cheyenne Maxwell-McIntosh  
Karen Umila

**Physical Education Department**

Joseph Keyes  
Brian Paschal  
Robert Williams

**Fine Arts Department**

Heather Butler  
Alisha Cardwell

**Science Department**

Crystal Crosby  
Robert Delph  
Ronald Pou  
Travis Wester

**History Department**

Justin Edwards  
Kelly Hoggard  
Phil Woolard

**Special Education Department**

Robert Bryant  
Larry Jackson  
Betsy Price  
Rhonda Silverthorne

**Innovation Campus**

Mike Bennett  
Vernetta Griffin  
William Prettyman  
Rebecca Revels  
Heather Smith  
Vinya Ward

**Student Support Department**

Roncia James  
Jamila Riddick  
Tami Spence  
Shannon Stanton

**JROTC-SCHS**

Captain Tonya McDade

**World Languages Department**

Carmen Raynor

**Math Department**

Jane Edmondson  
Bobby Harmon  
Mac Harrell  
Karren Saycon

Child Nutrition Staff

Christie Andrews  
Hope Gibson  
Mark Holliday  
Stephanie Little  
Tina Steeley

Custodial Staff

Velia Allah  
Derrick Hill  
Glenn Leggett  
Valarie Whitley

Instructional Assistants

Vanessa Brown-Price  
Olivia Lee  
Sheralyn Reddick

Office Staff

Regina Keyes  
Penny Manning  
Rebecca Manning

SEE SCHOOL WEBSITE FOR UPDATED INFORMATION

## **SCHOOL INFORMATION**

### **School Colors**

Navy Blue, Gray, White

### **School Mascot**

Knights

### **Martin County Schools Mission Statement**

Working together, Martin County Schools will, in a safe and nurturing environment, provide learning experiences for tomorrow's leaders by:

- educating the whole child,
- engaging all learners, and,
- developing problem solvers

### **Martin County Schools Motto**

Working Together....Making a Difference!

### **Martin County Schools Vision Statement**

Martin County Schools is a positive and supportive learning environment that prepares students to be successful citizens for an ever-changing society.

### **Martin County Schools System-wide Goals**

- 1) Every student in the Martin County School System graduates from high school prepared for work, further education, and citizenship.
- 2) Every student has a personalized education.
- 3) Every student, every day has excellent teachers.
- 4) Martin County Schools utilizes up-to-date financial, business, and technology systems to serve its students and educators.
- 5) Every student is healthy, safe, and responsible.

### **School Hours**

Office.....	7:30 – 3:30
Students.....	7:50 – 3:00
Teachers.....	7:25 – 3:25



### Academic Recognitions

Honor Roll: Students must earn all A's.

Principal's List: Students must earn all A's and B's.

### Arrival Procedures

Students may begin entering the building each morning at 7:30 am. Freshmen will report to the cafeteria and upper classmen (Sophomores, Juniors, and Seniors) will report to the gym. There will be no supervision prior to 7:30 am. Students will remain in their assigned location until 7:45 and at that time will be dismissed to their 1st period class. All students should report directly to their assigned location. If students arrive after 7:45, they should enter through the front office area.

### Athletic Eligibility

Students must meet the MCS promotion standards AND must pass three of four classes taken during the semester prior to the sport season. In addition to these guidelines set forth by the North Carolina High School Athletic Association (NCHSAA), for students to be eligible to travel with the team to athletic competitions they must be passing all classes for the current grading period. It is imperative that we remember that our athletes are students first. As such, students must be passing all classes with a 60 or higher to travel with the team to athletic competitions.

Coaches may have additional requirements regarding grades and behavior that are more rigorous than the basic NCHSAA requirements. Please note that if a student is suspended from school they are not allowed to participate in or attend any athletic events.

### Attendance Notes

Whenever your child is not present at school, you must send a written note explaining the absence the day your child returns to school. If your student has a medical or dental appointment, please send a copy of the note to school with your child or have your child's doctor/dentist to email a note to school as soon as possible. Notes may be emailed to Mrs. Keyes at [rkeyes@martin.k12.nc.us](mailto:rkeyes@martin.k12.nc.us). Please note the following reasons are considered to be an excused absence, only when a written note is provided to the school:

- Illness or Injury
- Medical or Dental Appointment
- Death in Immediate Family
- Court or Administrative Procedures
- Religious Observance
- Educational Opportunity (Parents should submit a written request to the Principal at least 7 days prior to the first date the student will be absent. Failure to submit a written request at least 7 days prior to the date of the trip will result in the absence being deemed as unexcused. Please note that trips taken for pleasure such as to Disney World or other theme parks will not be approved as an educational opportunity.)

Please note that we understand that there are times your child is sick, but does not need to go to the doctor. A parent note documenting an illness or injury is acceptable unless excessive absenteeism becomes an issue. **All parent notes must be submitted within 3 days of the absence or they cannot be excused per county policy.**

### **Attendance Policy**

Every student's attendance at school is critical for success. Attendance will be taken at the beginning of each class period; therefore, it is imperative that students are on time for each class. Each class period is approximately 85 minutes long and if a student is not present for at least half of the instructional period they will be counted absent. Since the staff at Riverside High School values the teaching time that we have, it is strongly encouraged that each student be in attendance the entire period for each of their classes. Students can accumulate no more than 8 absences per class per semester.

### **Attendance Procedures**

In an effort to improve students' attendance, our school attendance team will adhere to the following procedures. When a student accumulates:

3 unexcused absences - A 3-day letter will be sent home with your child.

6 unexcused absences - A 6-day letter will be mailed to the parent and interventions\* will be implemented

After 10 unexcused absences – A 10-day letter will be mailed to the parent and interventions\* will continue.

After 10, but prior to 15 unexcused absences – A Truancy Court Referral will be submitted.

If your child(ren) accumulate(s) four or more tardies, early dismissals and/or absences, you may be required to meet with members of the staff to discuss some possible “next steps”. Our District and school adheres to the North Carolina Compulsory Attendance Law §115C - 378. A complete copy of this law may be found online.

\*Attendance interventions may include any of the following: home visits, telephone calls, text message, email to parent, community agency referrals, incentives, attendance contract, referral to school nurse, attendance conference, parent letters, and homeless support (if applicable).

### **Bathroom Pass Policy**

To help ensure the safety of all students, only one student may be out of the classroom at any given time. Students will be required to have a hall pass anytime they leave a teacher's classroom. When students leave class to go to the bathroom, they must leave their phone in the classroom.

**Please note that students may not leave the classroom for any reason during the first 15 minutes of class or the last 15 minutes of class.**

### **BETA Club Guidelines**

The following guidelines will be used to determine membership in the Beta Club:

- 1) Beginning with the class of 2026, students must achieve a Proficient score on all EOC's (Math 1, English II, Math III, and Biology) to maintain membership in Beta Club.
- 2) Students must have a minimum unweighted GPA of 3.5 or higher.
- 3) Students cannot fail any courses.
- 4) Students must complete at least 10 hours of community service per year.

- 5) Students must demonstrate appropriate behavior and cannot have any in-school or out-of-school suspensions.
- 6) Students must maintain good attendance - no more than 8 absences per semester per class.

### **Breakfast**

Breakfast will be served from 7:30 - 7:45 each morning. Students arriving on campus after 7:45 will not be served breakfast. Breakfast is offered at NO COST to all students at Riverside High School. Breakfast must be consumed in the cafeteria. No food may be taken out of the cafeteria. Students may not bring in fast food or beverages to eat in the cafeteria or any other area in the school.

Students who have a 1st and 2nd period class on the Innovation Campus will be served breakfast at the Innovation Campus, not at RHS.

### **Bus Expectations & Consequences**

Students are expected to enter the bus in an orderly and quiet manner. Students should sit in assigned seats without being reminded. Students should remain seated and facing the front at all times. Students should keep hands, arms, feet and heads or any other object in the bus at all times. Students should sit with feet on the floor and book bags and hands in their lap. Be respectful to the driver, other students and school property at all times. Students should abide by the request of the driver and follow all school rules and regulations. Parents and students are reminded that transportation is a privilege and not a right!

First Offense: Verbal Warning, Parent/Guardian contact.

Second Offense: 1 Day Bus Suspension

Third Offense: 3 Day Bus Suspension

Fourth Offense: 5 Day Bus Suspension

Fifth Offense: 7 Day Bus Suspension

Sixth Offense: 10 Day Bus Suspension

Seventh Offense: Permanent Removal from the bus for the remainder of the school year.

In the event of fighting or other severe behavior violations, the administrator may immediately suspend the student from riding the bus.

### **Bus Transportation**

In an effort to provide safe and efficient transportation for your child, Riverside High School will continue to enforce Martin County School board policies regarding student busing assignments. Students will be permitted to ride a school bus to and from the bus stop nearest the address of residence. Proof of residency needs to be provided to the Assistant Principal two to five days in advance before administration will approve the new bus assignment.

As a reminder, bus stops are not under the jurisdiction of Martin County Schools. Parents/Guardians are responsible for the supervision of their children prior to the time they board the bus and after they are delivered back to the designated bus stop.

### **Cafeteria**

Breakfast and lunch are served in the cafeteria daily. Menus can be found online at the Martin County Schools website. Children need healthy meals to learn. Martin County Schools offers healthy meals every school day. All students at Riverside High School will automatically receive no cost meals at breakfast and lunch. All food must be consumed prior to leaving the cafeteria. Please note that as a reward, students may be allowed to eat in the courtyard.

Students may place money on their Personal Account for the purchase of ala carte items

### **Cafeteria Rules**

1. Remove headphones or earbuds BEFORE going into the serving line.
2. Go through the line only once.
3. If you are “skipping line”, you will be sent to the back of the line.
4. Have money ready.
5. All students must remain seated after going through the line.
6. Talk quietly after you finish eating.
7. Pick up all food and trash from tables.
8. Throw away all trash before leaving the cafeteria.

Riverside High School receives federal funds due to the percentage of our student population that is considered economically disadvantaged. To adhere to Title I Federal guidelines, **NO COMMERCIALLY PREPARED FOOD MAY BE BROUGHT INTO THE CAFETERIA!**

Students are not allowed to have commercially prepared food delivered to them at school. Any food that is delivered via Grubhub, UberEats, or any other outside provider will be confiscated until the end of the school day. Please note that students may **NOT** leave campus for breakfast or lunch.

### **Car Rider Procedures**

In the morning, car riders should be dropped off in front of the cafeteria and parents should circle around the parking lot and use the exit closest to the track. If you are dropping your child off after 7:50, they will need to enter through the front office to obtain a pass prior to going to class.

In the afternoon, students should be picked-up along the walkway in front of the school. Parents should not wait for students in the student parking lot.

Students are not allowed to remain at school after 3:15 pm unless they are staying with a staff member.

### **Cell Phones**

Unauthorized use of electronic devices is not permitted. Cell phones may not be out or visible during instructional time unless the teacher has granted permission for students to use their phones for instructional reasons. If a teacher sees a student’s cell phone it will be taken until the end of the class period. If at any time a student refuses to surrender their electronic device, they will be subject to disciplinary action up to and including suspension for insubordination.

If a student leaves the classroom to go to the restroom, their phone must be left in the classroom.

If a student's phone rings during instructional time, it will be confiscated by the teacher and returned at the end of the class period.

Students bring electronic devices to school at their own risk. The school is not responsible for replacing any stolen electronic devices. In addition, the school will not investigate lost or stolen devices.

Any video, audio, or photographic recording in restrooms, locker rooms, classrooms, or any other areas where privacy is an expectation is not permissible. Violations of this rule may result in criminal charges.

Students are not allowed to use their phone at any point when they are assigned to ISS.

### **Change of Address or Telephone Number**

It is very important to notify the school when your address or telephone number changes. Accurate information for an emergency or discipline situation is most important when the school is trying to contact a parent. Please notify the school in writing immediately if your phone number changes and bring in proof of residency for address changes. We will send home a form so that demographic and emergency information can be updated at the beginning of the school year.

### **Child Custody**

If you and your spouse are separated or divorced, and you have been granted custody of your child through a court order, affidavit of hardship, or deed of separation, please advise the school principal, secretary, and the teacher of this fact. Also, provide us with a copy of the custody order. Without a copy on file, we cannot withhold a child from a parent! Additionally, it is impossible for us to follow custody orders if we are not provided a copy of the order.

### **Classroom Expectations**

During the first three days of school, each teacher will provide students with a letter that reviews classroom expectations, grading policies, and a course outline.

### **Communication**

Martin County Schools will continue using the Aptegy program to provide information to families. Parents will be able to download a free app called Thrillshare. If you download this app, you will receive immediate notifications as they are posted by the school. We will continue to send out our weekly calls as well as post our weekly message to our Facebook page and our school webpage if you do not wish to download the app. Please ensure that you have provided the school with current phone numbers and email addresses.

### **Conflict Resolution**

As school issues and conflicts arise, parents are encouraged to contact the teacher, bus driver, or other staff member who has firsthand knowledge concerning the student.

Should a parent have an academic or classroom concern regarding their child, initial contact should be made with the child's teacher to discuss the concern. If the issue is not

resolved, the parent can request the teacher schedule a meeting with the guidance counselor and/or administration.

If there is a transportation issue, the parent should contact the bus driver or assistant principal during school hours.

We respectfully request that parents refrain from contacting teachers, administrators, or other staff members at home unless specific permission has been granted by the individual involved. We will always gladly schedule a time during school hours to address any concerns. Please allow all staff members up to 24 hours to return phone calls.

### **Crisis/Emergency Information**

In order to respond to a school emergency or crisis, various drills are conducted to prepare the students and staff for actual emergencies. Please encourage your child to take all drills seriously and to follow all instructions from staff members.

Fire drills are practiced monthly. Tornado drills and lock down drills are held at least two times per year. All drills are unannounced in order to simulate an actual emergency.

Should an actual crisis or emergency occur, we will notify parents through written communication and/or the electronic notification system.

### **Daily School Schedules**

#### **Daily Schedule (Regular- No Knight Lunch)**

7:30 - 7:50	Student arrive on campus & breakfast
7:50 a.m.	Tardy Bell
7:50 a.m.	Pledge of Allegiance & Announcements
7:50 - 9:25	1st Period
9:30 - 11:10	2nd Period
11:15 - 1:25	3rd Period & Lunch
1:30 - 3:00	4th Period
3:00 p.m.	Dismissal

#### **Daily Schedule (Homeroom)**

7:30 - 7:50	Students arrive on campus & breakfast
7:50	Tardy Bell
7:50 - 8:10	Homeroom
8:10 - 8:15	Transition
8:15 - 9:35	1st Period
9:35 - 9:40	Transition
9:40 - 11:10	2nd Period
11:10 - 11:15	Transition
11:15 - 11:45	Students going to IC eat lunch
11:15 - 1:25	3rd Period & Lunches
11:50 - 12:15	Lunch A
12:25 - 12:50	Lunch B
1:00 - 1:25	Lunch C
1:25 - 1:30	Transition
1:30 - 3:00	4th Period
3:00	Dismissal

### **Knight Lunch Schedule**

7:30 - 7:50	Student arrive on campus & breakfast
7:50 a.m.	Tardy Bell
7:50	Pledge & Announcements
7:50 - 9:15	1st Period
9:20 - 10:40	2nd Period
10:45 - 11:10	Knight Lunch A
11:15 - 11:40	Knight Lunch B
11:45 - 12:10	Knight Lunch C
12:15 - 1:35	3rd Period
1:40 - 3:00	4th Period
3:00	Dismissal

### **Daily Schedule (1 Hour Delay)**

8:30 - 8:50	Students arrive on campus & breakfast
8:50 - 10:00	1st Period
10:00 - 10:05	Transition
10:05 - 11:15	2nd Period
11:15 - 11:20	Transition
11:20 - 11:45	Knight Lunch A
11:45 - 11:50	Transition
11:50 - 12:15	Knight Lunch B
12:15 - 12:20	Transition
12:20 - 12:45	Knight Lunch C
12:45 - 12:50	Transition
12:50 - 1:50	3rd Period
1:50 - 1:55	Transition
1:55 - 3:00	4th Period
3:00	Dismissal

### **Daily Schedule (2 Hour Delay)**

9:30 - 9:50	Students arrive on campus (NO breakfast)
9:50	Tardy Bell
9:50	Pledge & Announcements
9:50 - 10:50	1st Period
10:55 - 11:55	2nd Period
12:00 - 12:25	Knight Lunch A
12:30 - 12:55	Knight Lunch B
1:00 - 1:58	3rd Period
2:03 - 3:00	4th Period
3:00	Dismissal

### **Daily Schedule (3 Hour Delay) - No Knight Lunch**

10:30 - 10:50	Students arrive on campus (NO breakfast)
10:50 - 11:30	1st Period

11:30 - 11:35	Transition
11:35 - 12:40	2nd Period
12:40 - 12:45	Transition
12:45 - 2:10	3rd Period & Lunch
2:10 - 2:15	Transition
2:15 - 3:00	4th Period
3:00	Dismissal

#### **Daily Schedule (12:00 Dismissal) - No Knight Lunch**

7:30 - 7:50	Students arrive on campus & breakfast
7:50	Tardy Bell
7:50	Pledge & Announcements
7:50 - 8:50	1st Period
8:55 - 9:55	2nd Period
10:00 - 10:45	3rd Period
10:50 - 12:00	4th Period & Lunch
10:50 - 11:10	Lunch A
11:15 - 11:35	Lunch B
11:40 - 12:00	Lunch C
12:00	Dismissal

#### **Daily Schedule (1:00 Dismissal)**

7:30 - 7:50	Students arrive on campus & breakfast
7:50	Tardy Bell
7:50	Pledge & Announcements
7:50 - 8:55	1st Period
9:00 - 10:10	2nd Period
10:15 - 11:05	3rd Period
11:10 - 11:35	Knight Lunch A
11:40 - 12:05	Knight Lunch B
12:10 - 1:00	4th Period
1:00	Dismissal

#### **Dismissal**

In the afternoon, students should report immediately to their bus or car to depart campus. Students should not remain on campus unless they are in the direct supervision of a staff member. If a student is staying after school, they should report directly to their coach or club advisor. Students who are driving are reminded that they should not pull around cars, but wait patiently to exit campus.

#### **Dress Rules - Student**

In order to provide an educational environment that is safe, conducive to learning, promotes school pride, and student self-esteem, Riverside School will follow the Martin County Schools policy for student dress. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. A complete



copy of Board Policy – 4303 can be found on the MCS webpage and the RHS webpage. Listed below are the general guidelines for student dress.

### **General Dress Guidelines**

1. Clothing must be age-appropriate, must not be disruptive to the teaching-learning process, and cannot be provocative, revealing, indecent, vulgar, or obscene.
2. Clothing will not be allowed which promotes alcoholic beverages, tobacco, or the use of a controlled substance, depicts or provokes violence, is lewd or of a sexual nature, or is disparaging or offensive towards any person or person(s).
3. Clothing must be worn appropriately (not inside-out or backward, no rolled-up pants legs, unbuckled belts, unlaced shoes, etc.).
4. Clothing that is intentionally shredded or torn will not be allowed. Clothing is not to be sheer  
or mesh and cannot have excessive holes. Undergarments should not be exposed.
5. Tank tops or shirts with spaghetti straps are not allowed.
6. Shirts must cover the midriff and extend past the waistline
7. Coats including hoodies or hooded sweatshirts may be worn in classrooms or inside school buildings, however; ***students may not have the hoods on their heads inside the building.***
8. Denim bottoms (pants, skirts, shorts) may be worn.
9. The following pants are not allowed: Overly tight pants such as spandex or bicycle pants or shorts, cargo pants or shorts, jogger pants, and yoga pants.
10. Shorts and skirts must be longer than three (3) inches above the knee.
11. Neither sagging pants/shorts nor “low rider” pants/shorts are allowed.
12. Appropriate footwear must be worn at all times. Appropriate footwear is that which can be worn safely and without distraction in the school environment without fear of injury to oneself or others.
13. Footwear must be properly laced, tied, buckled, and fastened at all times.
14. Bedroom shoes are not allowed during regular school days but may be allowed as a part of  
Spirit Week costumes or special activities as approved by the principal.
15. Hats, gloves, sweatbands, bandannas, or sunglasses are not allowed to be worn in school buildings.
16. Students may not wear large pendants or medallions. For safety reasons, necklaces should be worn inside the shirt.
17. Students may continue to wear uniform appropriate clothing if they desire to do so.

Disciplinary action may be taken if a student’s dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates Martin County Schools’ Student Dress Code.

### **Early Checkout**

We discourage early checkout since it interrupts the instructional day and deprives your child of valuable instructional time. Students leaving early during the school day must be signed out in the office by the parent or legal guardian. The office personnel may request

a picture ID for verification. There will be no early checkouts after 2:40 p.m. If you arrive at school after 2:40 pm, you will need to pick up your child in the line when we dismiss at 3:00.

As a part of the school's security, a buzz station has been installed at the main entrance. Please use the buzz system to gain entry into our school and report directly to the main office. Please park in a Visitor's Space when picking up students, NOT in the Fire Lane. Parents are not allowed to enter the main hallway without the escort of school personnel.

### **Emergency Information**

In case of emergency, each student is required to have the following information on file in the school office:

- Parent(s) or guardian(s) names
- Child Custody documents that may be in effect
- Working home phone number, place of employment phone numbers, cell phone numbers
- Emergency phone numbers of two other people who will be responsible for your child if you cannot be reached
- Physicians' name and number
- Medical alert information

We will send home a form so that demographic and emergency information will be updated at the beginning of each school year.

### **Field Trips**

All field trips must be educational in nature and relate directly to grade level curriculum. Per Martin County Board Policy, all parents who attend a MCS sponsored Field Trip must have a background check completed. In cases of student behavior concerns, parents may be asked to accompany and supervise their child on the trip. Parents must provide their own transportation and pay any admission fees. **Students must have paid all financial obligations to participate in field trips.**

### **Flower/Gift Delivery**

We strongly discourage the delivery of flowers, balloons, and gifts for students. However, if such gifts are delivered, these gifts will remain in the office and be presented to the student at the end of the school day. As a reminder, these items cannot be transported home on the school bus.

### **Future Ready Core Graduation Requirement Checklist**

<b>Content Area</b>	<b>Course of Study Requirements (17 credits)</b>			
Grade course taken	9th	10th	11th	12th
<b>English</b> (4 credits)	English I	English II	English III	English IV
<b>Math</b> (4 credits)	Math I Foundations of Math I	Math II	Math III Foundations of Math III	4th Math Course (aligned with post HS plans)

<b>Science</b> (3 credits)	Earth & Environmental	Physical Science or Chemistry	Biology	
<b>Social Studies</b> (4 credits) (Entered 9th grade prior to 2020-2021)	World History	Civics & Economics or Founding Principles: Civic Literacy	<u>American History</u> American History I & American History II	
<b>Social Studies</b> (4 credits) (Entered 9th in 2020-2021)	World History	Civics & Economics or Founding Principles: Civic Literacy	<u>American History</u> American History I or American History II or American History	Economics & Personal Finance
<b>Social Studies</b> (4 credits) (Entering 9th in 2021-2022 & After)	World History	Founding Principles: Civic Literacy	American History	Economics & Personal Finance
<b>Health &amp; PE</b>	Health/PE			
<b>Technology</b>	Google Workspace or Adobe Visual 1 or Career Management			

**AND**

4 Additional Electives: 4 Course Concentration *Recommended in one area, but can be combined.	<b>Career Pathway</b>	<b>Foundational Prerequisite</b>	<b>Prerequisite</b>	<b>Concentrator</b>	<b>Career Path Major</b>
	<b>JROTC</b>	JROTC I	JROTC II	JROTC III	JROTC IV
	<b>Arts</b>	Beginning Art Crafts	Visual Art I	Visual Art II	Visual Art III Visual Art IV
	<b>Animal Science</b>		Animal Science I	Animal Science II	CTE Internship
	<b>Food &amp; Nutrition</b>	Foods & Nutrition I	Foods & Nutrition II	Culinary Arts	CTE Internship
	<b>Power, Structural &amp; Technical</b>		Ag. Mechanics I	Ag. Mechanics II	CTE Internship
	<b>Biomedical Technology</b>		Health Science I	Biomed. Technology	CTE Internship

	<b>Healthcare Professional I</b>		Health Science I	Health Science II	Nursing Fundamentals
	<b>Accounting</b>		Accounting I	Accounting II	CTE Internship
	<b>Network Security</b>	Cybersecurity Essentials	Network Security I	Network Security II	CTE Internship
	<b>Advanced Manufacturing</b>		AM I	AM II	CTE Internship
	<b>Drone Technology</b>	Foundations of Drone Technology	Drone Technology I	Drone Technology II	CTE Internship

**AND**

<b>2 Electives:</b> Courses can be from CTE, Arts Education, World Languages or a Combination.	<b>Arts</b>	1st credit:	2nd credit:
	<b>CTE</b>	1st credit:	2nd credit:
	<b>World Languages</b>	1st credit:	2nd credit:
	<b>Combination</b>	1st credit:	2nd credit:

### **Grading Guidelines**

Philosophy: Martin County Schools believes that to be effective, grading practices must provide accurate, specific, and timely feedback designed to improve student academic performance and achievement.

Grading Student Work is Important:

- Grades provide students and parents with feedback about student learning.
- Grades assist teachers in planning and adjusting instruction according to student progress.
- Grades contribute to administrative decisions regarding promotion.
- Grades empower and motivate student growth and promote academic excellence.

### **Grading Policy Rubric**

Communications	Grading practices will be communicated with all stakeholders through a variety of means: <div style="display: flex; justify-content: space-between;"> <div> District Website Open Houses Parent Portal </div> <div> School Websites Flyers in report cards Weekly Folders </div> </div>
	* Homework assignments shall be designed to provide practice, preparation, or extension to the NC curriculum standards.

Homework Guidelines	<ul style="list-style-type: none"> <li>* Teachers shall not use homework as a punishment.</li> <li>* Homework should be graded for effort/participation only.</li> <li>* Completion should not take longer than grade level X 10 minutes. (i.e 20 for second grade)</li> </ul>
Number and Type of Assignments	<p>Minimum number of grades/assignments per GP:  Major Works = 4  Minor Works = 15</p> <p>Major works include:  Performance tasks w/rubrics  Assessments/Tests  Research Projects</p> <p>Minor works include:  Quizzes  Warm-ups  Classroom participation</p> <p>Written Compositions  Classroom Presentations</p> <p>Classwork  Homework practice</p> <p>Fine arts, physical education, and ROTC shall include grades for performance.</p>
Grade Composition	<ul style="list-style-type: none"> <li>* Major Works 40-50%</li> <li>* Minor Works 50-60%</li> </ul> <p>Teachers may break down assignments within each overall area. Not all major works have to be a test.</p> <p>Teachers should reach grade level or content-area consensus through PLCs.</p>
Grade Reporting	<ul style="list-style-type: none"> <li>* Grades should be entered into PowerSchool within seven (7) days from the due date. Certain exceptions may apply if approved by the principal.</li> <li>* A bank of standard comments will be available to teachers to communicate reasons for sub-par grades.</li> <li>* Grades taken on work up to and including the final day of the grading period will be assessed for that grading period unless otherwise approved by the superintendent.</li> <li>* Teachers shall not assign a grade below 50 on the report card for the first and fourth grading periods.</li> </ul>
Grade & Credit Recovery	<p>Students have to opportunity to recover credit for courses under the following conditions:</p> <ol style="list-style-type: none"> <li>1. The student's final grade must be no lower than 50. (Students earning an average below 50 must repeat the course for credit.)</li> <li>2. If the course has an EOC test, the student must have earned at least a Level III on the EOC test. (Students not earning a Level III and failing the course must repeat the course for credit.)</li> <li>3. Students participating in credit recovery will only receive a Pass or Fail for the CR course.</li> </ol>

### **Grading Scale**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
BELOW 60	F

### **Graduation Fee**

All seniors are required to pay graduation fees. The graduation fee is used to cover the cost of the student's cap and gown, printing of programs, cost of honor cords, diplomas, and other graduation related expenses. Students must pay the graduation fee in order to graduate.

### **Hall Pass Policy**

Students must have a hall pass from a teacher anytime they are in the hallway, except during the change of classes. If a student is in the hallway without a pass, they will be escorted back to their teacher's classroom. The teacher may then enter a discipline referral for being out of area.

### **Headphones/Earbuds/Airpods**

Students are not allowed to wear earbuds or airpods or wear headphones during instructional time unless they have been given specific permission from the teacher to do so. Teachers have the right to confiscate these items if a student has them in/on during instructional time. If at any time a student refuses to surrender their headphones/earbuds/airpods they will be subject to disciplinary action up to and including suspension.

For safety reasons, during the change of classes, a student may only have one airpod/earbud in at a time.

Students bring electronic devices to school at their own risk. The school is not responsible for replacing any stolen electronic devices. In addition, the school will not investigate lost or stolen devices.

### **Homework**

Homework shall be a part of the instructional experiences of each student. Homework is a purposeful continuation or extension of the instructional program to be accomplished by the student outside the regular class.

Students are allowed to make up work missed from excused absences. It is the student's responsibility to contact his/her teacher to find out what assignments were missed. Students have three days to turn in missed assignments.

### **Knight Lunch**

Knight Lunch is an opportunity for students to have choice in pursuing academic enrichment and extracurricular activities during the school day. Students can use Knight Lunch for the following:

- Attend remediation or tutorials
- Study or complete homework
- Buy back absences (3 Knight Lunch Periods = 1 absence in 1 class)
- Participate in enrichment activities
- Collaborate with club advisors and other students
- Intramurals & exercise

\*Students are NOT allowed to leave campus during Knight Lunch! If a student has a medical appointment during Knight Lunch, they must bring back a note in order to be able to return to school.

### **Martin Community College Classes**

Students who are leaving campus to attend Martin Community College classes must sign out each day in the front office. Students who begin their day in MCC classes, must sign-in at the front office when they arrive on campus for their classes. All students who attend classes off campus will be provided with a pass that they must show when they leave campus. MCC students must choose to either leave campus or stay on campus and cannot change their minds during the semester as they must be assigned to a classroom if they are staying on campus.

We adhere to the state guidelines for student participation in the CCP program through Martin Community College. Every student who takes MCC courses will be required to sign a MCC compact. This compact outlines specific rules and regulations related to taking a MCC course. Any questions related to MCC courses should be directed to Mr. Shawn Smith ([ss09169@martincc.edu](mailto:ss09169@martincc.edu)).

### **Media Center/Multimedia Access**

Students are encouraged to read for pleasure. Students who lose or damage books are subject to a fine or replacement charge. All students are allowed to check out two books from the media center as long as they do not owe for lost or damaged books. **Students will NOT be allowed to check out any books until all “old” book fees have been paid.**

### **National Honor Society Guidelines**

Eligibility for the National Honor Society includes the following guidelines:

- 1) Students must be at least a Sophomore with an unweighted grade point average of 3.5 or higher
- 2) Students cannot receive a failing grade on any courses (including courses taken at MCC)
- 3) Students must complete at least 25 hours of community service per year.
- 4) Students must demonstrate appropriate behavior and cannot have any in-school or out-of-school suspensions.
- 5) Students must maintain good attendance - no more than 8 absences per semester per class.

- 6) Beginning with the class of 2025, students must achieve a Proficient score on the English II, Math III, and Biology EOC's all EOC's to maintain membership in NHS.
- 7) Beginning with the class of 2026, students must achieve a Proficient score on all EOC's (Math 1, English II, Math III, and Biology) to maintain membership in NHS.

### **News Media Access**

During the school year, students are likely to be recorded, videotaped, interviewed and/or quoted by various types of news media (i.e. radio, television, and newspapers). If you do not wish for your child to be interviewed or photographed, please contact the principal in writing during the first fifteen days of school expressing your child's restriction to the news media.

Throughout the school year, many teachers photograph, videotape, and record students for various instructional purposes. Please contact the principal in writing during the first fifteen days of school if you wish for your child not to be photographed, videotaped, or recorded.

### **Outside Food/Drink**

Riverside High School is identified as a Title I school by the Federal government. As a result, students are NOT permitted to bring any commercially prepared outside food or drink into the school building. If your child stops for breakfast at a fast food restaurant prior to coming to school, the purchased food MUST be consumed outside of the building. If a student brings in commercially prepared outside food, they will be required to throw it away. This does include beverages, including coffee.

Students are not allowed to have commercially prepared food delivered to them at school. Any food that is delivered via Grubhub, UberEats, or any other outside provider will be confiscated until the end of the school day. In addition, parents may not bring students commercially prepared food during the school day. Please note that students may **NOT** leave campus for lunch. If students leave school for lunch, they will be disciplined for skipping school. Additionally, students who drive and leave school for lunch will have their parking pass revoked.

1st Offense: Warning

2nd Offense: Parking pass revoked for 1 week

3rd Offense: Parking pass revoked for 2 weeks

4th Offense: Parking pass revoked for remainder of the semester

### **Parent /Teacher Conferences**

Parents are encouraged to consult with their child's teachers concerning the student's total development and overall progress at Riverside HighSchool at least once each semester. Conferences usually can be scheduled during a teacher's planning period or afterschool (except on Wednesday). Conferences will not be held during the instructional day unless scheduled during the teacher's planning time.

When requesting a conference with a teacher or administrator, we ask that parents make appointments with teachers and administrators at least 2 to 5 days in advance. We respectfully request that parents not expect to have impromptu conferences since school staff need time to prepare. All staff members are assigned duty stations beginning at 7:30 am and ending at 3:20 or sometime thereafter.



### **Picture Days**

Students are reminded that they must be dressed appropriately for school.

Reminders: Dresses must be of appropriate length, no spaghetti straps, no low cut blouses, t-shirts cannot contain any inappropriate pictures or words as deemed by school administration.

Senior pictures make-ups: October 7, 2022

Underclassmen pictures: September 8, 2022

Underclassmen make-ups: October 7, 2022

Senior Cap & Gown pictures: February 10, 2023

### **PowerSchool**

Parents and students will be granted access to PowerSchool at the beginning of the school year. Parents are encouraged to monitor their child's grades on a weekly basis.

### **Progress Reports**

Progress reports will be sent home each marking period. Parents are asked to review, sign, and return progress reports to school. Progress report dates are:

September 19, 2022

November 2, 2022

December 15, 2022

February 14, 2023

March 28, 2023

May 18, 2023

### **Promotion Requirements**

**From 9th grade to 10th grade:** 6 credit units - One must be English I and 1 additional CORE credit is required.

**From 10th grade to 11th grade:** 12 credit units - One must be English II and 5 additional CORE credits are required.

**From 11th grade to 12th grade:** 18 credit units - One must be English III and 8 additional CORE credits are required

**To graduate:** 26 credits (Please see specifics under Graduation Requirements)

### **Report Cards**

#### **End of Marking Period:**

October 7, 2022

November 22, 2022

January 20, 2023

March 2, 2023

April 25, 2023

June 9, 2023

#### **Report Cards Issued:**

October 13-14, 2022

November 30, 2022

January 26, 2023

March 9-10, 2023

May 1, 2023

June 15, 2023

### **School-wide Title I Events**

The school will host several school-wide Title I events this year including the following. We will host an Orientation for freshmen students and their parents. We will host an ACT night for our juniors and their parents. We will host a FASFA and college preparation night for our seniors and their parents. Other events may be added. More information will be sent home prior to the date of each of these events.

### **Social Conduct - PDA**

Students at Riverside High School are always expected to conduct themselves in a manner that is appropriate for young adults. Loud, disruptive behavior, profanity, or intimate conduct while on campus are not considered appropriate behavior. Inappropriate behavior may result in disciplinary action as determined by the administration. Please note the following:

- Kissing is not allowed
- Students are not to stand in the hugging position. Hug and release is the rule.
- Students are not allowed to sit in another student's lap at any time.

### **Student Parking/Parking Lot**

Parking permits are required in order to park on campus. Students may obtain a parking permit by completing a registration form, paying a fee of \$20 (non-refundable), having no outstanding debts to Riverside High School (such as owing fees, lost books, chromebooks not returned, hotspots not returned), and having a valid North Carolina Driver's license. Students meeting these requirements will be assigned a parking pass and a numbered parking space. Students are required to park in their assigned space in the student parking lot with their parking pass displayed. Cars parked illegally or not parked in a space may be towed at the owner's expense. Students may NOT park at the 900 building or in the teacher parking area for any reason.

Student parking passes will be available on a first come first serve basis. Parking at school is a privilege, not a right, and much responsibility exists with parking on campus. As such, the administration may temporarily or permanently revoke parking privileges at any time they feel that the student is not utilizing the privilege in the manner in which it was granted. If the parking pass is revoked, students will not be refunded for the cost of the parking pass and the pass must be turned in to the office. The following are some examples of when privileges will be revoked. These examples are not all inclusive: when a valid pass/permit is not displayed five times or more; parking on the grass instead of a parking space; not correctly using entrances and exits to the parking lot; tardiness to school; leaving campus without permission. If at any time during the year the student's license is revoked, then the parking permit will also be revoked and the parking fee will not be refunded. Students are not allowed to loiter in the parking lots before or after school. Loitering is being in a vehicle or in the parking lot longer than it takes to gather your things and vacate to the building. **During the school day, students are not permitted to return to their car for items they left or forgot.** If returning to the vehicle is a persistent issue, the parking pass may be revoked.

If at any time the students' privileges have been permanently revoked, the student will have to reapply for a parking permit and pay the applicable fee.

Any car parked on the school grounds may be searched by school officials at any time without the driver's or owner's consent.

If students lose their parking pass, they will be required to purchase a replacement pass for \$5. Parking permits must be displayed when a student is parked on campus.

### Student Schedules

If students need to drop or add classes to their schedule, they must do so within the first 10 days of the first semester. We will not allow students to drop classes at the beginning of the second semester, with the exception of MCC courses. All drop/add requests will be done via a Google Form.

### Tardy Policy

Students who arrive after the 7:50 am bell are not permitted to enter the classroom without signing in at the office and obtaining a note. A tardy is defined as not being in class ready to participate when the tardy bell rings. Initially, tardies will be dealt with by the teacher and if the problem continues, then by administration.

1st - 2nd Tardy: Warning & Parent Contact (Teacher completes google form & contacts the parent)

3rd Tardy: 1 Day Knight Lunch Detention (Teacher puts in google form and Mrs. Smith assigns the lunch detention)

4th Tardy: 3 Days Knight Lunch Detention (Teacher puts in google form and Mrs. Smith assigns the lunch detention)

5th Tardy: 5 Days Knight Lunch Detention (Teacher puts in google form and Mrs. Smith assigns the lunch detention)

6th Tardy: A referral is made to the counselor by Mrs. Smith (Parent contact will be made by the counselor)

7th Tardy: 1 Class Period in ISS (Teacher puts in google form and Mrs. Smith assigns the lunch detention)

8th Tardy: 1 Day in ISS (Teacher puts in google form and Mrs. Smith assigns the lunch detention)

9th Tardy: 3 Days in ISS (Teacher puts in google form and Mrs. Smith assigns the lunch detention)

10th Tardy: 1 Day OSS (Teacher puts in google form and Mrs. Smith assigns the lunch detention)

11th Tardy: 2 Days OSS (Teacher puts in google form and Mrs. Smith assigns the lunch detention)

12th Tardy: 2 Days OSS (Teacher puts in google form and Mrs. Smith assigns the lunch detention)

**\* If a student drives to school, after the 5th tardy to 1st period(or the 1st period they arrive on campus) their parking pass will be revoked for 1 week; 8th tardy to 1st period (or the period they arrive on campus) parking pass will be revoked for 2 weeks; 10th tardy to 1st period (on the 1st period they arrive on campus) parking pass will be revoked for the remainder of the semester. Please note that excessive tardiness may result in students serving detention instead of being allowed to participate in club period.**

**\*\*Please note that if your child has classes at the Innovation Campus, these same policies apply to that campus.**

### Telephone Communication

In order to protect instructional time, our secretary will take a message from parents who call during the school day unless the teacher has notified the office they are expecting

your phone call. Teachers generally check their messages before and after school. Please allow 24 hours for a return phone call. Phones are used for business purposes; therefore, phone calls for students will not be accepted.

Each Sunday evening at 6:30 the school will send out a weekly call with important information.

### **Testing**

Subject matter tests are constructed by the teachers and given regularly throughout the grading period. End - of - course tests and CTE exams are given at the end of each semester. You will be notified of your child's scores after they are received. The parent-teacher conference provides an opportunity to explore the full meaning of test scores in relation to your child's overall classroom performance.

### **Transfer/Moving**

Parents, if you plan to move out of the Riverside High School District, please notify your child's counselor five (5) days ahead of the move. You will need to turn in all school materials such as library books. Cumulative records will be updated and mailed to your child's new school AFTER you have enrolled your child. The NEW school will make the request for the records and they will be sent directly to the new school.

### **Transportation Changes**

Any changes made to the mode of transportation from school must be submitted to the office in writing by 12:00 pm. The note should be signed and dated by the parent/guardian and should include the child's name, the parent's name, parent's contact number, and the effective date. A separate note should be written for each child. To ensure the safety of all students, changes cannot be made over the phone. Transportation changes will not be accepted after 12:00 pm. Faxed notes and email notes will only be accepted in emergency situations. All transportation changes must be received in writing by 12:00 pm.