

**2018-2019**  
**RIVERVIEW JUNIOR-SENIOR HIGH SCHOOL**  
**STUDENT/PARENT HANDBOOK**  
and  
**STUDENT CODE OF CONDUCT**

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### **Vision**

Recognizing the importance of providing our students with lifelong learning skills, the Riverview School District's vision is to prepare each student for a successful collegiate education and/or employment within the global workforce.

We pledge to do this through a commitment to data informed decision-making, competitive academic programming, personalized attention, and by providing our students with a variety of learning opportunities that assist each of them with discovering their talents and potential.

By committing ourselves to this vision, we strive to be one of the most academically competitive school districts in the region.

### **Mission Statement**

#### **Serious Commitment to Student Success**

#### **Riverview PRIDE**

#### **Be Ready, Be Respectful, Be Responsible!**

As students in the Riverview School District, we show we are ready, respectful, and responsible for ourselves by:

- Taking responsibility for our own belongings
- Following school rules and being responsible for our learning

We show we are ready, respectful, and responsible for our learning by:

- Listening and showing respect to teachers and classmates
- Participating in class activities
- Showing pride and completing tasks with care
- Giving our best effort to all tasks
- Celebrating achievements

We show we are ready, respectful, and responsible for each other by:

- Showing kindness and consideration
- Including everyone in activities
- Speaking politely and showing good manners
- Accepting each other's differences
- Resolving disputes peacefully

We show we are ready, respectful, and responsible for our school by:

Representing our school with pride  
Caring for our learning environment  
Speaking positively about our school

# Riverview School District

## School Calendar 2018 - 2019

MONTH	DATE	DAY	ACTIVITY	TEACHER DAYS/MONTH	STUDENT DAYS/MONTH	CUMULATIVE DAYS OF INSTRUCTION
<b>August</b>	17	Friday	Induction, New Teachers Only			
	20	Monday	Professional Development (PD) Day 1 (no students)			
	21	Tuesday	Professional Development Day 2 (no students)			
	22	Wednesday	Clerical Day 1 (no students)			
	23	Thursday	First Day for Students	10	7	7
<b>September</b>	3	Monday	Labor Day (no school)	19	19	26
<b>October</b>	8	Monday	Columbus Day (no school)			
	29	Monday	Clerical Day 2 (no students)	22	21	47
<b>November</b>	5	Monday	Act 80/Parent Conferences K-12 (no students)			
	6	Tuesday	Professional Development Day 3 (no students)			
	21	Wednesday	First Day of Thanksgiving Break (no school)			
	28	Monday	* Last Day of Thanksgiving Break (no school)	18	17	64
<b>December</b>	24	Monday	First Day of Holiday Break (no school)	15	15	79
<b>January</b>	1	Tuesday	Last Day of Holiday Break (no school)			
	18	Friday	Give Back Reflections/Planning Day			
	21	Monday	Clerical Day 3 (no students)	22	21	100
<b>February</b>	18	Monday	Professional Development Day 4 (no students)	20	19	119
<b>March</b>	25	Monday	Clerical Day 4 (no students)	21	20	139
<b>April</b>	18	Thursday	* First Day of Spring Break (no school)			
	22	Monday	* Last Day of Spring Break (no school)			
	23	Tuesday	Professional Development Day 5 (no students)	19	18	157
<b>May</b>	3	Friday	K-12 Give Back Activity Day			
	27	Monday	Memorial Day (no school)	22	22	179
<b>June</b>	5	Wednesday	Last Day for Students			
	6	Thursday	Clerical Day 5			
	7	Friday	Impact Day / Professional Development Day 6	5	3	182

\* Official School Holidays (11/23, 11/26, 4/18, 4/19, and 4/22)

### IMPORTANT DATES

PSSA Eng. Lang. Arts grades 3-8: April 15-26, 2019  
 PSSA Math grades 3-8: April 29-May 3, 2019  
 PSSA Science grades 4 and 8: April 29-May 3, 2019

**Keystones—Algebra, Biology, Literature**  
 December 3-14, 2018  
 January 7-18, 2019  
 May 13-24, 2019

NOTE: See District Assessment Calendar for additional testing information.

### **Make-Up Snow Days:**

October 8, February 18,  
 April 23

Additional Make-Up Days, if needed, will be added to end of school year.

### **Progress Reports:**

September 28, December 5, February 21, April 30  
**End of 9 week Grading Period:**  
 October 30, January 18, March 22, June 5

### **Report Cards:**

Grades Due October 31 - Report Cards Available November 5  
 Grades Due January 22 - Report Cards Available January 23  
 Grades Due March 26 - Report Cards Available March 27  
 Grades Due June 6 - Report Cards Available June 7

## **School-Wide Positive Behavior Intervention and Support (SWPBIS) Discipline Process**

Part of the SWPBIS implementation process is to have a clear definition of student expectations and the procedures that are in place when expectations are not followed. This plan ensures school-wide consistency by following the same steps to increase our PRIDE behaviors!

The Riverview School District strives to streamline our discipline procedures and make it easier to understand for staff, parents, and students. Teachers will document behaviors in the classroom to help students attain appropriate PRIDE behavior. A behavior contract may be used for students who need extra support to stay on a positive track and to help students work on personal goals to increase PRIDE behavior.

Below is a brief overview of the discipline policies approved by the Riverview Board of School Directors:

### ***OFFICE REFERRAL PROCESS:***

A staff member may refer a student for office discipline when:

A student has violated the behavior code despite teacher interventions.

Attempts to solve the behavior problem with the student, teacher, and parent have failed.

<b><i><u>Classroom Level Behavioral Interventions:</u></i></b>	<b><i><u>Office Managed Behavior:</u></i></b>
Off-task	Class Cut
Unprepared for Class	Dress Code
Disruption	Drugs/Alcohol
Minor Disrespect	Fighting
Tardy	Harassment/Bullying
Drinks/Food	Insubordination
Dress Code Violation	Terroristic Threats
Inappropriate Language	Theft
Lying	Tobacco/e-cig
PDAs-Inappropriate Public Displays of Affection	Vandalism
Technology Violation	Weapons
Cheating/Plagiarism	Repeated/Severe Offenses
Harassment/Bullying	In Hall without a Pass
	Technology Violation
	Cell Phones

## **ATTENDANCE**

The Board of Education requires that school-aged pupils enrolled in the schools of Riverview School District attend school regularly in accordance with the laws of the state of Pennsylvania. Establishing a good attendance record should be a high priority. Research demonstrates that performance at school is directly related to a student's attendance. If a student is going to be absent from school, a parent/guardian must call off their child in the morning between 7:30-8:30 A.M.

The Administration will report, to appropriate authorities, infractions of the law regarding attendance of students below the age of seventeen (17). The administration will issue a written notice to any parent or guardian who fails to comply with the compulsory attendance law. Pennsylvania state law requires a warning letter be sent upon the third illegal/unexcused absence. Such notice shall inform the parent or guardian of the date(s) on which the absence(s) occurred, that the absence was unexcused and in violation of the law, and that the parent is liable under the law for the absence of the student. In addition, the parental notification will state that further violations beyond 3 illegal/unexcused days will be prosecuted without additional notice. If persistent violations occur, parents may be required to come into school to create a School Attendance Improvement Plan (SAIP) to avoid future violations. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that a student may be excused by the principal when conditions warrant. Repeated infractions of Board policy regarding the attendance of enrolled students may constitute misconduct and disobedience as to warrant the suspension or expulsion of the student from the regular school program.

The Board considers the following conditions to constitute reasonable cause for an excused absence from school:

- Illness; professional health care, or quarantine
- Required court attendance
- Observance of a religious holiday observed by bona fide religious groups
- Impassable roads
- Farm or Domestic Service Permits
- Death in immediate family
- Exceptionally urgent reasons as determined by administration
- Participation in school approved activities

### ***A. ABSENCE FROM SCHOOL***

- **Students may miss a maximum of ten (10) days of cumulative lawful absences verified by parental notification during a school year. All absences beyond ten (10) cumulative days require an excuse from a licensed practitioner.**
- Any student who has absences of more than ten (10) days during the school year, that are not covered by a written excuse from a physician will not receive credit for the course(s) missed for that academic year. In the case of semester courses, the student may not miss more than five (5) days under the same provision as stated above. Before the number of days so stipulated has been reached, the teacher will notify the parents of the absences and schedule a conference with the parents and the student involved.
- In the event of a prolonged illness, the absence can be covered by a physician's statement. Homebound instruction may be arranged to allow the student to be counted as present for his period of illness.
- All absences must be supported by a written message from the parent or legal guardian submitted to the school preferably on the day the student returns or by the 3<sup>rd</sup> school day following their return to school or the absence will be considered illegal/unexcused. The message on the written excuse should include the student's name, date of absence, the specific reason for the absence and the parent's signature. Pennsylvania State Law requires a warning letter sent upon the 3<sup>rd</sup> illegal/unexcused absence. A physician must excuse any absence after the tenth day. Any illegal/unexcused absence beyond three (3) days will result in charges being filed with the local magistrate.

### ***B. TARDINESS***

#### ***TO SCHOOL***

Students will receive detentions for being tardy without a physician's note or a signed note from a parent with what the school administration deems as a valid excuse. In-school Suspension will be assigned to students that fail to attend their assigned detention. Tardies that become excessive could result in out-of-school suspensions and/or loss of privileges such as extracurricular activities, dances, concerts, etc. These events can be taken away from the students by administration until the students satisfactorily demonstrates the ability to arrive to school on time. If a student continues to come to school late with/without a valid note, a meeting will be scheduled to discuss this, as students being in attendance is of vital importance to their success. If persistent violations occur, parents may be required to come into school to create a School Attendance Improvement Plan (SAIP) to avoid future violations.

In conjunction with the District Magistrate, students who reach 10 tardies to school will be subject to penalties under the school compliance section of the Pennsylvania School Code.

The time that a student is tardy to school will be counted toward days of absence.

Students who are tardy after the 7:40 bell and are late twenty minutes or more to a class will be counted as absent for that class. All tardy students **MUST REPORT TO THE ATTENDANCE SECRETARY AND SIGN IN** (including name and time of arrival). A pass must be obtained from the office if a student arrives after the 7:40 bell. Failure to report to the attendance office will show on the attendance records as a day of absence if a student does not sign in. Tardy to school after 7:40 A.M. will result in tardy to the class that is meeting at that time. If a student arrives late, they will also be assigned an office detention.

Students arriving after 10:37 A.M. are marked a half-day of absence. Students involved with co-curricular activities are reminded that they must be in attendance before 10:37 A.M. in order for them to be eligible to participate in any activity (including practice) for that day of absence.

### ***TO CLASS/STUDY HALL***

Students are expected to report to class and all assigned areas on time. Tardiness to class results in detentions, and possibly, suspensions. If students are late to class, they are not permitted come to the office for a late pass. The classroom teacher should admit students to class (without students disturbing the rest of the class) but will mark students tardy to the class in his/her attendance record book and assign the student a detention.

If you are detained by a teacher or staff member, that teacher should write students a pass that should include the time.

**GET ORGANIZED!** The secret to success is organization. If students find it necessary to return to their locker, they should have it organized to readily find the item they need. The interval between classes (3 minutes) does not permit loitering.

### ***ATTENDANCE AND FIELD TRIPS***

Students attending a field trip must be in attendance and on time for school to be eligible for the trip. A medical excuse is acceptable for a tardy.

### ***C. EARLY DISMISSAL***

**STUDENTS ARE NOT PERMITTED TO SIGN OUT THEMSELVES, REGARDLESS OF AGE.**

- No one is permitted to leave the building during school time for any reason unless approved by an administrator.
- Early dismissal will be granted only upon written request of a parent. Parents are asked to complete the Riverview Jr-Sr HS Dismissal/Excused Absence Form (provided to parents at the beginning of school). If there is an emergency, alternate arrangements can be made.
- All excuses must also be approved by one of the building principals or one of their secretaries.
- Parents or other relatives picking up students for early dismissal **MUST COME TO SCHOOL TO SIGN THEM OUT (there is a waiting area in the vestibule outside the front office).**
- If at all possible, appointments and/or obligations should be scheduled for after school.

### ***D. CLOSED CAMPUS***

We operate a closed campus. Students must stay on the school grounds from the time they arrive until dismissal. Leaving the school grounds without permission will result in serious consequences.

## **GENERAL DISCIPLINARY ACTIONS**

### ***A. DISCIPLINE***

The building principals shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Repeated infractions may result in an increased level of consequence. In other words, a detention offence becoming an in-school suspension.

### ***B. DETENTION***

**Teacher Detentions** – Teacher detentions are assigned by the teachers for more minor disruptions to the school process and will be served from 2:25PM – 2:55PM. Detention at Riverview High School is defined as non-school time requiring a student

to complete academic work, read silently, or complete reflection documents. This time is supervised by a certified teacher. If a student misbehaves during the teacher detention, they will be assigned an office detention. Students are responsible for managing multiple detentions.

**Office Detentions** – Office detentions are assigned for more serious disruptions to the school process and will be served from 2:25PM – 3:25PM. **Students MUST find their own transportation home when the detention concludes.** Detention at Riverview High School is defined as non-school time requiring a student to complete academic work, read silently, or complete reflection documents. This time is supervised by a certified teacher. If a student misbehaves during an office detention, they will be issued more serious consequences. Students are responsible for managing multiple detentions.

If a student skips detention they will be issued an in-school suspension and parents/guardians will be notified. Subsequent offenses could lead to further discipline, including out-of-school suspensions. Discipline must be completed before a student will receive transcripts, grade reports and/or graduate from Riverview Junior-Senior High School.

### ***C. SATURDAY DETENTION***

Saturday detention may be held once a month from 8-10 AM in the Junior/Senior High Library. Saturday detention may be assigned as needed because of continued infractions or for infractions that need more than a regular detention, but do not raise to the level of a suspension. This consequence will be used at the discretion of the building principals.

### ***D. SUSPENSION***

#### ***ISS (IN-SCHOOL SUSPENSION)***

In-school suspension may be imposed in place of sending students home. Students will serve their suspension in the ISS room. They will receive assignments from their regular classroom teachers, and possibly be issued other assignments to allow students to reflect on poor behavior. Students will only be permitted to leave the ISS room for use of the restroom or to purchase lunch in the cafeteria. Students will not be allowed to have their phones in the ISS room. Students will not be permitted to speak to other students in ISS and will not be permitted to talk to the supervising teacher about anything other than procedures or help and/or clarification of assignments. Lunch will be eaten in the ISS room. ISS runs from the **7:40 – 2:22PM**. A student can earn the right to be dismissed as early as 2:22 for successfully working and behaving within the rules and guidelines of the ISS room. Unsuccessful completion of the day in ISS will result in further disciplinary measures.

When suspended, the student is not permitted to attend after school functions or activities on school grounds. Teachers and parents are notified by phone and written notice. The notice specifies the behavioral infraction and the length of the suspension. The duration of the suspension may be altered by the administrator after a parental consultation. Any work missed because of the suspension may be made up.

#### ***OSS (OUT-OF-SCHOOL SUSPENSION)***

Out-of-school suspension is a more serious disciplinary action. Students suspended after an administrative hearing are to leave the building immediately after securing their personal belongings and books. If the student fails to comply with this directive, the local authorities will be summoned and the student will be removed from the building.

During this time, the student is not permitted to attend school functions or activities or be on school grounds. Teachers and parents are notified by phone and written notice. The notice specifies the behavioral infraction and the length of the suspension. The duration of the suspension may be altered by the principal after a parental consultation. Any work missed because of the suspension may be made up.

***E. DISCIPLINE RESPONSES***

<b>Level I</b>	<b>Examples To include, but not limited to:</b>	<b>Disciplinary Response Procedures</b>	<b>Discipline Options/Responses</b>
<p>Minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member but sometimes may require the intervention of other school support personnel.</p>	<ol style="list-style-type: none"> <li>1. Class tardiness</li> <li>2. School tardiness</li> <li>3. Inappropriate language/gestures</li> <li>4. Disruptive behavior</li> <li>5. Lying</li> <li>6. Littering</li> <li>7. Dress code violation</li> <li>8. Negligence in returning forms</li> <li>9. Verbal confrontation</li> <li>10. Abuse of privileges</li> <li>11. Failure to present a hall pass</li> <li>12. Public displays of affection</li> <li>13. Non-participation in class</li> <li>14. Refusal to identify oneself</li> </ol>	<p>There is immediate intervention by staff member who is supervising the student or who observed the misbehavior.</p> <p>Repeated misbehavior requires a parent/teacher conference.</p> <p>A proper and accurate record of the offense and disciplinary action is maintained by the staff member.</p>	<p><b>First Offense:</b> After school detention</p> <p><b>Second Offense:</b> 3-after school detentions</p> <p><b>Third Offense:</b> 2 hour Saturday detentions or ISS</p> <p><b>Fourth offense:</b> Move to level II</p>
<b>Level II</b>	<b>Examples To include, but not limited to:</b>	<b>Disciplinary Response Procedures</b>	<b>Discipline Options/Responses</b>
<p>Behavior whose FREQUENCY or SERIOUSNESS tends to disrupt the learning climate of the school.</p> <p>These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the behaviors. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administration.</p>	<ol style="list-style-type: none"> <li>1. Disrespect to school district employees</li> <li>2. Harassment</li> <li>3. Cutting class</li> <li>4. Vulgar language</li> <li>5. Unsafe classroom behavior</li> <li>6. Improper use of equipment</li> <li>7. Failure to attend detention</li> <li>8. Pushing/shoving</li> <li>9. Academic dishonesty/cheating</li> <li>10. Technology violations</li> <li>11. Continuation of level II</li> </ol>	<p>The student is referred to the administrator with the appropriate form for disciplinary action.</p> <p>The administrator meets with the student and/or teacher and applies the appropriate response.</p> <p>The teacher is informed of the offense and the discipline is maintained by administration.</p> <p>A parental conference is held if needed.</p>	<p><b>First Offense:</b> 3-after school detentions OR Saturday detention OR ISS</p> <p><b>Second Offense:</b> 2-Saturday detentions OR ISS</p> <p><b>Third Offense:</b> ISS</p> <p><b>Fourth offense:</b> Move to level III</p>



<b>Level III</b>	<b>Examples To include, but not limited to:</b>	<b>Disciplinary Response Procedures</b>	<b>Discipline Options/Responses</b>
<p>Acts directly against persons or property but whose consequences DO NOT SERIOUSLY ENDANGER the health or safety of others in the school.</p> <p>These acts can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students.</p>	<ol style="list-style-type: none"> <li>1. Abuse of school property</li> <li>2. Threats</li> <li>3. Fighting</li> <li>4. Theft</li> <li>5. Extortion</li> <li>6. Gambling</li> <li>7. Possession/sale of stolen property</li> <li>8. Racial or gender slurs</li> <li>9. Incitement of disturbance</li> <li>10. Forgery/falsification of records</li> <li>11. Inappropriate conduct during detention</li> <li>12. Insubordination</li> <li>13. Failure to attend detention</li> <li>14. Leaving the building without permission</li> <li>15. Indecent exposure</li> <li>16. Verbal assault</li> <li>17. Use/possession of tobacco including e-cigs, vaporizers, etc.</li> <li>18. Continuation of level I or II</li> </ol>	<p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequence.</p> <p>The administrator meets with the student and confers with the parent about the misconduct and the resulting action.</p> <p>A proper and accurate record of offenses and discipline is maintained by administration based on referral form submitted.</p>	<p><b>First Offense:</b> ISS OR 1-3 days OSS</p> <p><b>Second Offense:</b> ISS OR 1-5 days OSS</p> <p><b>Third Offense:</b> 1-10 days OSS</p> <p><b>Fourth offense:</b> Move to level IV</p> <p><b>NOTE: Police intervention may occur for ANY Level III violation based on the severity of the violation.</b></p> <p><b>A continuation of unmodified behavior may result in a placement into another educational facility or a formal school board hearing.</b></p>
<b>Level IV</b>	<b>Examples To include, but not limited to:</b>	<b>Disciplinary Response Procedures</b>	<b>Discipline Options/Responses</b>
<p>Acts which result in VIOLENCE to another person or property which POSE A DIRECT THREAT to the safety of others in the school.</p> <p>These acts can result in the immediate removal of the student from school, the intervention of law enforcement, and action by the Board of School Directors.</p>	<ol style="list-style-type: none"> <li>1. Arson</li> <li>2. Assault and battery</li> <li>3. Bomb threat</li> <li>4. Possession/use of fireworks</li> <li>5. Possession/use of drugs</li> <li>6. Threats to district employees</li> <li>7. Terroristic threats</li> <li>8. Possession/use of weapon</li> <li>9. Slander, Libel, or defamation of character</li> <li>10. Tampering with security or alarm system</li> <li>11. Threats with aggravated circumstances</li> <li>12. Fighting with aggravated circumstances</li> <li>13. Continuation of level I, II, and/or III unmodified behavior</li> </ol>	<p>Administrator verifies the offense, confers with staff involved, and meets with student. Parents are notified.</p> <p>The student is immediately removed from the school environment.</p> <p>School officials contact law enforcement and assist in prosecuting the offender, where applicable.</p> <p>A complete and accurate written report is submitted to the superintendent for board action.</p> <p>Student is given a full due process hearing before the board.</p>	<p>ISS 1-10 days OSS and/or:</p> <ul style="list-style-type: none"> <li>-Board hearing</li> <li>-Alternative school placement</li> <li>-Expulsion</li> <li>-Police intervention</li> </ul> <p>The continuation of unmodified behavior may result in a formal board hearing.</p>

## ACADEMICS

### **A. ORGANIZATION AND MATERIALS**

#### ***REQUIRED MATERIALS (Junior High)***

One of the goals in Junior High is to develop skills and strategies to stay organized! Teachers will help students starting in 7<sup>th</sup> grade and all throughout their Junior High years. Students need to have the materials from the supply list for each class and should follow the expectations that are laid out by classroom teachers.

Please use the Junior High supply list for an updated list of materials. Individual teachers will give students further details during the first week of school. Students will also need to have a zipper-enclosed binder (2– or 3-inch) to hold class folders, planner, and choice book. We also recommend a zipper pencil pouch for pencils, pens, and highlighters. Students will be expected to keep backpacks, materials that are not in use, jackets, sports equipment, physical education uniform, and electronic devices locked in their lockers. If students are having trouble with organization or getting materials, they should talk to a teacher or counselor.

If students need assistance obtaining any of the materials required for Junior High, please notify Mr. Kinek, [nkinek@rsd.k12.pa.us](mailto:nkinek@rsd.k12.pa.us), as soon as possible.

#### ***PHYSICAL EDUCATION UNIFORM***

Students will be required to purchase a Physical Education uniform. Please contact the Physical Education department with any questions about the uniform.

#### ***PLANNERS***

Students need to carry their planners at all times. Planners are used for writing homework assignments and also are used as student hall passes. Students should fill in their planner with homework assignments each day for each of their classes. Long term projects, deadlines, special events, quizzes, and tests should also be noted in the planner. Parents are encouraged to check student planners on a regular basis for information about assignments. Students are expected to replace their planner as soon as possible if it is lost. Junior High students must have their first and last names written in pen or marker on each page of the hall passes in their planners. Students are not permitted to share planners.

### **B. HOMEWORK**

Homework is an important part of the learning process. It connects what students learn today with what they will learn tomorrow. Homework is meaningful because it:

- Promotes good study habits
- Promotes mastery on important content
- Encourages students to learn new things on their own
- Reinforces what is being taught and increases understanding of the subject

If parents wish to request homework from a day of absence, the request should be made by 9:00 A.M. on the day of request. Please call the office with all requests. All work should be picked up in the Junior-Senior High School office by 3:00 P.M.

### **C. ACADEMIC INTEGRITY**

Riverview Junior-Senior High School strives to create an environment of academic integrity where all students will produce original materials with appropriate identification of the sources of information. Academic dishonesty is a serious offense.

Plagiarism is presenting the ideas or statements of another without crediting the original source. Even if it is not intentional, plagiarism is theft. Plagiarized sources include but are not limited to the written word, pictures, photographs, internet sources, works of art, and music. The following are all examples of plagiarism:

- Quoting or paraphrasing material without citing the source
- Quoting a source without using quotation marks
- Buying a paper on-line or downloading it from a free source
- Copying or using work done by another student

- Citing a source that was not used in the document
- Turning in the same paper for more than one class without the permission of both teachers
- Using an on-line translation program for Foreign Language classes

### ***CHEATING***

Whenever a student is guilty of cheating, the teacher shall collect the student's paper and mark a zero for the assignment. Additional disciplinary infractions may apply. Parents will be notified of this indiscretion by the classroom teacher. A conference will be set up with the teacher and an administrator, if necessary.

### ***GUIDELINES FOR MAINTAINING ACADEMIC INTEGRITY:***

The MLA method will be the accepted source of documentation. The library will maintain copies of *The MLA Handbook for Writers of Research Papers* for student use.

The faculty will:

1. Instruct students in the definition of plagiarism and in the methods of properly citing sources.
2. Utilize instructional strategies for prevention.
3. Monitor the progress of assigned research projects.

The students will:

1. Demonstrate an understanding of academic integrity by not plagiarizing.
2. Document all sources for an assignment.
3. Properly cite sources.
4. Provide clarification about sources used for a submitted assignment upon request.

### ***PARTNER/GROUP WORK***

Teamwork and collaboration are a large part of student development. Unless indicated by a teacher, work is to be considered independent and should not be completed with another student. Plagiarism could be considered if students are instructed to work on an assignment individually, but work with another student(s).

### ***FAILURE TO MAINTAIN ACADEMIC INTEGRITY:***

Failure to comply with the policy regarding academic integrity will result in the following disciplinary action, which may include, but is NOT limited to:

1. A mandatory conference with student that may include parent, teachers, and/or other administrators.
2. Requiring the student to research and rewrite the assignment.
3. A failing grade for the assignment, report period, or course.

Disciplinary action will be determined based on the severity of the infraction. Repeat violators will be dealt with more severely.

## ***C. GRADING***

The "P" grade is a passing grade with appropriate credit given for the respective course. This grade is given to students only with approval from the classroom teacher and administration.

An "I" grade is given for class work which is incomplete. Students are responsible for completing this work within two weeks of the end of the grading period. If an incomplete is not made up, the nine weeks and course grades will be calculated with zeroes in place of the missing assignment(s).

### ***HONOR ROLL***

High Honor Roll: 3.8 or higher

Honor Roll: 3.0 to 3.799

If a student has any failing grade (below 60%) or any incomplete grade, he/she will not qualify for the honor roll distinction.

## ***JUNIOR HIGH FINAL EXAMINATIONS***

In grades 7 and 8, final examinations will be required in all academic classes. Upper level courses may also have midterm examinations. These examinations measure skills, knowledge, concepts and ideas taught during the year or semester. For 8<sup>th</sup> grade, the weight of the final exam will be 8% of the total grade for the year. Each report period will be 23% of the final grade. The final report card percentage is the average of all grading periods and the final exam. For 7<sup>th</sup> grade, the weight of the final exam will be 6% of the total grade for the year. Each report period will be 23.5% of the final grade. The final report card percentage is the average of all grading periods and the final exam.

## ***HIGH SCHOOL MID-TERM AND FINAL EXAMINATIONS***

The percentage grade will be reported on each student's report card and will be listed on each permanent record card. Written mid-term and final examinations for students in grades 9-12 will be required in all academic classes. Examinations will not be administered without a comprehensive review period. These examinations should measure skills, knowledge, concepts and ideas taught during the year or semester. For grades 9 through 12 the weight of the final exam will be 12% of the total grade for the year. Mid-term examinations will be 8% for the year. Each report period will be 20% of the final grade. Semester classes will be 44% per 9-weeks period. The final report card percentage is the average of all grading periods, the mid-term, and the final exam.

## ***D. SCHEDULING***

Students must use the suggested Program of Study along with teacher and counselor recommendations to complete their schedule for the next school year. Keep in mind at all times:

1. Students must schedule a minimum of 32 periods, but not more than 40 periods per week.
2. Course selection changes: If a course change is to be made, it is critical all changes be made on or before August 15. No course selections will be changed after August 15 without written approval of a principal or a counselor.
3. If a student drops a course after the first six (6) weeks of school, the final grade for the course dropped will be a 55% (failing grade) and will remain on the permanent record. Any student who desires to drop a course due to inability to do the work, should have his/her teacher verify this fact and then have the teacher request a schedule change prior to the sixth week of school. This six-week period also pertains to Forbes Road Technical Center.
4. If a student drops a semester course after the first three (3) weeks of school, the final grade for the semester course dropped will be a 55% (failing grade) and will remain on the permanent record.
5. Individual concerns about dropping a particular course will be addressed through the administration and guidance departments.

## ***E. PROMOTION REQUIREMENTS***

### ***JUNIOR HIGH***

Students must have a total of 5.0 credits for each grade seven and eight in order to be promoted to the next grade level homeroom.

### ***HIGH SCHOOL***

In grades 9-11, each student is required to pass a total of 6.5 credits for each grade level to be promoted. The additional .5 credit needed to reach the required 26.5 credits to graduate will be earned upon completion of the Senior Transition Project. Students will receive senior status only when they can schedule the required credits for graduation. Even if a student is promoted, all required subjects that are failed in grades 7 through 12 must be repeated or passed in summer school.

## ***F. GRADUATION REQUIREMENTS***

Twenty-six and one-half (26.5) units of credit in grades 9,10, 11, and 12 and all Pennsylvania Department of Education (PDE) requirements in regard to Keystone Exam testing and achievement are required of all students and must include the following:

- A. English - 4.5 units of credit. One and a half units in grade 9, and one full unit in each of grades 10-12.
- B. Social Studies - 4 units of credit. One full unit in each of grades 9-12.
- C. Mathematics - 4 units of credit in grades 9-12
- D. Science – 4.5 units of credit. One and a half units in grade 9 and one full unit in grades 10-12.
- E. Physical Education - One and six tenths units of credit in grades 9-12.
- F. Health - Six tenths unit of credit in grades 10-12.
- G. Business – 1.0 credit of Personal Finance taken in 10, 11, or 12.
- H. Arts/Humanities/Electives – 5.8 units of credit in grades 9-12.
- I. Senior transition project – one-half unit of credit cumulative – grades 9-12.

1. English	4.5 Credits
2. Social Studies	4.0 Credits
3. Mathematics	4.0 Credits
4. Science	4.5 Credits
5. Physical Education	1.6 Credits
6. Health	.6 Credits
7. Personal Finance	1.0 Credits
8. Arts/Humanities/Electives	5.8 Credits
9. Senior Transition Project	.5 Credits

\*26.5 Units of Credit

Students must schedule a sufficient course load each year in grades 9-12 in consultation with a parent, guidance counselor and principal to have earned 26.5 credits, the minimum graduation requirement at Riverview Junior-Senior High School. These requirements were established by the Board of School Directors of the Riverview School District.

## ***G. GRADE REPORTING***

### **PARENT PORTAL**

Parents/Guardians can monitor their student’s progress daily by logging onto the Parent Portal. Students can obtain their login and password by contacting the IT Dept. at ext. 4400. For security reasons, this information will not be given out over the phone or via email. Once a request is made for a Parent Portal login and password, it will be mailed home.

### **PROGRESS REPORTS**

Interim progress reports are completed and made available to parents/guardians at the mid-point of each grading period. Please remember that using the Parent Portal will provide the most up to date grade any time.

### **REPORT CARDS**

Report cards are issued at the end of each nine-week grading period. The report card should be carefully examined by parents.

## ***H. STUDY HALLS***

Students must be on time OR bring a hall pass. **Detention is assigned for lateness.** Students must take an assigned seat and expect a QUIET study hall. (Students must bring homework, books, magazine, etc. to work on or read quietly). Studying with others must be approved by teacher monitors. Students must bring a pass from a teacher in order to be excused from study hall to see that teacher. (Students will not be excused otherwise). Students must remain in their seats until the dismissal bell rings. Restroom/locker passes -

- a. Will be issued by individual teachers who take attendance in student seating sections. (One student per pass).
- b. Students must sign out and in on the destination sheet for their seating section. (Four minute time limit for these passes).

## ***I. WITHDRAWAL PROCEDURE***

Students who withdraw during the school year should have written permission from home. He/she must pick up a check-out sheet and a Release of Information form from the attendance office two days before he/she leaves. The check-out sheet is to

be signed by all course teachers, the librarian and homeroom teacher. All obligations, instructional equipment and indebtedness must be cleared before the student's records can be forwarded to another school, the armed forces or a prospective employer. A parent must accompany the student to school to finalize the check-out sheet.

### ***I. DISSECTION***

Students have the right to decline to participate in an education project involving harmful or destructive use of animals. Notice shall be given the school by the parent not less than three (3) weeks prior to the scheduled course exercise which involves the use of animals. Parents/ Guardians are to notify the Riverview Junior-Senior High School administration in writing if their child chooses to refuse. Alternative assignments will be given.

### ***J. RIVERVIEW ASSISTANCE PROGRAM***

The Riverview Assistance Program (RAP) is designed to assist school personnel to identify those issues, including alcohol, other drugs and related issues, which pose a barrier to a student's learning and school success. It is a proactive, systematic, and multifaceted approach to address these issues through policy, prevention, resiliency building, intervention and on-going support services. RAP enhances the district's ability to observe and document patterns of attendance, behavior, and academic performance. It utilizes effective and accountable professional techniques to mobilize school resources to remove the barriers to learning. When the barriers are beyond the scope of the school, the RAP Team assists parents and students with information so that they may access services within the community.

The Riverview Assistance Program core team consists of selected trained staff members. Liaisons from district approved providers are also integral members of the RAP team.

### ***K. GUIDANCE DEPARTMENT***

Guidance services are available for every student in the school. These services include individual and group guidance, classroom guidance lessons, study skills, orientation of new students, dissemination and explanation of all relevant information to students and parents, and assistance with educational and vocational planning. The Guidance Department is responsible for the administration and interpretation of all standardized tests in our school district. Individual student folders, as well as permanent record cards (secondary), are available for examination under the supervision of the Principals or counselors. The counselors also serve as a viable link among our students, faculty, and/or parents. They work closely with students who are experiencing difficulty in any aspect of school life. Individual cases requiring referral services are handled by the guidance counselors. This multifaceted guidance program is under the supervision of the building Principals.

## **GENERAL INFORMATION**

### ***A. TECHNOLOGY POLICY***

#### ***PURPOSE:***

- The development and maintenance of the technology policy is intended to encourage the proper use of equipment and software so that these tools will always be available to students and faculty.

#### ***GUIDELINES:***

- Before receiving an account and email, all students and parents must sign and return to the office the Riverview Technology Policy and Agreement and students in grades 7-8 must complete a parent consent form.
- Students are responsible if school equipment and/or software is damaged. A student will be held financially responsible for repair or replacement of damaged equipment or material as determined by the administration. In addition, the student may lose the privilege of utilizing the equipment for the remainder of that academic year and will be responsible for providing his/her own technology.
- The Internet may only be used to support the district's curriculum, educational community, projects between schools, communications, and research for district students, teachers, and administrators.
- Staff and administration reserve the right to monitor all information services and features. Specifically, staff may access any user's e-mail.

### ***CELL PHONES/SMART PHONES/TABLETS/LAPTOPS/HANDHELD MOBILE DEVICES***

## ***BYOD***

We recognize that many students possess personally owned electronic devices and that learning opportunities can be enhanced through “Bring Your Own Device” educational programs in which teachers permit the purposeful use of student-owned electronic devices in support of curriculum learning objectives.

Our purpose here is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cellular phones, laptop or mini-computers, e-readers, digital picture/video cameras and/or camera phones, personal digital assistants (PDA’s), iPods, MP3s, pagers and other personally owned electronic devices capable of transmitting data or images.

## ***EXPECTATIONS***

1. The student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the device. It is recommended that students record the serial number of their device and keep that in a safe place and clearly mark the device for easy recognition.
2. The students are expected to use the district’s secured wireless network. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district’s Internet including personal files. (Policy #815) **Use of 3G & 4G wireless networks is not allowed.**
3. The school reserves the right to inspect a student’s personal device if there is a reason to believe that the student has violated the Acceptable Use Policy (Policy #815), administrative procedures, school rules, or has engaged in other misconduct while using their personal device. (Policy #226)
4. Violations of any Board policies, administrative procedures or school rules involving a student’s personally owned device may result in the loss of use of the device in school and/or disciplinary action.
5. The student must comply with teacher’s classroom rules and/or request to shut down the computer or close the screen. Failure to do so may result in loss of BYOD privileges and/or disciplinary action. A BYOD or cell phone may be confiscated and given to the office in cases of insubordination or classroom disruption.
6. The student may not use the devices to record, transmit, or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without express permission of a building principal.
7. The student device must be fully charged upon arrival at school because the school lacks adequate charging capabilities at this time.
8. The district is not responsible for any technical issues with personal devices and students and parents should not have an expectation of support for their devices.

When students bring their own device to school, they will be connecting to the guest network and therefore will not have access to their account or printers as they do when they are logged in on a school device. This is a security measure and should be planned for if you plan to use your own device.

While we are allowing students to bring their own devices to school, this does not mean that students can use their device where and when they want. Students will be able to use their phones in the hallways and the cafeteria (in-between classes only). All other areas, classrooms, and the library will be under the control of the teacher. In every other situation the devices must be turned off, not in silent or vibrate mode, and not visible during school hours, 7:20-2:20 PM. Refusal of students to give the device to a school staff member will receive a day of ISS and the device will be confiscated per above guidelines. Failure to comply with these regulations will result in the following actions:

### **FIRST OFFENSE**

A first offense will result in a confiscation of the device for the rest of the day and assignment of a detention. The device will be returned only after the detention has been served.

### **SECOND OFFENSE**

A second offense will result in the device being confiscated for 1 week OR picked up by a parent. The student must also serve 2 detentions and the device will not be returned to the parent or student until the detentions are served.

### **THIRD OFFENSE**

A third offense will result in the device being confiscated for 2 weeks OR picked up by a parent and the student will be assigned 1 day of ISS. Any subsequent offenses will result in the device being confiscated and banned for the remainder of the school year and it must be picked up by a parent. The student will receive a 1 day out-of-school suspension. Refusal of students to give the device to a teacher will receive a day of ISS and the device will be confiscated per above guidelines.

Refusal of students to give the device to an administrator will receive a day of ISS and the device will be confiscated per above guidelines.

### ***CELL PHONE AND SIMILAR DEVICES (Junior High)***

Junior High students will be expected to keep their phones and similar devices locked inside of their lockers throughout the day unless they are directed by a teacher to use the phone for a particular class. If a cell phone or similar device is required by a teacher, students are to keep devices in the classroom holder (or zipped in a pencil pouch) when they are not in use. Students are to follow the cell phone/device rules set forth by the teacher. After the class, students should return the phone/device to their locker.

### ***B. BUS SAFETY AND REGULATIONS***

Busing is a privilege extended to students for various reasons including transportation to and from school, field trips, athletic and academic competitions, and other school-related events. The privilege of riding a bus can be revoked if a student violates bus safety regulations.

1. In accordance with the Riverview PRIDE Policy, students are expected to be ready, respectful, and responsible at all times, including while riding a bus.
  - a. Appropriate bus behavior:
    - Be on time. If you miss you may:
      - i. Have your parent/guardian or a responsible adult drive you to school or home.
      - ii. Take public transportation.
      - iii. Walk.
    - **Stay seated, quiet, and respectful**
    - Keep all belongings to oneself and keep the bus clean
    - Follow all Riverview School District Policies, Procedures, and Rules.
  - b. Prohibited conduct on buses includes, but is not limited to the following:
    - Littering, throwing objects out the bus window or inside the bus
    - Standing on the bus
    - Disrespect toward the driver or attendant
      - i. Refusal to comply with directions
      - ii. Refusal to provide identity
      - iii. Engaging in conduct hazardous to the driver
    - Eating, drinking, smoking and/or use of tobacco
    - Damaging the bus
2. Infractions of varying severity will be handled in the following manner at the discretion of an administrator or their representative:
  - For minor bus infractions that do not pose an immediate safety threat, the following disciplinary actions may be taken:
    - First violation - warning
    - Second violation - detention
    - Third violation – loss of busing privilege for 3 days, and parent telephone conference prior to the return to riding the bus
    - Fourth violation – total loss of bus privilege and parent conference
  - For moderate bus infractions that include disrespect to the driver/attendant or other students on the bus, the following disciplinary actions may be taken:



- First violation – detention, loss of busing privilege for 3 days, and parent telephone conference prior to the return to riding the bus.
  - Second violation – total loss of bus privilege and parent conference
  - For major bus infractions that may pose an immediate safety threat, the following disciplinary action will be taken:
    - First violation – immediate loss of bus privileges and parent conference.
3. Students are to ride their assigned bus. Only Verona students may ride the buses to and from school. If another student wants to ride a Riverview bus, written request from both sets of parents and signed permission from the administration (or their representative) is required. Failure to ride your assigned bus will result in students losing transportation privileges. All Riverview Jr-Sr High School buses are equipped with video and audio recording for safety concerns and/or compliance with school regulations.
4. A late bus will run M-F for students that wish to stay after school to work with teachers on academics or activities. A late bus pass from a teacher or sponsor is required to ride the bus.

### ***C. FIRE/LOCKDOWN/SEVERE WEATHER DRILLS***

A fire drill plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will leave the room in an orderly fashion. Before leaving the room, ALL WINDOWS AND DOORS ARE TO BE CLOSED AND LIGHTS ARE TO BE TURNED OFF. No one is to pass another or move out of the single-file line. Running is not permitted. The first to reach an outside door should hold them open until all have left the building.

We have three levels of lockdown; students should be familiar with all three and know what to do in each situation. We practice severe weather events every year to prepare staff and students for possible weather events. All students should also be familiar with these procedures. This information is available in every classroom.

Drills are practice for serious situations and should be treated such. Students are to be silent during all drills and are to go to their assigned area in an orderly manner. No one is to return to the building or otherwise end the drill until the signal is given by the principal or the authorized representative. Failure to follow these procedures could result in disciplinary action.

### ***D. CAFETERIA***

#### ***RULES***

Students may purchase hot lunches, use the salad bar or bring their own lunches. The Riverview Junior-Senior High School operates a closed lunch; students are not allowed to leave the building for lunch. You are NOT permitted to send out for food for school delivery.

#### ***STUDENTS WILL:***

- Arrive on time to the cafeteria and sit at their table
- Listen silently to announcements
- Return directly to their seats after purchasing lunch
- Be polite and courteous
- Obey instructions of cafeteria monitors
- Talk in a normal voice. Group cheering, jeering, or singing is unnecessary.
- Remove all food and trash from tray
- Pick up food and trash from floor
- Help to keep the cafeteria clean

#### ***STUDENTS WILL NOT:***

- Cut in on the serving line
- Run in the cafeteria
- Throw food, paper, etc.
- Use vulgar or obscene language and gestures
- Take food or beverages from the cafeteria

#### ***POSSIBLE CONSEQUENCES***

- Seat move

- Lunch detention
- Assigned seats
- Lunch in ISS room

**Consequences and assigned seating will be at the discretion of the lunch monitors and administration.**

### ***POINT OF SALE (POS) SYSTEM***

Each student will be issued a “PIN” number that must be used for **all** food purchases. The student will enter their “PIN” number into a *key pad* at the register. This “PIN” number will allow the student to purchase breakfast, lunch and ala carte/snack items.

**Pre-paying** on your student’s account is the most efficient and convenient way to make this program work. Checks in any amount may be mailed or brought to the cafeteria register in the morning. Checks should be made payable to ***Riverview School District Cafeteria Fund***. Please include your student’s name and “PIN” number on the check. Cash should be brought directly to the cafeteria register upon arrival at school. (PIN numbers will be issued before the start of the new school year if needed). No charges will be accepted. All students are encouraged to keep a minimum balance of \$4.00 in their account. When the balance becomes low we will inform the student to allow time for replenishing funds. Cash payments may be made at the point of service. Student balances will transfer to the appropriate grade for the following school year.

If a student receives free or reduced lunches, this system will provide complete confidentiality. Extra money can be added to their account for ala carte/snack items if desired.

### ***CAFETERIA PATIO USAGE***

- Weather must be warm enough not to constitute a health risk, in the estimation of the lunch monitors. All students stay inside if it is raining or extremely windy.
- Violation of school rules in cafeteria or on patio will limit time on patio
- The teacher or administrator on duty will determine if weather and behavior are acceptable.

### ***PROCEDURE FOR DELINQUENT LUNCH ACCOUNTS / UNPAID MEAL CHARGES***

See p. 25

### ***E. VISITATIONS***

All visitors to RSD schools must sign-in/check-in with the appropriate school office immediately upon entering the building(s) and wear a visitor’s pass in a visible location.

### ***F. LOST AND FOUND***

Articles found in and around the school should be turned into the main office where the owners may claim their property by identifying it. If an article is lost, please report it to the office and leave your name with a secretary.

### ***G. RIVERVIEW SCHOOL DISTRICT GOOD CITIZENSHIP PLEDGE***

All students will be required to sign and return Riverview School District’s Good Citizenship Pledge at the beginning of the school year.

### ***H. HALL PASSES***

Class time is essential. All research indicates that there is a direct correlation between time on task and academic achievement. Hall passes are contained in student planners and must be used. Any student out of an assigned class **MUST** have their planner hall pass and **MUST** have signed (in ink) the destination sheet with the date and time the student left and returned to the classroom. Any student found in the building or grounds without such a pass, in a location other than specified on a pass, or off the most direct route to the class or destination will be reprimanded and may be assigned detention. Students may not leave a class or study hall to turn in assignments or get extra help unless previously set up with the teacher that they are visiting.

Students are not permitted to interrupt another class or duty unless there is an emergency. Students are not permitted to share planners.

## ***I. ELIGIBILITY (SPORTS/CLUB/ACTIVITIES)***

Any candidate for school sports must fulfill these requirements:

- Parent consent form
- Physical examination
- Carry and pass 4 one-credit subjects
- Not over 18 years of age unless the age of 19 is reached on or after July 1
- Cannot miss 20 days the previous semester; must attend 60 school days before eligible. Exception is prolonged illness or injury, covered by doctor's statement
- Not more than 8 semesters beyond the eighth grade
- Must submit a pre-participation medical history form and a PIAA certificate signed by the parent and the physician to the school nurse prior to each sport
- Good Citizenship Pledge

In addition to the procedures and requirements established by the W.P.I.A.L. and P.I.A.A., the following administrative rules concerning eligibility shall apply to all athletes:

1. No later than the end of the first week of practice, a team roster shall be distributed to each member of the staff. Each week, teachers will indicate on this list of participants those who are ineligible for academic reasons. Student-athletes must be currently passing 4 one-credit courses to be eligible.
2. Any student who is participating in a Riverview High School activity will not be allowed to perform if he/she is absent from school on the day of the activity unless he/she has a pre-assigned appointment or it is a family emergency. Students who are tardy to school must arrive at school by 10:37AM in order to participate.
3. If a student receives a detention, the assigned detention takes precedence over the after-school activity. A student may experience team consequences as a result of missing practices or games due to detentions.
4. Any participant who, due to his/her actions and conduct in school, is suspended either in or out-of school is not permitted to participate or practice in the scheduled event during the period of his/her suspension.
5. Coaches should make sure that any student medically excused from Physical Education is not permitted to practice, play or participate in extracurricular sport activities during the period of excuse.
6. Administration may suspend a student from participation in an extracurricular activity for a poor attendance record (excessive tardiness and/or absences). RVTV is aired each day online and can be accessed daily.

## ***J. ANNOUNCEMENTS***

Announcements are broadcast in the lunch homeroom period. If you want an announcement made, you must have it initialed by a faculty member, activity sponsor or a building Principal. You are required to watch RVTV (our school produced TV program) and listen to the announcements for pertinent information.

## ***K. ASSEMBLIES***

Assemblies are a regularly scheduled part of the curriculum. They are designed to be educational as well as entertaining. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Students are expected to maintain positive and focused behavior during assemblies and should be courteous to performers and to other students. Students should remain quiet with their attention on the presenter. Students should participate and show enthusiasm in appropriate and respectful ways. Talking, whistling and booing are discourteous. Yelling is appropriate only at pep assemblies. During a presentation, phones and other devices should be locked in student lockers unless instructed otherwise. Students who do not meet assembly expectations may be removed from current or future assemblies.

Students should proceed to the assembly area quietly and promptly and should enter through their designated area and sit in an assigned space. If students need to exit during an assembly, they need to receive permission from a staff member and then walk around the perimeter or the room in order to exit. If students know they will need to leave, they will sit at the end of a row in order to make a quick and quiet exit. If a student enters an assembly late, they will wait for a break in the presentation, walk around the perimeter of the room, and sit on the end of their assigned row. Students will remain seated until they are dismissed from the assembly.

### ***TOURNAMENTS (Junior High only)***

The Junior High team believes in building teamwork and fun into our program. Throughout the year, students have the opportunity to participate in team tournaments. While these events are exciting, students who are not meeting behavior and academic expectations may be removed from the tournament. These students will instead complete work and behavior reflections during the time of the tournament.

### ***L. WORKING PAPERS***

An application for working papers may be obtained from the high school office. Completed forms should be taken in person back to the office. A certificate will be issued.

### ***M. LOCKERS***

Junior High students will be assigned a locker that is close to their Junior High classes. Students will be required to use a lock on their locker and are cautioned against telling the combination to other students. Students are encouraged to buy a combination lock. Students may find it helpful to get a combination lock early and start practicing with it in the summer. It is advised for students to keep a copy of their locker combination at home, in their planner and/or device, and with their homeroom teacher in case of an emergency.

Students are responsible for keeping their lockers clean, both inside and out. Damages caused by misuse will be charged to the student responsible. Any locker malfunction should be reported to the office. Students must understand that administration has the legal right to inspect lockers when there is reason to do so. All lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers. RSD School Board #226. Students are not permitted to share lockers or use lockers that are not assigned to them.

Junior High students will be expected to keep their backpack, materials they are not using, jacket, sports equipment, physical education uniform, and electronic devices locked in their locker. Junior High students may bring an electronic device to class if it is specifically being used for the class period, otherwise, it should be locked in a locker. Students will be required to place their devices in a classroom holder during the portions of class when they are not being used.

It is very important for students to have a lock on their locker. Incoming students will work on making planned stops to their locker to help focus on what they need to carry to each class. Organization is a key to Serious Success!

STUDENTS ARE CAUTIONED NOT TO KEEP MONEY OR OTHER VALUABLES IN THEIR LOCKERS. Take such items to the office for safe keeping. If you have jewelry or money with you at the time of gym class, give it to the physical education teacher until the end of class. The school district will not be responsible for lost or stolen items. Students are encouraged to bring locks for their PE lockers.

It is very important for students to have a lock on their locker. Students will work on making planned stops to their locker to help focus on what they need to carry to each class. Organization is a key to Serious Success!

### ***N. CLUBS AND ACTIVITIES***

#### ***ACTIVITIES PROGRAM***

The activities program is designed to offer opportunities for exploring, developing, and widening the student's range of interests and to help the student develop leadership and poise. Participation in co-curricular activities enables students to learn how to better plan and work with others. Athletics are an integral part of the educational process. We encourage you to get involved. Athletes are expected to present themselves positively in school, in the community, and during athletic competition.

Clubs and other non-athletic activities available are: Art Club(HS Only), Junior High Student Council, Drama Club(HS Only), French Club(HS Only), Key Club(HS Only), National Honor Society(HS Only), Ski Club, Spanish Club(HS Only), Student Council(HS Only), S.A.D.D. (HS Only), and Dance Club (grades 7-12).

Those students, whose interests are in choral and instrumental music, and the band support group, also have a chance to develop these skills through Marching Band, Choir, Concert Band, Stage Band, Orchestra, and/or the Spring Musical.

Regular school attendance, proper behavior, proper study habits and scholastic achievement, in line with your ability, are required if you wish to participate in any activity.

### ***SPORTS***

We offer the following Varsity, JV and Junior High sports. *Students must have a physical before the sport season begins.* Riverview offers physicals through the health office with the school physician. A private physician may also fill out the necessary forms. All forms may be obtained at the front office or the nurse's office. Also, students must have signed the Good Citizenship Pledge before practicing.

### ***FALL:***

Varsity/JV and 7<sup>th</sup>/8<sup>th</sup> Grade Football, Co-ed Golf, Varsity/JV Girls' Volleyball, Co-ed Varsity Cross Country, Varsity/JV Boys' Soccer, Varsity/JV Girls' Soccer, Jr. High Girls' Basketball

### ***WINTER:***

Varsity/JV Boys' Basketball, 9<sup>th</sup> Grade Boys' Basketball, and 7<sup>th</sup>/8<sup>th</sup> Grade Boys' Basketball, Varsity/JV Girls' Basketball, and Varsity and Junior High Wrestling.

### ***SPRING:***

Co-ed Varsity Track, Varsity/JV Boys' Baseball, Varsity Girls' Softball, 7<sup>th</sup>/8<sup>th</sup> Grade Girls' Volleyball

## ***O. INJURIES***

All school related injuries either in the classroom or school activities must be reported promptly to the office by the classroom teacher, sponsor and/or coach. Students injured should make their injury known to the teacher or sponsor at the time of the injury. Teachers should send the student to the nurse for first-aid treatment or take appropriate action if the injury occurs after school.

## ***P. SCHOOL INSURANCE***

School insurance is available to all students. A packet will be distributed to each student on the first day of classes. Purchase of this program is optional. Insurance claims made on the students' policies, including those due to sports related injuries, are to be obtained from the office secretary and returned to the office.

## ***Q. CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER***

It is very important that if at any time during the year you have a change of address and/or telephone number, you advise one of the secretaries as soon as the change is made.

## ***R. SCHOOL CLOSING***

School cancellation or delay will be broadcast over KDKA-TV and KDKA 1020 AM radio, and on the district's webpage. Announcements will be broadcast at 5:35 a.m., 6:05 a.m., 6:40 a.m., 7:10 a.m. and 7:35 a.m. They will be presented in alphabetical order on a county-by-county basis. **THE SUPERINTENDENT IS THE ONLY SCHOOL OFFICIAL** who has the authority to cancel school on a given day.

## ***S. TELEPHONE CALLS***

Students will not be given a pass during class to go to use the telephone. They may receive **ONLY** emergency calls during the school day. The phones in the school office **ARE NOT** to be used by students except in the cases of emergency. Messages

and deliveries from home should be left in the office. Students will be called out of class only in an emergency. **Parents should not be texting or calling personal devices during the school day.**

## ***T. EDUCATIONAL TRIPS~NON SCHOOL SPONSORED***

### ***REQUEST FOR EXCUSE***

The parents or guardians of a student who wishes to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit a request on RSD 441 to the administrator of the school in which the student is enrolled. This request must be submitted at least 10 calendar days prior to the date on which the student is leaving. This request must contain among other items:

- A statement of the itinerary, during and plan of educational experiences of the proposed educational tour or trip.
- Explanation of reason for trip during school year.
- An acknowledgement of parental responsibility for encouraging and supervising the student's completion of assignments and reports which fall due during the student's excused absence.

### ***ADMINISTRATORS DISCRETION***

The Principal of the school shall exercise discretion in determining whether to excuse the student from compulsory attendance, taking into consideration whether the educational tour or trip is likely to advance the educational growth of the student. It is the practice of the Riverview School District to discourage excused absences for educational tours or trips during the final two weeks of any school term. However, if an excuse is granted for an educational tour or trip, any part of which will cause the student to be absent during the final 14 calendar days of any school term, the building Principal shall permit the student to make up examinations administered during the last two weeks of the term if, in the judgment of the building Principal, the facts of the case so merit.

### ***ASSIGNMENTS***

Teachers shall submit to the student and parent or guardian a list of assignments and/or responsibilities to be completed during the approved vacation period.

### ***RETURN TO SCHOOL***

The student shall return to school on the first scheduled school day after the excused absence or date previously specified by the building Principal and report directly to the building Principal. All assignments and/or responsibilities which were to be completed during the educational tour or trip shall be submitted to the teacher for evaluation within one week after the student returns to school, or prior to the end of the grade period, whichever occurs first.

### ***FAILURE TO COMPLY***

A student, who, after being denied an excuse, persists in unexcused absences from school, shall be considered in violation of the compulsory attendance requirements set forth in the Public School Code of 1949, as amended. A student who, after being granted an excuse, fails to complete the assignments within the allotted time, shall earn a failing grade for those assignments and/or responsibilities.

### ***IMPLEMENTATION***

Implementation of this policy is the responsibility of the individual school administrators. Frequent recurrence of the student vacations during the school year shall result in disapproval of a requested trip (although the requested trip may be meritorious since this policy is designed to foster better school/student relationships rather than for abuse).

Any absence for a reason other than the ones listed will be considered an unexcused absence from school. Students must turn excuses in to their homeroom teachers by the 3rd day following their return to school or their absence will be considered illegal/unexcused. In addition, the following administrative regulations govern "absence," "tardiness," "class cuts," and "unexcused absences" from school:

- Absence through parental neglect
- Illegal employment
- Truancy

## ***U. HEALTH OFFICE***

The Health Office is located on the main floor across from the Library. The nurse is available Monday through Friday to assist with the health care needs of the students and staff. She is also available as a health care resource for the community.

Any student who is to take medication during school hours can do so by delivering it directly to the nurse, the principals, or his/her designee. **Students should never keep medication with them during school hours.** The medication must be in its original pharmaceutically dispensed and labeled container. A medication form or signed instructions from the doctor must be submitted along with a parent signature. The only exceptions to this policy are inhalers and epipens which may be carried by students with written parental permission on the back of the annually updated emergency care card. Tylenol, Advil, and antacids are available, if needed, from the nurse only if parental consent is documented on the emergency care card. Also, Hydrocortisone, Oragel, antibiotic ointment, silvadene, bactene, visene, and cough lozenges are available.

If students become ill during the school day, they may visit the health office after obtaining a pass from their classroom teacher, and may need to go home ill. If so, the nurse will contact family from the health office. The pass will be signed by the nurse and should be returned to the student's classroom teacher when they return to class.

The nursing staff performs state-mandated screenings each year. These screenings include height/weight and vision on each student, hearing screening on students in grades seven and eleven and scoliosis screening on all seventh graders. Parents are notified only if there is a concern. The school dentist visits in October and performs a dental exam on all seventh graders who have not submitted a report from their private dentist.

The school district provides the services of a physician to meet the needs of the students. The physician is available one day per week; an appointment can be made through the nurse. State-mandated eleventh grade physicals and sports physicals can be obtained through the school physician. Work permits can be signed by the school nurse for all students who had a physical exam completed by the school physician

## ***V. DRIVING***

Students not having permission to park in any school lot may have their vehicle towed at their expense.

## **SELECT BOARD POLICIES**

### ***A. HAZING, INTIMIDATION, AND BULLYING - #247, 103, 249***

It is the responsibility of all teachers, coaches, and students to read, understand, and follow RSD policies #247, 103, and 249. Riverview School District Policies #247, 103, and 249, prohibits hazing, intimidation and bullying. Policies #247, 103, and 249 addresses disciplinary measures related to these dangerous and offensive behaviors at school, on school grounds, at school events and through cyber bullying. The purpose of this policy is to emphasize pro-active preventive measures to thwart bullying in all its forms. Effective Bully Prevention includes three aspects: identifying current needs, prevention efforts and intervention programs.

### ***B. DATING VIOLENCE - #252***

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

***Dating Partner*** shall mean a 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.

***Dating Violence*** shall mean behavior where one person uses threats of, or actually uses, physical, sexual verbal or emotional abuse to control the person's dating partner.

The Board encourages students who have been subjected to dating violence to promptly report such incidents.

The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.

### **COMPLAINT PROCEDURE**

When a student believes that s/he has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal.

The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation.

If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.

If a possible violation of the district's harassment policy is implicated,, the building principal shall take additional action as necessary to comply with Board policy and state and federal law and regulations.

### ***C. DRESS CODE - #221***

Physical education uniforms are required to be worn for all physical education classes.

Dress should be appropriate for the learning situation rather than be distracting or disruptive to others in the educational process. Students will be expected to keep themselves well-groomed and neatly dressed at all times. While clothing often expresses your individuality, there are reasonable limitations to self-expression.

#### ***Follow the rules below when getting dressed for school:***

- Clothing promoting obscene, profane or other content likely to disrupt the educational process and messages promoting drugs or alcohol is not permitted.
- Clothing that can conceal items or pose a safety hazard is not permitted.
- Pants, skirts, skorts, and shorts must be secured and worn no lower than the hips and MUST be at fingertip length.
- Straps on shirts and dresses must be 3-fingers wide.
- Torn, shredded, or ripped clothing is permitted if the distressed area sits at or below the knee
- Excessively tight clothing and revealing/sheer/lace garments that expose undergarments, bare chests, or midriffs is not permitted. Tops must be long enough to tuck into pants, skirts, skorts, and shorts.
- Wallet chains are not permitted.
- Sunglasses are not to be worn in school unless verified by a physician's note.
- The wearing of hats, hoods, or other headwear including bandanas, dew-rags, hair pockets, etc. in a school building is not permitted. An exception to the wearing of headwear may be granted to individual students by the administration for medical or religious reasons.
- Undergarments are NOT to be exposed.

Those students whose appearance or attire is viewed by the staff and administration to be improper will be instructed to change or be assigned to either the after school detention room or the in school suspension room. If necessary, the student will wait in the office for replacement garments from home. If instructional time is missed, detention with the teacher may be assigned in order to make up all missed work.

### ***D. TOBACCO - #222***

In accordance with the Pennsylvania Public School Code, students are not permitted to use or possess tobacco in any form at any time in the school building, on school transportation or on school grounds. This applies also to all school sponsored activities at home or away. Violators will be cited for a summary offense and appear before the magistrate to face a maximum fine of \$50.00 plus court costs. Violators will be subject to disciplinary action including suspension from school. Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe, or other lighted or smokeless tobacco products including snuff and chewing tobacco.

### ***E. CONTROLLED SUBSTANCE/PARAPHERNALIA - #227***

Any student who uses, possesses, distributes, and is under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities, are in violation of policy #227. Students in violation of this policy will be suspended from school for a minimum of three days and will be subject to all aspects of the Riverview School District's tobacco, alcohol



and other drugs policy. There will be a student-parental-administrative conference, including the counselors. It is also possible that the abuser will be reported to the appropriate law enforcement agency for legal action. The district may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

Examples of the above include, but are not limited to, beer, wine, liquor, marijuana, cocaine, heroin, inhalants, look-alike substances, any capsules or pills not registered with the nurse, including over-the-counter medications, vitamins, and supplements. Medications should be documented within the student's health record and given according to the school district policy for the administration of medication to students in school.

Concerns about student alcohol and other drug abuse may be discussed with a counselor, school nurse, or RAP team member.

#### ***F. WEAPONS- - #218.1***

The Board recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

“Weapon” - the term shall include any tool, instrument or implement capable, or having the appearance of being capable, of inflicting bodily injury and possessed or used under circumstances not manifestly appropriate for lawful uses which it may have. The term “weapon” shall include, but shall not be limited to, any knife, cutting instrument, cutting tool, club, blackjack, metal knuckles, explosive device, and firearm, gun or similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable.

An alleged offense under this policy shall result in a mandatory formal hearing before the Board of School Directors (or, as authorized by the Board, a committee of the Board or hearing examiner). The Superintendent may exclude the student from school pending the hearing. Further disciplinary action will be determined by the Board.

The standard penalty for an offense under this policy shall include expulsion from school for a period of not less than one (1) year. The penalty shall include permanent expulsion from school where one or more of the following aggravating circumstances exist:

- a. Possession of a firearm.
- b. Possession of a knife or cutting instrument, the blade of which is exposed in an automatic way by push-button, switch, spring mechanism or otherwise.
- c. Possession of a bomb or similar explosive device, the use of which could cause serious bodily injury or property damage.
- d. By use of a weapon, attempt to cause, or intentionally or recklessly causing bodily injury to another.
- e. Significant history of rules violations.

The Superintendent may recommend lesser discipline on a case-by case basis.

“Possession” - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while she/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school. The Board prohibits possession of weapons and replicas of weapons in any school district building, on school property, at any school sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Act. The Superintendent shall report the discovery of any weapon prohibited by this policy to the student's parents and to local law enforcement officials. The Superintendent shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education. The Superintendent or a designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe Schools on the designated form twice per year as required.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel are permitted.

## ***F. SOCIAL MEDIA - #817***

1. **Students are responsible for their own behavior when communicating with social media and will be held accountable for the content of the communications that they state/post on social media locations. Use good judgment.** Students are responsible for complying with the District's conduct requirements. Students may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others.
2. In addition, students may be required to also comply with policies, administrative regulations, rules and procedures at an entity and/or program in which they are assigned or in which they participate. If a student believes there is a conflict in the requirements (s)he is to comply with (s)he must bring the matter to the attention of their teacher, who will in turn assist the student.
3. This Administrative Regulation applies to all District environments, whether the social media is used on Riverview School District property, or beyond District property, including but not limited to, at a third-party's contracted property.
4. In addition to the regulations provided in the Riverview School District's Social Media Policy, some guidelines include but are not limited to the following. The District reserves the right to determine if any guideline not appearing in the list below constitutes acceptable or unacceptable use of social media use.
  - Students must not promote illegal drugs, illegal activities, violence, drinking, bullying of any kind, or harassment of any kind.
  - Students should state/post only what they want the world to see, including but not limited to "likes" or "dislikes". Imagine your parents, the teachers, and the administrators visiting your social media. Essentially, once a student shares something it is likely available after (s)he removes it from the social media and could remain on the internet permanently.
  - Students should be cautious when they use exaggeration, colorful language, guesswork, derogatory remarks, humor, characterizations and "likes" or "dislikes". It is difficult for readers to determine the seriousness of the statements/posts.
  - Students should run updated malware protection to avoid spyware, adware, spiders, bots, crawlers and other infections that may be placed on their social media and computer to obtain personal information, breach security, and cause various technology problems.
  - Students should stay informed and cautious for new problems in the use of social media.

Students should comply with the rules that have been established for the Riverview School District's educational social media when they use it.

## ***G. LUNCH ACCOUNTS/UNPAID MEALS - #808.2***

The district annually shall inform the student and parent/guardian in writing of the district's policy regarding lunch accounts. This policy shall be included with the district's annual notification literature to parents. This policy shall also be placed on the district's website.

The district recognizes all children must receive balanced nutrition to stay focused during the school day. The district also recognizes the importance to minimize identification of children with insufficient funds to pay for school meals. No replacement lunches will be given. All students regardless of lunch account delinquencies will be provided with the available reimbursable meal, but will continue to be charged for such meal. The district will continue to claim state/federal reimbursement on said meals, the student's lunch account will continue to be charged for said meal.

The charging of snack foods or additional meal items will not be permitted.

The Food Service Manager shall maintain a list of students who overdraw accounts in the current school year. This list should be reviewed weekly and provide copies to both the business office and the building principal.

Parents of students with accounts overdrawn by \$25 will receive an initial letter from the Food Service Manager. The letter should remind the parents of the following:

1. Reminder of the withholding of report cards and graduation diplomas until unpaid lunch charges are paid in full.
2. Reminder the district will provide the child with a reimbursable lunch but charges will continue to be incurred on the student's lunch account.
3. Reminder to defray the additional charges, that parent can provide a bagged lunch at their discretion.
4. Reminder to contact the Business Office regarding an application for free/reduced lunch income guidelines.
5. Reminder to contact the Food Service Manager to make payment arrangements on the meal account.

Copies of the letter should be maintained by the Food Service Manager and the business office for official records. If no response, the Food Service Manager will follow up with the parent/guardian to discuss the account and advise the parent/guardian of the potential to make payment arrangements and/or information regarding who to contact for a free/reduced lunch application, if eligible. After sixty (60) days past due with no payments posted to account, the Food Service office will notify the business office for follow-up letter. A log should be maintained listing time and date of the call for official records.

### Unpaid Meal Charges

#### *Delinquent Debt:*

1. Unpaid meal charges are designated as delinquent debt when payment is overdue.
2. The debt remains classified as delinquent as long as it is considered collectable and efforts are being made to collect it.
3. Delinquent debt remains on accounting documents until it is either collected or is determined to be bad debt (see below).
  - a. Delinquent debt is recorded as an asset.
4. Delinquent debt may be carried over at the end of the school year as delinquent debt and collection efforts may continue into the new school year.
5. Reasonable efforts must be made to collect unpaid meal delinquent debt.
  - a. These efforts can be paid for from the nonprofit school food service account.
6. Determine if the benefits of potential collection outweigh the costs which would be incurred to collect the amount owed.
  - a. The District may turn over a student's account to the magistrate for collection. Parents/Guardians will be responsible for Delinquent Debt as well as any and all fees assigned by the magistrate for the collection of monies due.

#### *Bad Debt:*

1. Bad debt is defined as debt which has been determined to be uncollectable.
2. Bad debt must be written off as operating losses.
  - a. May not be absorbed or paid for from the nonprofit school food service account.
  - b. Funds may come from the general fund, school or community organizations or any non-Federal source.
  - c. Includes related collection costs or legal costs.
3. Records of bad debt must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).[1][2]

## ***H. SCHOOL WELLENSS - #246***

### Purpose

Riverview School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

### Authority

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations. The policy should be included in the district's Strategic Plan.[1][2][3] To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.

3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

#### Delegation of Responsibility

The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.[2][3]. Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.[3] Staff members responsible for programs related to such programs. The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to school wellness. The report may include:

1. Evaluation of food services program.
2. Suggestions for improvement in specific areas.
3. Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[2][3]

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[3] The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[2][3]

#### Guidelines

##### *Recordkeeping*

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[3][4]

1. The written School Wellness policy.
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

#### Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[2] The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption. The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.[3]

Individuals who conduct student medical and dental examinations shall submit to the School Nurse annual reports and later reports on the remedial work accomplished during the year, as required by law.[5]

#### Nutrition Education

- Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[6][7][8]

- Nutrition education in the district shall teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement. Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives. Nutrition education lessons and activities shall be age-appropriate.
- School food service and nutrition education classes shall cooperate to create a learning laboratory.
- Nutrition education shall be integrated into other subjects such as math, science, language arts and social sciences to complement but not replace academic standards based on nutrition education.
- Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.
- The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. The district shall develop standards for such training and professional development.[9]
- Nutrition education shall extend beyond the school environment by engaging and involving families and the community.

#### Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition. Consistent nutrition messages shall be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media. Consistent nutrition messages shall be demonstrated by avoiding use of unhealthy food items in classroom lesson plans and school staff avoiding eating less healthy food items in front of students. District schools shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.

#### Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students. Age-appropriate physical activity opportunities, such as outdoor and indoor recess, before and after school programs, during lunch, clubs, intramurals and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education. A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained. Physical activity shall not be used or withheld as a form of punishment. District schools shall promote physical activity through encouragement of walking and biking as a means of transportation to and from school. Students and their families shall be encouraged to utilize district-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established district rules.

#### Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.[7][8][10] Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided. Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity. Physical education shall be taught by certified health and physical education teachers. Physical activity shall not be used or withheld solely as a form of punishment.

#### Other School Based Activities

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[11][12] Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.[9] [13][14][15] District schools shall provide adequate space, as defined by the district, for eating and serving school meals. Students shall be provided a clean and safe meal environment. Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch. Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the district.[11] Students shall have access to hand washing or sanitizing before meals and snacks. Access to the food service operation shall be limited to authorized staff. Nutrition content of school meals shall be available to students and parents/guardians. To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness. The district shall provide appropriate training to all staff on the components of the School Wellness policy. Goals of the School Wellness policy shall be considered in planning all school based activities. Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts. The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods. The district shall maintain a healthy school environment, including but not limited to indoor air quality, in accordance with the district's healthy learning environment program and applicable laws and regulations.

#### Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity. Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[11][12][13][14] Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

#### Competitive Foods

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[3][16][17] Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch. For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.[3][16] For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[3][16] The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[16]

#### Fundraiser Exemptions

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.[18] The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. Exempt fundraisers are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[16] The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

#### Non-Sold Competitive Foods

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district. If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:
  - a. Foods and beverages shall not be used as a reward or incentive in district schools.
2. Classroom Parties and Celebrations:
  - a. Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.
  - b. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
  - c. Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:
    - i. Fresh fruits/vegetables; and
    - ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.
  - d. When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
  - e. Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.
3. Shared Classroom Snacks:
  - a. Shared classroom snacks are not permitted in district schools.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

#### Marketing/Contracting

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.[3][16] Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[19]

#### Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.

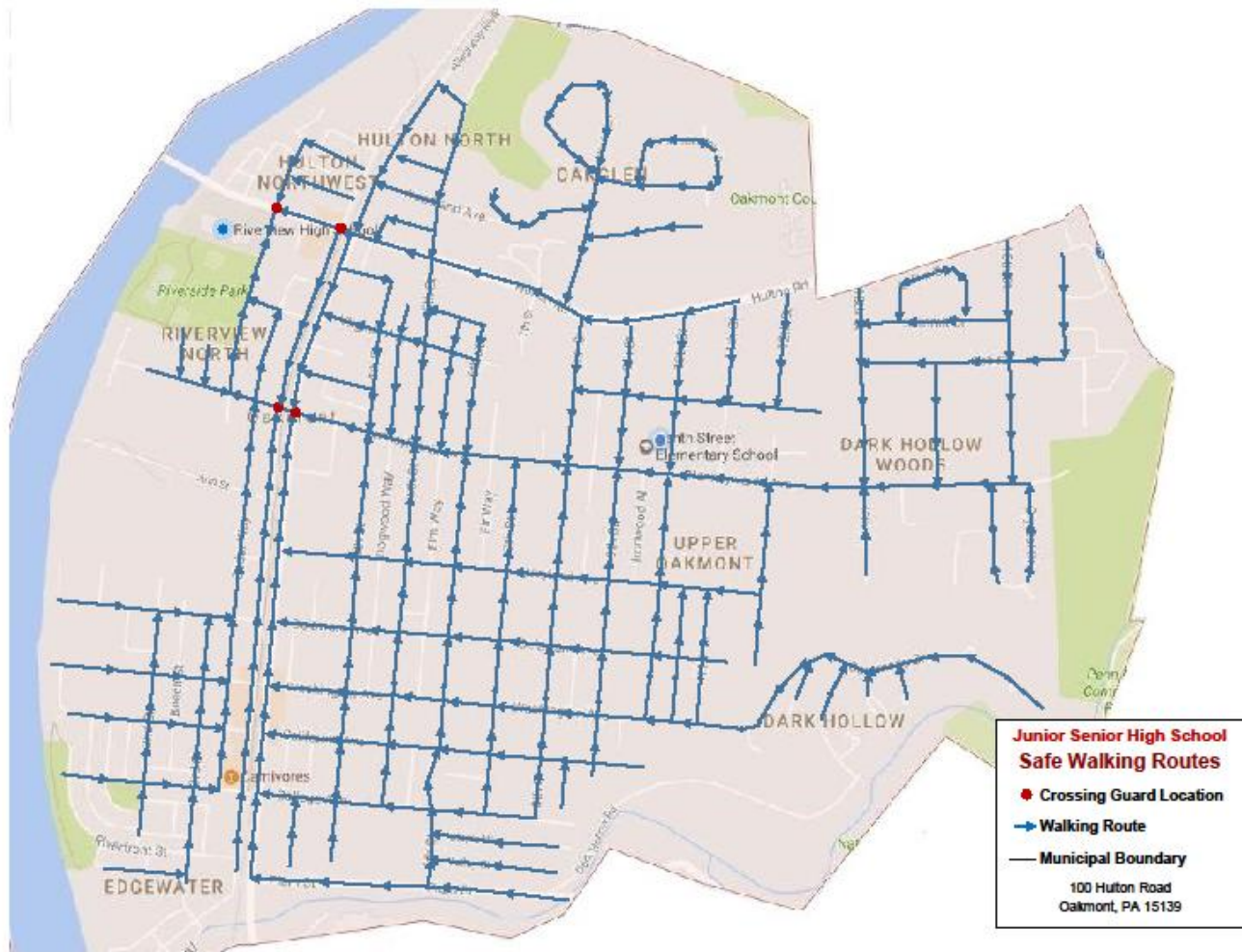
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

The district shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students. The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school. District administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.

***I. SAFE WALKING ROUTES***

The Riverview School District, along with the Police Departments have formulated the following walking routes. These routes are recommended safe walking routes according to pedestrian and vehicle laws of the Commonwealth of PA. These routes were designed to be used 24 hours a day, 7 days a week. They show the safest area to walk on the street as well as the safest place to cross every street and crossing guard locations. Below is a schematic showing the routes of safe passage. You can also access these on the district website. Please talk to your children about safety as they walk on our busy streets.



**Bell Schedules**

<b>Regular Bell Schedule</b>			
7:00	-	7:37	AM Classes/DT
	-	7:20	Teachers Arrive
7:22	-	7:37	Breakfast
7:40	-	8:22	Period 1
8:25	-	9:07	Period 2
9:10	-	9:52	Period 3
9:55	-	10:37	Period 4
10:40	-	11:22	Period 5
10:40	-	11:10	Period 5 Lunch
11:13	-	11:22	Period 5 Homeroom
11:25	-	12:07	Period 6
11:25	-	11:55	Period 6 Lunch
11:58	-	12:07	Period 6 Homeroom
12:10	-	12:52	Period 7
12:10	-	12:40	Period 7 Lunch
12:43	-	12:52	Period 7 Homeroom
12:55	-	1:37	Period 8
1:40	-	2:22	Period 9
2:25	-	2:57	Staff Development
2:25	-	2:50	PM DT

<b>2 Hour Delay Bell Schedule</b>			
9:00	-	9:37	AM Classes/DT
	-	7:20	Teachers Arrive
9:40	-	10:07	Period 1/HR
10:07	-	10:13	Announcements
10:16	-	10:43	Period 2
10:46	-	11:13	Period 3
11:16	-	11:43	Period 4
11:46	-	12:16	Period 5
11:46	-	12:16	Period 5 Lunch
12:19	-	12:49	Period 6
12:19	-	12:49	Period 6 Lunch
12:52	-	1:22	Period 7
12:52	-	1:22	Period 7 Lunch
1:25	-	1:52	Period 8
1:55	-	2:22	Period 9
2:25	-	2:57	Staff Development
2:25	-	2:50	PM DT

<b>Assembly Bell Schedule</b>			
7:00	-	7:37	AM Classes/DT
	-	7:20	Teachers Arrive
7:22	-	7:37	Breakfast
7:40	-	8:15	Period 1
8:15	-	8:25	Announcements
8:28	-	9:03	Period 2
9:06	-	9:41	Period 3
9:44	-	10:19	Period 4
10:22	-	10:57	Period 5
10:22	-	10:57	Period 5 Lunch
11:00	-	11:35	Period 6
11:00	-	11:35	Period 6 Lunch
11:38	-	12:13	Period 7
11:38	-	12:13	Period 7 Lunch
12:16	-	12:51	Period 8
12:54	-	1:29	Period 9
1:32	-	1:42	Period 1
<b>1:42</b>	-	<b>2:22</b>	<b>Assembly</b>
2:25	-	2:57	Staff Development
2:25	-	2:50	PM DT

<b>AM Activity Bell Schedule</b>			
7:00	-	7:37	AM Classes/DT
	-	7:20	Teachers Arrive
7:22	-	7:37	Breakfast
<b>7:40</b>	-	<b>8:13</b>	<b>AM Activity</b>
8:16	-	8:53	Period 1
8:53	-	9:02	Announcements
9:05	-	9:42	Period 2
9:45	-	10:22	Period 3
10:25	-	11:02	Period 4
11:05	-	11:42	Period 5
11:05	-	11:42	Period 5 Lunch
11:45	-	12:22	Period 6
11:45	-	12:22	Period 6 Lunch
12:25	-	1:02	Period 7
12:25	-	1:02	Period 7 Lunch
1:05	-	1:42	Period 8
1:45	-	2:22	Period 9
2:25	-	2:57	Staff Development
2:25	-	2:50	PM DT

<b>PM Activity Bell Schedule</b>			
7:00	-	7:37	AM Classes/DT
	-	7:20	Teachers Arrive
7:22	-	7:37	Breakfast
7:40	-	8:17	Period 1
8:17	-	8:26	Announcements
8:29	-	9:06	Period 2
9:09	-	9:46	Period 3
9:49	-	10:26	Period 4
10:29	-	11:06	Period 5
10:29	-	11:06	Period 5 Lunch
11:09	-	11:46	Period 6
11:09	-	11:46	Period 6 Lunch
11:49	-	12:26	Period 7
11:49	-	12:26	Period 7 Lunch
12:29	-	1:06	Period 8
1:09	-	1:46	Period 9
<b>1:49</b>	-	<b>2:22</b>	<b>PM Activity</b>
2:25	-	2:57	Staff Development
2:25	-	2:50	PM DT