

# RIVERVIEW HIGH SCHOOL

## STUDENT EXPECTATIONS/PARENT RESPONSIBILITY DOCUMENT

2024-2025

### Student Handbook

The Student Code of Conduct can be found at

<https://www.HillsboroughSchools.org/conduct>

There may be occasions when the administration will make changes in the Student Code of Conduct.

### Discipline Policy

Students are expected to behave appropriately at school and comply with policies & procedures. Students will receive appropriate disciplinary consequences when in violation. See the District Code of Conduct regarding student discipline.

### Tardy Policy

I understand that school starts at 8:30 AM every day. Any student arriving after 8:30 AM will accumulate a tardy upon entering class. Only when a student is more than 15 minutes late do they sign-in at the Student Affairs Office (SAO). If student is less than 15 minutes tardy, they report straight to class.

1. Tardies are counted on a cumulative basis per nine weeks.
2. All students are to be in their classroom-assigned instructional area when the bell rings. There is a warning bell before the tardy bell.
3. Tardies will be computed on a quarterly (nine weeks) basis for all classes.

Tardy # per nine weeks	Typical Consequences
1 <sup>st</sup> – 4 <sup>th</sup>	Automated parent notification
5 <sup>th</sup>	Tardy letter generated by SAO <u>and/or</u> teacher contacts parent (if to a specific class period)
6 <sup>th</sup> – 9 <sup>th</sup>	1-5 days of assigned lunch detention <b>or</b> lunch detail
10 <sup>th</sup>	1 day of assigned ISS (for insubordination)
11 <sup>th</sup>	2 days of assigned ISS (for insubordination)
12+	Parent meeting <b>and</b> discipline assigned on a case-by-case basis

\*All subsequent tardies will result in a parent conference, additional consequences, or sanctions (i.e., no entry to extra-curricular activities, on a case-by-case basis).

### Cafeteria Rules

Breakfast is free to all students and will be served from 7:55-8:24 AM. **Breakfast will close at 8:24** so that students can arrive to class by 8:30. Bus students who are late will be assigned a late bus pass and will be allowed to grab breakfast on the way to class. Lunch will be served to students during 40-50 minute lunch periods. For the 2024-2025 school year, Riverview High School is participating in the *Community Eligibility Provision* program, which allows RVHS to offer free breakfast *and* lunch. Families are encouraged to apply for free/reduced lunch regardless to be eligible for many other benefits

<https://www.myschoolapps.com/Home/PickDistrict>

**Students are to remain orderly in cafeteria lines and clean-up after themselves after eating. Discipline will be assigned to students who do not follow the rules of the cafeteria (i.e., throwing food, leaving trash, etc.).** Discipline will be assigned to students who don't clean up after themselves and are otherwise unruly in the cafeteria, patio, bus, and auditorium areas. Students **MUST** report to the cafeteria during their assigned lunch periods. Roaming the campus is not permissible. No student should be in the parking lot, gym, restroom, or library without a pass.

### Deliveries (Food, Balloons, Flowers, etc.)

In the event of an emergency, only individuals on the emergency contact list can deliver food or other items to the Student Affairs Office for student pick up. **This activity will not be accepted as a daily event.** Food delivered to the SAO by Uber Eats, Door Dash, etc. will **not be accepted** and will not be delivered to the student.

### Skipping Policy

# of Incidents	Typical Consequences
1 <sup>st</sup>	Parent notification by teacher
2 <sup>nd</sup> - 5 <sup>th</sup>	1-5 days of lunch detention <b>or</b> work detail assigned
6 <sup>th</sup> - 10 <sup>th</sup>	1-5 days of ISS assigned
11 +	EPIC/OSS assigned on a case-by-case basis

### Dress Code Policy

Students violating dress code: pants not at waist, illegal shirts (**tank tops & camisoles must be at least 2 fingers wide, no bare shoulders, excessive cleavage, or bare mid-drifts**), form fitting attire, head coverings, (**no** du-rags, hats, or hoodies), short shorts and miniskirts, clothing with inflammatory or derogatory statements, pajama pants and pajama tops, house slippers, wallet chains, etc. will be assigned discipline. No blankets or flags will be used as clothing. All boys' shirts must have sleeves (no tank tops or basketball jerseys). No mini-skirts, mini-dresses, or short shorts will be permitted. Hemlines shall be no shorter than fingertip length. No excessive tears/rips in pants/shorts above mid-thigh. No clothing advertising alcohol, nicotine products, or nudity. There are **NO** hats on campus. **ID badges must be worn and visible at all times.** Lost badges can be replaced at a cost of \$3.00 in the media center **before 8:30 AM & during your scheduled lunch period.**

- 1<sup>st</sup>- 2<sup>nd</sup> offense:** Student reports to the SAO to receive a t-shirt or immediately calls home for a change of clothing. **\*If violation isn't corrected then student will serve the remainder of the day in ISS.**
- 3<sup>rd</sup> offense:** Same as 1-2<sup>nd</sup> offense, **and** student receives lunch detention or work detail.
- 4<sup>th</sup> offense:** Same as 1<sup>st</sup> offense, **and** student is assigned ISS.

**Subsequent offenses:** Additional days of ISS or EPIC/OSS will be assigned as appropriate for willful disobedience on an individual case by case basis.

### Restroom Policy

To maintain safety, students are expected to use the restroom for its intended purposes (use restroom facility/wash hands). Students should not be loitering, vaping, hanging out with friends, eating in the restrooms, or vandalizing/destroying property. Only toilet paper should be flushed down the toilets. **Failure to adhere will result in discipline by administration on a case-by-case basis.**

### Cell Phone/Electronics Policy

Student cell phones are **not** permitted in classrooms. Students observed using their cell phones in class will result in disciplinary action. Cell phone use is allowed while transitioning to the next class or during the student's scheduled lunch period only. **Should this privilege be abused, admin reserves the right to revoke this privilege at any time. Headphones or earbuds are not permitted in class** (unless watching an instructional activity on the computer or used for testing). Student cell phones are **not** permitted to leave the classroom while using restroom or hall passes. Failure to comply will result in disciplinary action.

It is the responsibility of the student to prevent their phone from being lost or stolen. Students should leave their cell phones at home or make a plan to keep them from being lost or stolen (purchase a locker to store phone in during the school day/keep phone stored in locked vehicle).

### Consequences for violating cell phone/electronic policy:

- 1<sup>st</sup> offense:** Warning and parent contact by teacher (phone or email).
- 2<sup>nd</sup> offense:** Office referral - conference with administrator
- 3<sup>rd</sup> offense:** Office referral – detention or ISS assigned on a case-by-case basis
- 4<sup>th</sup> offense:** step 3 plus phone confiscated and sent to SAO - not to be picked up until the end of the day.

**\*If student continues to violate the cell phone policy, students will receive additional consequences for insubordination.**

**Note:** Each classroom will have pouches for individual cell phones. Students are to place cell phones in the pouches upon entering the room. If a student states that they do not have a cell phone, then the teacher will contact the parent to verify.

**\*See the SWAY on the RVHS website for additional information and FAQs.**

### Prohibited Items:

Hats, cell phones/headphones or earbuds in class, **gang related items, laser lights, noisemakers, confetti toys, basketballs, blue tooth speakers, skateboards, etc. are not permitted in school.** Items will be confiscated, and student will be referred to SAO for disciplinary action. **Parents will need to pick up confiscated items in SAO by the end of each semester or items will be donated to charity at the end of the year.**

### Personal Property

The school is not responsible for the damage to or theft of personal property belonging to students. This includes cell phones and other electronic devices, automobiles parked in the student parking lots, bicycles, scooters, personal property kept in school lockers, etc. **Students are strongly encouraged to leave valuable property at home.**

### Reporting Absence Online

The Student Affairs Office online absence notification form must be submitted within 24 hours of the student's absence. To report an absence, you will need to fill out your name, child's name, contact number for verification, student number, date, and reason for the absence. All absences, excused or un-excused, will generate an automated call to inform parents.

**All non-reported absences will be considered unexcused. All student absences must be reported and explained by parents/guardians online at <https://www.hillsboroughschools.org/riverviewhs>** Notification must be provided by the parent on the day of the absence or the day of return from an absence. Absences are reported online only, no phone calls. **\*We will not change unexcused absences to excused at a later date without written documentation.** Written documentation or confirmation must be provided **within 1 day of returning.** Doctor notes/excuses should be submitted to the SAO. \*Students with *chronic illness* notes must submit written notification/documentation to SAO.

### Make Up Policy for Excused Absences (Including EPIC)

According to county policy students have **three (3) days** from the date they return back to school to plan with their teachers to make up missed tests and classroom assignments.

**\*\*It is the student's responsibility to make arrangements with their teachers to make up missed work.**

**Exceptions:** Term papers, projects, long term assignments may receive reduced grades or no grade if not turned in on the assigned date.

### Change of Address-Telephone Number

Any student who changes residence or phone numbers during the school year must have their parent record the change of address or phone number with the Student Affairs Office and the data processing clerk by completing a change form with a parent signature. Students that move out of the Riverview High attendance area are required to withdraw and re-enter the school within the zone that they live.

### School Hours/ After Hour Activities

Students may be on campus beginning at 7:55 a.m. until 3:45 p.m. Due to safety concerns, students should **NOT** be dropped off prior to school opening. School/class hours are 8:30 a.m. to 3:30 PM. Students should not be on campus when classes are not in session unless they are involved in a school sponsored activity and are under the supervision of a faculty/staff member (including classrooms and the locker room).

Students are reminded that when attending school functions in the evening or weekends, care should be taken that parents and/or guardians be prompt and punctual in providing departure transportation at the conclusion of the event. Students picked up late from evening activities will be prevented or sanctioned from attending future events.

### Revocation Of School Choice Assignment

Students attending RVHS on Choice/Hardship Choice Assignment must provide their own transportation to and from school. Students must adhere to all school policies, maintain appropriate behavior, satisfactory attendance, digital citizenship, and civility procedures or face revocation of their School Choice approval.

### Bullying

Bullying will not be tolerated. Students should report any incidents of bullying to any teacher, guidance counselor, administrator and/ or School Resource Officer (SRO) immediately. Bullying can also be reported by using the HCPS Bullying hotline at:

<https://www.hillsboroughschools.org/bullyprevention>.

**Digital Citizenship** policies will be monitored and enforced. See HCPS Student Code of Conduct for more information.

**Sanctions for School Events** (Homecoming, Prom, Grad Bash, etc.)\*No ISS for levels 1-3 (See HCPS Code of Conduct). \*NO days of ISS. \*No more than 5 absences. (unexcused)

### Attendance

I have read the attendance policy and understand that it is my responsibility to see that my child is in school every day unless he/she is ill or there is a family emergency. Remember, parents can only excuse 6 absences per 9 weeks with a doctor's note or written legal documentation. Excessive absences or discipline referrals may result in loss of exam exemptions or other sanctions. Excessive absences (15 abs/90 days) may result in sanctions from the DMV (i.e., license withheld, suspended, or revoked).

### Sign-in & Sign-out Policy

No sign-ins before 8:45 a.m. except when doctor. notes or other legal documentation is presented.

When student receives a sign-out pass, they **must appear** in **Student Affairs Office** to sign-out **before leaving campus** to avoid sanctions for skipping. **No sign-outs after 3:00 pm on regular full days / 2:00 pm on early release days.** Parents can excuse up to 2 sign-ins and 4 sign-outs each nine weeks for personal reasons without documentation. **More than 2 sign-ins or 4 sign-outs require medical or other documentation per each 9 weeks to be excused.** Excessive sign-in/sign-outs will require parent conference and discipline will be assigned. To excuse these, a **parent must call** the Student Affairs Office at the time of the sign-in/sign-out **at ext. 246, 247, or 252.** The parent/guardian calling to sign-out a student must be verified by SAO and match the information found on the student's emergency card. If necessary, update new phone numbers in the SAO. **\*\*Situations in which extenuating circumstances exist should be discussed with the student's Assistant Principal.**

Delays should be anticipated if a student is at lunch during a requested sign-out. **All students with sign-outs MUST physically appear to sign-out thru SAO or discipline will be assigned.** Any student, **including 18 years or older**, who must leave school during school hours, **are required to have confirmed parental permission.**

### Student Drivers Policy

Students arriving at school in the morning must get out of their cars and enter the building immediately. There will be no loitering in the parking lot. **No student is allowed in an automobile or in the parking lot during school hours without a pass signed by an administrator.**

Any student who uses their vehicle to leave school without properly signing out or improperly transporting other students off campus, (especially during lunch) **will lose their driving privileges for up to 9 weeks** and **ALL** parties will receive sanctions.

The student parking lot gate will close at 8:24 AM. At this time, student's parking tags will be hole punched before being allowed entrance. **After 3-hole punches within a quarter, students are subject to losing parking privileges for 30 days.**

Failure to comply with all parking and driving policies may result in disciplinary action and/or having driving privileges revoked.

Students receiving a citation (ticket) from law enforcement in proximity to Riverview High School between the hours of 8:00 AM and 3:45 PM are subject to having their driving privileges suspended.

### Clinic/Medication Procedures

To be admitted to the clinic, a student must **first** report to their classroom teacher to secure a pass to go to the clinic, except in cases of emergency. Parent contact will be initiated from the clinic or Student Affairs Office (SAO), if needed. All medicines, prescriptions, and OTC (over the counter) are to be administered by school health clinic personnel only. **Only students with a completed healthy student form on file can receive medication.** **Doctor notes (Rx)** are required for students requiring use of assistive devices (crutches, etc.) or other assistance (elevator key, late passes). Please see student handbook.

### Passes

Students must have their school ID to obtain a hall or restroom pass. Students must have hall passes visible while out of the classroom. **Cell phones are not allowed out of class while using hall or restroom passes.** Students are expected to report directly to the requested location and to return to class, promptly. Pass privileges can be sanctioned at any time.

**Remember: There are no passes out of class during the first 10 minutes or last 10 minutes of class. Misuse of passes or using forged passes will result in disciplinary action (loss of pass privileges, lunch detention, ISS, etc.) determined by administrator on a case-by-case basis.**