

Dear Riverview Rams,

Welcome to Riverview High School! We hope that you are as excited as our faculty to be part of Ram Nation and look forward to an incredible year filled learning and new experiences. As a student of Riverview High School, you have responsibilities and this handbook is provided to help guide you in your educational journey. In it, you will find our school's policies, procedures and practices for the 2020-2021 school year.

The information in this document has been derived from legal requirements and sound educational practices. Your preparatory education, safety, and welfare are the staff's utmost concerns. Accordingly, our school will be organized in such a manner to ensure an orderly learning environment, so you might achieve a quality education.

Several studies have shown that organizational skills are a key component to student success; we hope that this handbook supports you as you advance towards graduation and on to the college and/ or career of your choice. We look forward to working with you this year.

Sincerely,

Erin del Castillo, Principal

#### **ADMINISTRATION**

PRINCIPAL	Erin del Castillo
ASSISTANT PRINCIPAL - CURRICULUM	Kathy Wilks
ASSISTANT PRINCIPAL - ADMINISTRATION	Jay Lorenz
ASSISTANT PRINCIPAL – IB, A-C	Keith Little
ASSISTANT PRINCIPAL – D-K	Glenn Wachter
ASSISTANT PRINCIPAL – L-Q	Cher Gardner
ASSISTANT PRINCIPAL – R-Z	Greg Rumph

#### **GUIDANCE COUNSELORS**

Rose Beach, Guidance Chair	IBDP M-Z, IBCP (all)
Carla Harding	IB A-L
Joe Bazenas	A-B, Cysis
Victoria Hughes	C-G
Kristin McMahan	H-Ma
Becky Halbert	Mc – R
Kathryn Sperber	S – Z

Guidance services are available for every student in the school. Services include assistance with educational planning including goal setting, career and college advisement, educational interpretation, social concerns, or personal issues. Alpha caseloads apply.

#### **STUDENT SERVICES SUPPORT STAFF**

Jennifer Miller Registrar	A - L
Angela Kasapakis, Registrar	M - Z
Rebecca Lewis, College and Career	All Students

#### **ESE LIAISONS**

Kim Belli	A – K
Kim Ellis	L – Z

#### **APEX AND CREDIT RETRIEVAL**

Dr. Joe Bazenas, Coordinator

## **PHILOSOPHY**

These rights apply to all persons – students and staff – and to the entire school day, including to and from school.

1. The right to develop one's own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from cliques.
2. Freedom from physical abuse and mental abuse such as name calling, intimidation, or harassment.
3. Freedom from being set apart or mocked because of race, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, or any other reason.
4. The right of privacy and freedom from being harassed in the classroom; the right to be treated respectfully.
5. The right to an education, which means that teachers are free to teach, and students are free to learn without being interrupted by inconsiderate or unruly students.
6. The right to have personal and school property respected. Our school is a safe place for property as well as people.

## ATHLETICS/INTERSCHOLASTIC ACTIVITIES ELIGIBILITY

To be eligible for athletics and interscholastic activities, a student must maintain a cumulative grade point average of 2.0 in all courses taken which are required for graduation. A student's eligibility is determined after each semester (not a nine-week grading period).

### ATHLETIC PARTICIPATION

Prior to participating in athletics, the Florida High School Athletic Association requires that a student must complete an athletic packet, which can be found on the website or picked up in the Athletic Department office.

All students-athletes and parents must sign acknowledgement form from the Student-Athlete handbook which will be given to all student-athletes at the first day of practice. Students will have 3 days to turn in prior to being excluded from practice until it is complete.

**All forms must be turned in to the Athletic Office.**

### ATTENDANCE POLICY (SECONDARY SCHOOL)

All students must attend a full day of instruction unless approved otherwise by the principal in consideration of extenuating circumstances. Students enrolled in the Sarasota County schools are obligated to attend classes regularly and punctually and to participate in classroom activities. **This includes those students who participate in Remote Learning.**

**Excused Absence** – (1) Documented illness of the student; (2) Documented major illness in the immediate family; (3) Death in the immediate family; (4) Duration of a religious holiday of the specific faith of the student; (5) Special and unique situations approved by the principal. **Students who must quarantine as directed by the Florida Department of Health (FLDOH) due to Covid-19 positive test or contact will be marked excused for the quarantine period given by FLDOH.**

**Unexcused Absence** – (1) Inadequate or unacceptable reason for the absence; i.e. car trouble, oversleeping, alarm and power failures are all unexcused (2) Results from school disciplinary action; (3) Truancy.

A student has **3 school days** to bring in a note from a parent or guardian regarding an absence. Anything brought in after that time period will be regarded as an unexcused absence. This note should be given to the attendance office.

**Make-up Work** – a student, who has an excused absence, or an unexcused absence resulting from suspension, shall be expected to make up the work missed. Students on suspension should complete all work upon their return to school. In the case of all other unexcused absences, students may receive limited for all work missed. A student must complete all work missed within a time frame equal to the number of days absent.

**Passports (Pre-arranged absences for 2-10 days)** – In order for a student to obtain a passport, an approved parent note must be submitted to the Attendance Office 48 hours prior to the requested date(s). All passports must be signed by the student's teachers and returned to the Attendance Office before the intended absence.

### Early Dismissals

All early dismissals are to be obtained from the Attendance Office. The note from the parent should be taken to the Attendance Office before school on the day of the dismissal. The office opens promptly at 7 a.m. Every effort will be made to contact the guardian. The student must sign out when leaving and sign in upon return. Students must prearrange dismissals between 1:45-2:15pm.

**Special Note (Pre-arranged absences for more than 10 days)** – If the student will be out for more than 10 days, the student will be sent to the Guidance Office and withdrawn from school for attendance purposes. The student must report to the Guidance Office for reinstatement upon return to school.

### **EMPLOYABILITY SKILLS**

In keeping with the School Board rule regarding employability skills, attendance will now become part of every student's grade. Twenty percent (20%) of the grade will be based on the development of the following positive work habits: attendance, punctuality, bringing required materials, maintenance of an assignment notebook, completion of homework, appropriate dress for class, attitude of cooperation with staff and students, and time in class devoted to the appropriate task.

These skills will be clearly outlined in a course Fact Sheet developed by the instructor of every course. The Fact Sheet will define teacher expectations and methods of documentation.

### **LOCKERS- Lockers will not be used due to Covid-19**

Lockers will be available to the students for a \$10.00 usage fee. The locker and lock are the property of the School Board. Use only the locker assigned to you and keep it locked at all times. Do not tamper with another locker or give your combination to another person. Lockers are provided as a service to students, and the school accepts no responsibility for the contents of any locker.

A student's locker or other storage area is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.

### **CAMPUS PRIDE**

We are very proud of our campus. The custodians work every day to keep our campus clean and neat. This is an impossible task without the students' help and support. Waste receptacles are located in all areas and everyone should make a special effort to see that these receptacles are used. All trash should be put into these receptacles and not thrown on campus. This is your campus, so be proud of it. Riverview High School can only be as clean and neat as you make it. This is your school, OWN IT, RESPECT IT, AND HAVE PRIDE IN IT!

### **CARE OF SCHOOL PROPERTY**

Each student is responsible for the proper care of all books, supplies and furniture supplied by the school.

A student who vandalizes or does damage to school property or equipment will be required to pay for the damage done or replace the item. There will be severe consequences for vandalism, graffiti and any other damages to RHS.

### **CHANGE OF ADDRESS OR TELEPHONE**

The student must inform the Registrar if a change of home address or telephone number occurs. Transportation will only bus to the official home address.

### **DIRECTORY INFORMATION**

"Sarasota County Public Schools reserves the right to release 'directory information' without prior permission of the parent as detailed in the following categories: name, address, telephone number (if it is a listed number), date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (years of enrollment), degrees and awards received and most recent previous

educational agency or institution attended by the student. Parents objecting to the release of directory information and wishing to exclude their student's name must notify the school principal in WRITING within thirty (30) days of receipt of this notice."

## **DISCIPLINE POLICY**

Actions and behaviors by students may result in disciplinary office referrals being written. Riverview High School believes that restorative actions as well as consequences need to be in place for students who behave in ways which take away from the learning environment.

Riverview also believes in progressive discipline for similar behavior patterns. A complete list of disciplinary measures is available on the school website for reference. All incidents are looked at in totality and within the context of the situation when determining consequences and/or restorative actions.

In the event a parent does not agree with the disciplinary consequences from an Assistant Principal they may appeal the discipline to the Assistant Principal of Administration. This appeal will not dictate whether the behavior occurred but rather the level of the discipline given in the situation, unless disregard to details from the Assistant Principal is found.

## **ELECTRONIC DEVICES**

A student may possess an electronic device at schools such as a tablet, smartphone, laptop or other devices that receives, sends or stores digital data, provided that the student is using the device for educational purposes and has permission from a staff member at the school. The school board is not responsible for preventing theft, loss, damage or vandalism to electronic devices brought on to its property. Refer to Sarasota County School Board Policy 5.38.

Students may not use electronic devices on school property or at a school-sponsored activity to access and/or view websites that are otherwise blocked to students at the school. In special circumstances, with permission from a supervising school district employee, a student may use an electronic device for communication.

Students may not possess any electronic device during testing even if the device is turned off or the student does not use it. Violation of this rule will result in the student's test being invalidated.

If an electronic device disrupts a class by ringing or vibrating, the student possessing the device will be subject to disciplinary action. Any student who uses an electronic device to threaten or intimidate another student or district staff member through email, social network posting or other electronic messages also will be subject to disciplinary action as determined by the school administration.

Electronic devices used in violation of school rules will be confiscated and returned to the student's parent or guardian.

**High school students** will have devices silenced and put away except during transitions and lunch periods, and when under the supervision of a staff member for use during specific class instruction. At no time can students have devices blocking their ability to hear instructions. Students should only have one earbud in when on campus. **In order to limit use of paper and books due to Covid-19, students will be encouraged to use their own electronic devices for digital learning in the classroom during the 2020-2021.**

## **FINANCIAL OBLIGATION**

A student owing money for library fines, textbooks, etc., must meet his/her obligations when due or make arrangements with an Assistant Principal. Past due obligations will be placed in the student's file. Any student with financial obligations will not be allowed to participate in the homecoming dance, prom and graduation activities and will not receive their diploma until fines are satisfied.

# Graduation Requirements

Subject	#credits	Specific Required Course
<b>English</b>	4 credits	
<b>Math</b>	4 credits	Algebra 1 and Geometry Required
<b>Science</b>	3 credits	Biology Required
<b>Social Studies</b>	3 credits	World History, US History, Am. Government/Economics
<b>Fine Arts</b>	1 credit	
<b>H.O.P.E.</b>	1 credit	H.O.P.E. class or 2 years J ROTC or 2 years JV or Varsity Sport
<b>Electives</b>	10 credits	
<b>Total</b>	<b>26 credits</b>	
<b>Foreign Lang.</b>	2 credits	Not required for graduation, but required for entry into a 4-year university straight out of high school. (Ex.: Spanish 1 + Spanish 2) and the Bright Futures academic/medallion scholarship.
<b><u>State Assessments</u></b>		Pass Grade 10 Florida Reading Assessment
<b><u>EOC Exams</u></b>		Must pass Algebra 1 EOC. Algebra 1, Geometry, Biology and US History EOC = 30% of final grade and must be taken.
<b><u>Online Class</u></b>		1 online course required.
<b><u>G.P.A.</u></b>		Must have an unweighted G.P.A. of 2.0

**Note:** Failing a graduation requirement must be made up online through Sarasota Virtual Academy, FLVS.net or, when available, through APEX during the school day. It is the responsibility of students to ensure that they are meeting all graduation requirements. Students, parents and guardians are strongly encouraged to work closely with school counselors to ensure that you are maintaining a course of study that will enable you to meet all graduation requirements

**RIVERVIEW HIGH SCHOOL**



**2020 – 2021 REGULAR BELL SCHEDULE**

Period 1: 7:30 – 8:15				
Period 2: 8:20 – 9:05				
Period 3: 9:10 – 9:55				
Lunch 4A: 9:55 – 10:25	Period 4/5: 10:00 – 10:30	Period 4: 10:00 – 11:00	Period 4: 10:00 – 11:00	Period 4: 10:00 – 11:00
Period 5: 10:30 – 11:30	Lunch 4B: 10:30 – 11:00		Period 5/6: 11:05 – 11:35	Period 5: 11:05 – 12:05
Period 6: 11:35 – 12:35	Period 4/5: 11:05 – 11:30	Lunch 5C: 11:00 – 11:30	Lunch 6D: 11:35 – 12:05	
	Period 6: 11:35 – 12:35	Period 6: 11:35 – 12:35	Period 5/6: 12:10 – 12:35	
Period 7: 12:40 – 1:25				
Period 8: 1:30 – 2:15				

**HALL PASSES**

No student should be outside the classroom during the school day without a proper pass. It is the student's responsibility to have a pass while outside the classroom.

**HOMEWORK POLICY**

Homework is a regular part of every class. All students are expected to complete all assignments. All work may be completed upon the student's return to school in a number of days equal to the number of days of the absence.

**ILLNESS OR INJURY DURING SCHOOL**

Any student too ill to remain in class should report to the school Health Office with a pass. He/she may remain there for only a brief period of time or contact his/her parent for permission to leave school and go home. The Health Office should be notified immediately concerning any injured students. A registered nurse provided by the County Health Dept. is on campus and will counsel any student on health-related issues.

**INSURANCE (STUDENT)**

A group accident insurance policy is available to every member of the student body at a nominal cost. This school insurance is private coverage and not Riverview High School insurance.

**ITEMS NOT ALLOWED ON CAMPUS**

Any item, which may cause an interruption to the academic atmosphere or prove to be a safety hazard, will not be allowed on campus. If a student brings such an item to school, it will be taken



and returned in accordance with our disciplining policies. Examples of disruptive or unsafe items would be:

1. E-cigarettes and vaping devices
2. Skateboards/roller skates/roller blades
3. Laser pointers
4. Knives/other weapons
5. Electronic communication devices
6. Chains
7. Tobacco, alcohol, illicit drugs and paraphernalia

This list is not intended to be all-inclusive.

### **LOST AND FOUND**

Any student who finds lost articles is asked to take them to the Attendance Office where the owners can claim them.

### **LUNCH (CLOSED CAMPUS)**

Riverview High School is operated under a closed campus policy. This means all students must remain on campus during the school day. No one will be allowed off campus for lunch. Students who leave campus are subject to consequence including but not limited to suspension. Each student shall have 30 minutes for lunch. Students are permitted to eat in the cafeteria only. **NO FOOD OR DRINK in the courtyard, NO students allowed in the courtyard during lunch.** **Due to Covid-19, please adhere to social distancing markers, wearing face mask when not eating and limited seating at cafeteria tables.**

Please note that, due to long-standing regulations established by the National School Lunch Program and the Sarasota County School District, **the only food that may be purchased on school campuses by students or parents is food that is sold in school cafeterias or other authorized locations on campuses.**

**Financial transactions of the purchase of food, such as food delivery purchases, may not be made by students or parents on school campuses** until at least 30 minutes after the end of the school day. This includes payment by credit card when any part of the transaction made by any method occurs on a school campus, including phone and internet orders. **The school will not accept deliveries for students.**

### **MEDIA CENTER**

Every student enrolled in Riverview High School has the privilege of checking out media materials. Three (3) items (not including textbooks) may be checked out for three weeks and are able to be renewed unless there is a request for the item. Fines are charged for overdue items.

Computers with Internet access and Microsoft Office are available for research purposes and staff is on hand at all times to assist. Students need a Media Pass to enter the Media Center during the instructional day, but are encouraged to utilize the Media Center before school, after school, and during lunch without a pass. **Due to Covid-19, students will make requests to check out books online and then pick them up at a designated time. Students will not be able to peruse the bookshelves.**

### **VEHICLES AND STUDENT PARKING**

Seniors and other eligible students with parking permits will be allowed to park in specified parking lots. Parking permits are available through the Assistant Principal of Administration's office. Cost of a parking permit is \$32. Parking is limited and permits are sold on a first come first serve basis.

Students parking illegally (without a permit) will be subject to fines of up to \$50 and/or revocation of permit. Please note that attendance and behavior concerns may result in revocation of parking permits.

### **PARENT PICK-UP**

A student being picked up or dropped off by his/her parents must use the designated pick-up area.

### **REGISTRATION**

It is very important that you select your courses carefully. **The ONLY schedule changes that will be allowed during the FIRST week of school are the following:**

- Students who have not taken a course pre-requisite
- Students who have missing classes
- Students who did not get required teacher approval of a course
- Course level placement
- Academic overload

If you need any help in selecting your classes for next year, please seek the advice of your guidance counselor.

### **RELEASE OF STUDENT EDUCATIONAL RECORDS**

School Board policy prohibits the release of educational records (other than directory information) of a student without written consent of the parent/guardian or student if 18 years of age.

### **REPORT CARDS**

Report cards are issued at the end of each nine-week quarter. Report cards are distributed electronically through the Parent + Student Portal online.

### **SCHOOL ADVISORY COUNCIL**

The SAC is comprised of members, which include the school principal, teachers, staff, parents, and students. The purpose of the council is to enhance school site decision-making regarding school improvement. Meetings occur the second Monday of each month and are open to the public. All interested parties are invited to attend.

### **SEARCH POLICY**

Upon reasonable suspicion of questionable student conduct, a search of any student property, in which illegally possessed items or objects could be concealed or stored, will be conducted. F.S.S. 232.256

### **SCHOOL DRESS**

Riverview High School takes pride in the appearance of its students. Your dress reflects the quality of the school, of your conduct and of your school performance.

The student, with parents' guidance, should come to school ready to learn and participate in the instructional program. School clothing naturally reflects the ins and outs of the current fashion scene. Riverview High School does not want to be placed in the position of ruling on fashion; however, a few basic rules do pertain.

Dress in a way not offensive to others at school or at school-sponsored events, including, but not limited to:

- no exposed underwear and/or undergarments
- no exposed midriffs
- no strapless tops or dresses
- no hats, head gear or sunglasses in buildings
- no pajamas or slippers
- no see-through clothing
- no clothing of an ethnic or racially offensive nature
- Not wear items or markings which are offensive, suggestive, indecent, or associated with gangs
- Not wear items which encourage the use of drugs, tobacco, alcohol, violence, weapons, etc.

This list is **not** intended to be all-inclusive. Any student wearing inappropriate clothing should be immediately referred to an administrator. If possible, inappropriate clothing will be changed at school. If no other clothing is available, the student will be sent home. A student who continually wears inappropriate clothing to school is subject to disciplinary action.

## **STUDENT CONDUCT**

Because the main purpose of school is educational, the following statements are to serve as guidelines for acceptable behavior.

1. Students are required to attend all scheduled classes.
2. During lunch periods, students should remain in the cafeteria or outdoor patio eating area.
3. Students must have hall passes to be excused from classes to go to other areas.
4. Students are financially responsible for lost/damaged school equipment, supplies, and textbooks.
5. Students must remain on the school grounds at all times. Parking lots are off limits to students during the school day.
6. Students are not permitted to bring prohibited items to school.
7. Physical education areas are for classroom use only during the school day.

## **STUDENT CONDUCT AT ATHLETIC EVENTS & SCHOOL ACTIVITIES**

Students are expected to exhibit proper behavior at both home and away events. This includes no fighting, booing or heckling, throwing or dropping of refuse and no loitering in the immediate area before or after an event. School policy prohibiting the use or possession of cigarettes, drugs and alcohol applies at all events in which the school is involved, regardless of the site. Students on out-of-school suspension may not attend any school-related activity.

## **TARDINESS**

Students must report to all classes on time. Students who are late must have their HERO student ID scanned and receive a tardy slip prior to entering the classroom. Consequences will be assigned based on frequency of tardies.

## **TRANSPORTATION**

The State of Florida is a "No Fault" State and injuries sustained by your child while on a school bus are covered under your Personal Injury Protection (PIP) coverage provided by your personal automobile policy. Please make sure you contact your automobile insurance carrier to report all injury claims.

## **VISITORS**

**– Due to Covid-19, visitors are not allowed on campus until further notice**

A student is not allowed to bring visitors to school. Visitors are a hardship on both teachers and pupils. Parents are always welcome and are encouraged to make an appointment for any visitations or conferences. All visitors are subject to any state laws governing the state of Florida. All visitors must immediately report to the front office.

**The School Board of Sarasota County  
2020-2021 SCHOOL DISTRICT CALENDAR**

Teachers Report to Duty .....	August 17
First Day of School for Students .....	August 31
Labor Day-Holiday .....	September 7
End of 1 <sup>st</sup> Quarter .....	October 30
Professional Day (no classes) .....	November 2
Thanksgiving-Holiday .....	November 25-27
Winter Break.....	December 21-31
Winter Break .....	January 1
Students return.....	January 4
Martin L. King Day-Holiday .....	January 18
End of 2 <sup>nd</sup> Quarter .....	January 22
Professional Day (no classes) .....	January 25
Presidents' Day-Holiday .....	February 15
Spring Break .....	March 15-19
End of 3 <sup>rd</sup> Quarter .....	April 7
Professional Day (no classes) .....	April 9
Memorial Day-Holiday .....	May 31
Last Day for Students.....	June 11
Last Day for teachers .....	June 15