

# **RIVERSIDE HIGH SCHOOL**

STUDENT HANDBOOK

2021-2022



**EXCELLENCE IS THE  
EXPECTATION**

Mr. Timothy Feagins, Principal  
Mr. Mark Ashman, Assistant Principal  
Mr. William Spell, Assistant Principal  
Ms. Felisha Skipper, Assistant Principal  
Dr. Judy Eady, Dean of Students  
Mr. David Johnson, Dean of Students  
Mrs. Lacie Hubler, Graduation Coach  
[www.duvalschools.org/Riverside](http://www.duvalschools.org/Riverside)

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(904) 381-3930 – Main Office Phone  
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**VISION:**

Every student is inspired and prepared for success in college or a career, and life.

**MISSION STATEMENT:**

To provide educational excellence in every school, in every classroom, for every student, every day.

**SCHOOL HOURS:**

7:15 a.m. – 2:00 p.m.

**SCHOOL PROGRAMS:**

Riverside High School offers a variety of programs to meet our students’ educational needs.

**Academic Programs offered include:**

- **Early College**– This program provides students with an opportunity to earn their AA degree from FSCJ while in high school.
- **AP/Dual Enrollment** – These courses allow students to possibly earn college credit and study at advanced levels in preparation for post-secondary opportunities.
- **Naval JROTC**— This program provides students with the experience, basic knowledge, and skills to produce students who with professional background, who are motivated toward careers in the naval service, and have a potential for future development in mind and character.
- **SEAM** – This program provides students with opportunities to explore science and engineering while participating in an honors curriculum in preparation for post-secondary opportunities.
- **AVID** – This program is an academic class based on writing as a tool for learning. Its inquiry-based method and collaborative grouping prepares students for college readiness.

**Enrichment Programs offered include:**

- **Arts/Music** – These programs provide students with opportunities to explore band, chorus, drawing, sculpture, pottery, and painting in preparation for post-secondary opportunities.

*If you are interested in being a part of any of these great programs, you can schedule a meeting with your counselor for more information.*

**2021-2022 Bell Schedule**

**Regular Schedule**

1st & 5th	7:15AM – 8:45AM (90 min)
2nd & 6th	8:50AM – 10:20AM (90 min)
3rd & 7th	10:25AM – 12:25PM (120 min)
4th & 8th	12:30PM – 2:00PM (90 min)

*(ISSP Lunch 9:55-10:25)*

*1st Lunch 10:30AM – 11:00AM (30 min)  
1<sup>st</sup> and 2<sup>nd</sup> Floor Main Building & Cafeteria*

*2nd Lunch 11:15AM – 11:45AM (30 min)  
3<sup>rd</sup> Floor Main Building & 1<sup>st</sup> Floor Annex*

*3rd Lunch 11:55AM – 12:25PM (30 min)  
SEAM, ROTC, & 2<sup>nd</sup> Floor Annex*

**Early Release Schedule**

1st & 5th	7:15AM – 8:15AM (60 min)
2nd & 6th	8:20AM – 9:20AM (60 min)
3rd & 7th	9:25AM – 11:10AM (105 min)
4th & 8th	11:15AM – 12:15PM (60 min)

*1st Lunch 9:30AM – 10:00AM (30 min)  
Seam, 2<sup>nd</sup> Floor Annex, 1<sup>st</sup> Floor Main*

*2nd Lunch 10:05AM – 10:35AM (30 min)  
3<sup>rd</sup> Floor Main Building & 1<sup>st</sup> Floor Annex*

*3rd Lunch 10:40AM – 11:10AM (30 min)  
1<sup>st</sup> Floor Main, Cafeteria & ROTC*

# Routines and Rituals

## Accidents/Injuries:

All accidents or injuries should be reported as quickly as possible to a teacher or an administrator. Accident/Injury forms are found in each administrative office and the physical education department.

## Activities:

Riverside High School features over 25 service clubs and honor societies. There is something in which everyone can participate. Students are encouraged to join. Club information will be made available early in the year giving students the opportunity to make their decision on joining. This information will be made available through the Student Activities Director, Mrs. Morrison. Students attending or participating in a school activity, on or off the campus, must abide by all policies of the school included in the Duval County Student Code of Conduct.

## Assemblies/Pep Rallies:

Students must present their Student IDs to attend. All school rules and policies apply. Be respectful to each other and the speaker(s).

## Athletic Program:

The Generals' Athletic Program is comprised of 18 major sports that continue to be a competitive force. Riverside High School has a strong tradition as one of the state's most successful athletic programs. The Generals have earned numerous state, district, and conference championships.

All students have equal opportunity to participate in the athletic program. For more information on how you can become a part of the Generals' Athletic Program, please contact our Athletic Director, Coach Rosalyn Bloxom-Johnson.

## Athletic Eligibility:

The Athletic and Activities department of Riverside High welcomes and invites all students to participate in interscholastic athletics and extracurricular student activities (sports, band, chorus, and cheerleading). To be eligible for participation, incoming freshmen must obtain a 2.0 GPA at the end of the first semester. Upper classmen must have earned a 2.0 cumulative GPA in the previous semester.

Before a student may practice and/or participate, he or she must present an Athletic Packet which includes a birth certificate for age verification, a complete and signed physical exam form (available at the school), a parent permission form, proof of medical insurance, and

a media permission form. All questions regarding eligibility should be referred to the Athletic Director.

## Attendance Policy:

An **Absence** is **defined by** a student missing more than 50% of a class period for any reason. Students are expected to be in class and attend school daily. School attendance is the direct responsibility of the parents and the student. Riverside High School recognizes that events occur that require students to be absent. Often these events may be school-sponsored activities. All classroom teachers will make a reasonable effort to bring the student up to date upon his or her return to class following an absence. However, it is the **STUDENT'S RESPONSIBILITY** to determine what work has been missed and to obtain it when returning from an absence. Missed work shall be made up, as established by the district, [Section 1003.26, F.S., for all absences (i.e., a day of make-up work for each day of absence)]. The student will have as many days as he or she was absent to complete and turn in the assignment. Any work not turned in within the allotted time frame may be scored as a zero.

**Readmit Procedure** - Students missing any class for any reasons other than school-sponsored activities or school disciplinary purposes must provide documentation to explain that absence from class. All documentation is to be given to the student's Dean's Office. The student has three days to bring a note for an absence from school. **If no legitimate documentation is brought in to school, the absence is automatically marked as unexcused.**

**Parents requesting homework for students who have been ill and/or absent for 3 or more days should contact the Dean's Office.** Please allow 24 hours to complete the request. Assignments may be picked up from the appropriate Dean's Office.

## Cafeteria:

Breakfast and lunch are available. Students must show their Student ID to purchase lunch. Lines are to be single file to receive lunch. **Students are to be seated at all times during lunch.** Students may not play cards during lunch. Students are expected to clean their area by putting their trash in the nearest trash can.

**Off Campus Lunch Privileges/Passes – Juniors and Seniors with a GPA of 2.5 or higher, who have passed State FSA/EOC requirements and have an agreement signed by his/her parent, may be approved through the application process (\$15 Application Fee) to be allowed**

to leave campus for lunch during his/her assigned lunch period.

#### Check-Out Procedures:

In order to check out of school, a student must present a note to the appropriate Dean's Office before 7:10 a.m. stating the time and reason for the request to leave school. This note must be from either the parent or legal guardian of the student and must include a telephone number at which the parent or guardian can be reached for verification and bear a legible parent signature. No student will be permitted to check out without this verification.

**Parent Early Checkout** – Parents or legal guardians will report to the Main Office to sign students out. The Office Staff is required to verify an individual's identity and the student's information in FOCUS for pick-up eligibility. Therefore, all adults picking up students must have an ID. Staff will then call for the student.

Leaving campus without permission is a serious offense and will result in disciplinary action.

#### Discipline Issues:

Student violations of the Duval County Public School Student Code of Student Conduct will be dealt with by the appropriate Dean of Students. A copy of the Student Code of Conduct is available online at [www.duvalschools.org/](http://www.duvalschools.org/). Paper copies are available upon request.

Students are assigned to the Dean as follows:

<u>Grades 9-10</u>	Mr. Johnson	Rm 844
<u>Grade 11-12</u>	Dr. Eady	Rm 844

#### Discipline Interventions:

1. Teacher/Student conference
2. Teacher initiated discipline (additional work or projects which relate to academics)
3. Teacher/Parent conference
4. Teacher/Parent/Assistant Principal/Counselor conference
5. Administrative referral (to Assistant Principal)
  - a. Cafeteria Detention
  - b. Class Suspension
  - c. In School Suspension
  - d. Out of School Suspension
6. Administration/Parent Conference
7. Principal involvement
8. Assignment to Student Option for Success Classes
9. Police involvement (if appropriate)
10. Recommendation for expulsion

**NOTE: The administration reserves the right to skip one or more of the options described above depending on the severity of the offense and the repeated misconduct of the student.**

#### Dress for Success:

Each student has the responsibility to dress appropriately for the school environment. These guidelines for dress and grooming are provided to assist parents and shall apply to all students. Student dress and grooming shall be neat and clean, and follow the general guidelines below:

- Shoes must be worn. However, bedroom shoes or slippers shall not be worn.
- Halter-tops, tank tops, backless tops, tops with thin or no straps, or tops that show midriff or expose the body are prohibited.
- See-through or mesh garments shall not be worn without appropriate undergarments.
- Form-fitting or overly tight clothing shall not be worn without appropriate outer garments.
- Properly hemmed outer garments such as shorts, divided skirts, and dresses may be worn, provided they are not disruptive or distracting, as determined by the school administration. Garments including, but not limited to, items such as boxer shorts, traditionally designed as undergarments, may not be worn as outer garments.
- Clothing and accessories shall not be worn if they display profanity, violence, lewd, or obscene messages, sexually suggestive phrases, or advertisements, phrases or symbols of alcohol, tobacco, or drugs or other symbols phrases or advertisements that would be offensive to common propriety or decency.
- Head coverings, including, but not limited to, caps, hats, bandannas, hair curlers, and/or sunglasses, shall not be worn, unless required by a physician or authorized by school personnel.
- The waistband of shorts, slacks, skirts, and similar garments shall not be worn below the hips. Underwear, midriff and back may not be exposed. If belts, suspenders, and straps are worn, they shall be worn in place and fastened.
- Any articles of clothing or jewelry that may cause injury to oneself or to other students are not allowed.
- Wearing apparel, jewelry (such as body piercing(s) ornaments), hair, and general appearance shall not disrupt the classroom atmosphere, shall not be unusually provocative, and/or shall not violate health and safety rules of the school.

All students must adhere to these minimal guidelines for acceptable apparel and appearance. In order to maximize instructional time, students will be given an opportunity to immediately correct dress code violation(s) and return to class. If the violation cannot be corrected, the student will remain in ISSP until alternate clothing can be obtained and the student returned to class.

### Electronic Devices:

Electronic devices are a privilege and not a right. Such devices are only allowed before and after school and in the cafeteria during the student's designated lunchtime. Wireless communication devices may be brought to school, but **MUST** be out of sight and kept in an "off" mode **before entering the classroom**.

Any student who chooses to bring any electronic device to school shall do so at his or her own risk.

It is against School Board Policy for students to take pictures/video via cell phones or camera devices.

### Hostile Physical Contact:

To have a violence free atmosphere, fighting will not be tolerated. Any student who touches another in anger will be suspended and possibly arrested; and in most cases, recommended to an alternative school.

### Guidance:

School Counselors are assigned to students as follows:

Early College	Dr. Keefe
Student 9 <sup>th</sup> -12 <sup>th</sup> A-Go	Mr. Miller
Students 9 <sup>th</sup> -12 <sup>th</sup> Gr-N	Ms. Szymczyk
Students 9 <sup>th</sup> -12 <sup>th</sup> O-Z	Mr. Varady

Counselor's Webpage:

<http://relschoollcounseling.weebly.com>

Counselors pre-schedule students' academic guidance meetings once a semester to ensure students are on the correct academic path toward graduation and post-secondary success.

Students wishing to schedule an appointment with their school counselor should contact their counselor via email or through Microsoft Teams. The counselor will then respond with an appointment time. The student will be allowed to come to the counseling office at that time. The student will receive documentation that will be used to allow the student to return to class.

### Hall Passes

Instructional time is valuable. Students should take care of personal needs and appointments between classes, during lunch, and/or before and after school. **There are no hall passes given the first and last 30 minutes of each period.**

### Identification Cards:

All students will have a student identification card (ID). These cards will contain student picture and student number. Students are required to have their ID on them at all times. The initial ID is provided without cost. Students who do not

have their ID cards will be directed to the ID Office to receive a reprinted ID. There is a \$5.00 charge for each ID.

### Lost Property:

Items of personal property found on campus should be taken to the appropriate Dean/Assistant Principal's Office. Lost or stolen items should be reported to the teacher immediately. The teacher, with the assistance of security personnel, will direct the student to the appropriate Administrative Office to report the loss. Articles left unclaimed at the end of the school year will be donated to a charity or a similar organization.

### Medication:

All prescription medications being taken by students must be checked in with the appropriate Dean's office. All medication should be in the original container with the doctor's instructions regarding dosage and the times the medication should be administered. Records of all medications administered are kept as requested by the school nurse. Students who require medication while at school must have a Parent Authorization Form completed by their parent. These forms are available in the office. All medication must be maintained in the Dean's office for distribution, unless a note is on file with the school to allow the student to keep the medication on his/her person.

### Parent /Teacher Conferences:

Parents are encouraged to set up a conference whenever there is a need. Parent/teacher conferences can be arranged through the Dean's Office by calling 904-381-3930. Please allow at least one day for a conference to be arranged.

### Parking:

Parking is limited. Student parking will be granted to seniors and juniors, space permitting, giving priority to seniors. Parking applications containing all rules and regulations are available in the Assistant Principal's Office. Student parking permits are **\$20.00**. Students must have proof of insurance.

Cars parked illegally on campus will be subject to towing at the owner's expense.

### Scholarship Warnings:

Teachers distribute a scholarship warning to any student who has a grade of D or F at any time between the 11<sup>th</sup> day of the reporting period and the last day of the period. Students must sign the scholarship warning, and teachers will keep record of the signed scholarship warning on file until the end of the year. Progress Reports can serve as Scholarship Warnings.

# WE ARE GENERALS!

## Tardies:

All students are expected to arrive at school and to class on time. If a student is not **in** the classroom when the late bell rings, he/she is considered "TARDY".

- When the tardy bell rings, teachers will close classroom doors.
- All students late to class will be recorded by the teacher.
- Students **more than 10 minutes late** will be considered skipping and will receive a discipline referral. Appropriate actions will be taken by the Dean.

**\*Excessive Tardies will result in After School Detention or In-School Suspension. In Extreme cases, Parent Shadowing and/or SOS Night Time Class may be assigned.**

## Messages & Deliveries to School:

We do not have personnel to deliver telephone messages. We will be unable to deliver messages to students, except in cases of emergency. The nature of the emergency **MUST** be specified to a school official in order for the message to be delivered. Arrangements for routine matters (rides to/from school, key delivery & pick-up, etc.) should be made before arrival at school. If an emergency arises and a key, etc. needs to be given to a student, it should be done so through the Main Office. **Riverside High School cannot take responsibility for any product, food, or flowers delivered to students at school.** Please have all deliveries sent to the student's home address. Deliveries made to the school will be held in the office until the end of the day.

## Textbooks:

Textbooks are the property of the Duval County School District and students are charged with maintaining them in good condition. All lost, stolen, or damaged textbooks must be paid for before another book can be issued. A debt list will be maintained. Students on the debt list may lose other privileges.

### We Need Parental Support to Better Serve Your Students!

Parent, Teacher, Student Association (PTSA)  
School Advisory Council (SAC)

Memberships are available through the Administrative Office. Call 904-381-3930 for more information on meeting times and places.