

RIVERSIDE HIGH SCHOOL



STUDENT AND FAMILY HANDBOOK

CONTENTS

Thank you of the reviewing of the materials that will help guide the Virtual Riverside High School. Within this handbook you will find resources to help you understand the physical and virtual Riverside community as well as district resources. In order to provide up-to-date information, some items have been included as “[clickables](#)” and will appear in orange.

About Us

Vision, Mission, Core Values
Virtual Schedule
District Calendar

General Information

Enrollment and Student Data
Transportation

Student Conduct

RHS Virtual Code of Conduct
RHS Academic Honesty Policy
Online Learning Expectations
Attendance
District Acceptable Use Policy
Bullying and Harassment

Academic Achievement

Graduation Requirements
Promotion Requirements
Grading
Course Credit
Progress Reports
North Carolina Scholars Program
Honor Societies

Student Resources

Student Services Department
Multi-tiered Systems of Supports
Exceptional Children
Transcripts
Clubs and Student Organizations
Media Center
Athletics

Please take a moment to connect in the follow ways:

- Bookmark our homepage: Riverside.dpsnc.net
- Follow us @RiversideDPSNC : [Facebook](#) | [Instagram](#) | [Twitter](#)
- Sign-Up for our weekly newsletter at bit.ly/riversideneewsletter

ABOUT US

Vision, Mission, Core Values



Riverside High School graduates will possess the skills to be both self-reliant, global citizens and positive, contributing members of their communities.



Riverside High School welcomes, engages, exposes, and empowers a diverse community of learners to foster critical thinking and prepare students for lifelong learning and engaged global citizenship.

PRIDE

INTEGRITY

RELATIONSHIPS

ACCOUNTABILITY

TEACHING AND LEARNING

EMPOWERMENT



Riverside High School (RHS) recognizes its responsibility to provide all students with an opportunity to receive an education and to provide an atmosphere that is conducive to learning. RHS students share this responsibility. Students are expected to show good citizenship at all times and to follow instructions given to them by any teacher or staff member. Students and parents are asked to read and develop a thorough understanding of the information presented in the RHS Student/Family Handbook. Parents and students should also read the Durham Public Schools Parent/Student Handbook.

Virtual Schedule

This will be the schedule for the Fall semester.

Time	MONDAY	TUESDAY	WEDNESDAY*	THURSDAY	FRIDAY*
9:00-10:00	1st period instruction	1st period instruction	Asynchronous Learning for Students / Wellness Wednesday	1st period instruction	Acceleration/Intervention 1st period-9:00-9:45 2nd period-9:50-10:30
10:00-10:25	small group instruction-1st period	community circle-1st period		small group instruction-1st period	
10:30-11:30	2nd period instruction	2nd period instruction		2nd period instruction	Acceleration/Intervention 3rd period-10:35-11:15 4th period-11:20-12:00
11:30-12:00	ADVISEMENT-2nd period	small group instruction-2nd period		small group instruction-2nd period	
12:00-1:00	LUNCH**				
1:00-2:00	3rd period instruction	3rd period instruction	Asynchronous Learning for Students / Wellness Wednesday	3rd period instruction	CLUBS / OFFICE HOURS
2:00-2:25	small group instruction-3rd period	small group instruction-3rd period		community circle-3rd period	
2:30-3:30	4th period instruction	4th period instruction		4th period instruction	CLUBS / OFFICE HOURS
3:30-4:00	community circle-4th period	small group instruction-4th period		small group instruction-4th period	

***Subject to change based on district and state policy decisions.*

District Calendar

Updated July 8, 2020. Subject to change.

DURHAM PUBLIC SCHOOLS – 2020/2021 TRADITIONAL CALENDAR

JULY 2020						
S	M	T	W	T	F	S
			1	2	3H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



AUGUST 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11W	12W	13W	14W	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28W	29	30			

OCTOBER 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19WR	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	T	W	T	F	S
1	2	3WR	4	5	6	7
8	9	10	11H	12	13	14
15	16	17	18	19	20	21
22	23	24	25A	26H	27H	28
29	30					

DECEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21W	22A	23A	24H	25H	26
27	28H	29A	30A	31A		

FIRST DAY  AUGUST 17, 2020 LAST DAY  JUNE 4, 2021

JULY
July 3 – Holiday

AUGUST
August 11-14 – Teacher Workdays
August 17 – First day for students

SEPTEMBER
September 7 - Labor Day
September 28 – Workday (Yom Kippur)

OCTOBER
October 16 – End of Quarter
October 19 – Workday/Remote Learning

NOVEMBER
November 3 - Workday/Remote Learning
November 11 - Veteran's Day
November 25-27 - Thanksgiving Holiday

DECEMBER
December 21-31 – Winter Break

JANUARY
January 1 - New Year's Day
January 4 – Remote Learning
January 15 – End of Quarter
January 18 - Martin Luther King, Jr. Holiday
January 19 – Workday/Remote Learning

FEBRUARY
February 15 – Workday/Remote Learning

MARCH
March 26 – End of Quarter
March 29-31 – Spring Break

APRIL
April 1-2 – Spring Break

MAY
May 13 - Workday (Eid al-Fitr)
May 31 - Memorial Day

JUNE
June 4 - Last student day
June 7 – Teacher workday

JANUARY 2021						
S	M	T	W	T	F	S
					1H	2
3	4RL	5	6	7	8	9
10	11	12	13	14	15	16
17	18H	19WR	20	21	22	23
24	25	26	27	28	29	30
31						


FEBRUARY 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15WR	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29A	30A	31A			

APRIL 2021						
S	M	T	W	T	F	S
				1A	2H	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13W	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31H					

JUNE 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7W	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

-  First/Last Day of School
- A Annual Leave
- H Holiday
- End of Quarter
- W Workday
- WR Workday/Remote Learning

GENERAL INFORMATION

Enrollment and Student Data

Effective July 15, 2020, all new enrollments will take place online. The new data system will also allow current families to update their information. Please visit the [Office of Student Assignment](#) to begin this process.

Transportation

For Fall 200, only students approved by through the DPS Plan A or B design will have transportation.

School bus transportation is a privilege and a service to assist students in getting to and from school. Students may only ride their assigned bus. Due to the circumstances, there will be extremely limited ability to change assigned busses.

- *Students' safety is a priority of the DPS bus transportation system. It is a privilege, not a right, to ride the school bus. In order to make the buses as pleasant and as safe as possible, students must follow all bus rules. Special attention must be paid to the following:*
- *Stay seated at all times.*
- *Body parts and other items are to stay inside the bus windows.*
- *Fighting, profanity, and throwing items are prohibited.*
- *All school rules are in effect on the bus.*

Each bus driver has the right to add additional requirements and to assign students to specific seats on the bus. A school administrator will handle disciplinary problems reported by the driver.

1-to-1 Device Technology

Each student will be assigned a Chromebook to utilize at home. Students requesting a mobile hotspot will also be provided with one.

Deployment begins for assigned groups on August 3, 2020 and continues until the first day of school on August 17, 2020. Beginning on August 18, 2020, it is necessary to contact [Kate Mester@dpsnc.net](mailto:Kate_Mester@dpsnc.net) to arrange pick up.

A parent or guardian must be present to sign necessary forms before the device can be retrieved.

Student should visit [DPS IT Support](#) if experiencing technical difficulties.

STUDENT CONDUCT

Riverside Virtual Code of Conduct

Although our classroom environment is virtual (online), the standards of behavior are as important as they are in our brick and mortar school building. In other words, our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. This code of conduct has been established by Riverside High School and addresses the components below.

Academic Honesty

As our mission states, Riverside High School welcomes, engages, exposes, and empowers a diverse community of learners to foster critical thinking and prepares students for lifelong learning and engaged global citizenship. In order to fulfill this mission, we must instill academic integrity in our students. The staff at Riverside High School expects students to exemplify honor, take responsibility for their actions, and maintain an environment of academic integrity.

“I would prefer even to fail with honor than win by cheating.” ~Sophocles

Definitions of Violations:

Cheating: act dishonestly or unfairly in order to gain an advantage, especially in a game or examination.

Example: Copying another student’s work, sharing work on assignments, discussing assessment information, using technology on assignments and assessments without teacher authorization or approval.

Falsification: Making up information/data or a citation in any academic exercise.

Example: Making up a source to use as a citation in an assignment

Plagiarism: The practice of taking someone else's work or ideas and submitting them as one's own.

Example: Copying or paraphrasing an excerpt from the Internet or any other resource without citing the source, failing to attempt to cite sources

Lying: Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.

Example: Lying or failing to give complete information to a teacher, feigning illness to gain extra preparation time for assignments and assessments.

Consequences: All information will be available to the National Honor Society Disciplinary Committee

- First Offense:
 - Zero given on assignment
 - Parent Contact is made by the teacher
 - Minor Referral documenting violation
- Second Offense:
 - Zero given on the assignment
 - Parent contact is made by the teacher
 - Minor Referral documenting violation
- Third Offense (or subsequent):
 - Zero given on the assignment
 - Parent contact is made by the teacher
 - Major Referral is submitted to administrator
 - Counselor notified (counselor may document on recommendation letters and/or notify colleges/universities)

Online Learning Expectations

The virtual classroom sessions are an important component of remote learning in that they provide the needed interaction of a live traditional class. Given the constraints of the medium, all participants in virtual classroom sessions are

expected to adhere to the following rules and best practices in order to ensure the best possible learning environment.

Virtual Classroom Expectations

- Students must use their own name when entering a Zoom session.
- Students must only enter Zoom sessions for their scheduled classes.
- Class meeting IDs are never to be shared with others who are not enrolled in the class.
- Students should only use the meeting IDs that pertain to the classes on their schedule.
- Arrive on time for the class session. The student will be admitted to the “waiting room” before being admitted to the class.
- Changing your name display to something inappropriate is unacceptable behavior and will be addressed immediately.
- Report to the session properly dressed. At all times, all clothing/garments in view of the camera should adhere to Rule I.A-3 DPS School Board Policy.
- Zoom is a virtual classroom; therefore, all relevant classroom rules apply.
- As expected of any interpersonal interaction, participants are to treat each other with courtesy and respect.
- Offensive or inappropriate language is not to be used in any form of communication. This includes emails, discussion postings, group projects, and submitted assignments which may be part of, or an extension of, the Zoom interaction.
- Use of any profanity - written, drawn, displayed, or spoken - during a meeting is unacceptable.
- Taking screenshots or screen recordings of virtual classrooms without the explicit permission from the teacher and class members is not permitted.

Communication Expectations

- Each of your teachers will use the Canvas learning platform to provide you with weekly assignments. You will need to access Canvas to access these assignments, view resources to help you complete the work, and to submit the work for feedback and grading.

- Review written feedback from your teachers and check your grades regularly. Your teachers will continue to give you feedback and grades just as if you were in a school-based, physical classroom. Many grades for individual assignments will appear in Canvas, however, PowerSchool holds all of the official grades.
- Reach out to your teachers for help when you need it. Each of your teachers will provide online “Office Hours” on Fridays to provide extra help for students who need it. Pay attention to the information on your Canvas classes’ homepages to find out when your teacher will be available each week so that you can take advantage of their help.

Internet Safety & Etiquette

Common principles of digital citizenship and acceptable network etiquette (netiquette) will help make your online learning more rewarding. Without the aid of facial expression or tone of voice, online communications are more easily misunderstood. Your teacher can review and model key guidelines for specific class protocol for effective Internet, email, and discussion group conduct, focusing on principles of safety, respect and clear, intelligent communication. Basic guidelines include the following:

- **Be safe**—never give sensitive personal information online, like your user ID or password.
- **Be polite**—always use an appropriate salutation and the person’s name to personalize your message; always use a digital signature at the end of an email to validate the message.
- **Be clear**—always use a descriptive subject header or title so recipients can easily identify the focus of your email.
- **Be courteous** – never “flame” or send insults, or respond to these types of emails; do not forward SPAM, chain letters, or other unsolicited advertising or messages.
- **Be brief**—if your email needs to be longer than several paragraphs, identify that in the opening lines so the recipient can be prepared to read a longer email, or save the email for later.
- **Be smart** – represent yourself intelligently by proofreading and checking your spelling and grammar before sending your message.

- **Be appropriate**—do not use foul or inappropriate language; if you are not sure if your language is too strong or emotional, don't send your message.
- **Be legal**—obey copyright laws; don't use other's content or images without permission.

Disciplinary Action for Unacceptable Behavior

- Violations of the policies above that disrupt the learning environment for students and/or staff, disregard academic integrity, or cause a safety concern are subject to disciplinary actions.
- Teachers will address minor violations and assigned administrators will address major and repeated violations. All violations will be documented in a secure reporting system called "Educators Handbook."
 - First Offense and Second Offense
 - Student conferences with teacher.
 - Teacher contacts parent/guardian.
 - Students could be removed from the Zoom session for the remainder of class period.
 - Third Offense
 - Referral to Student Services
 - Administration will utilize restorative resources to hold students accountable.
- A student in violation of the RHS Virtual Student Code of Conduct is also subject to discipline per the district discipline policy.

Attendance

ABSENCES

Attendance in synchronous learning and participation in class activities daily are an integral part of academic achievement and the teaching and learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory; the state of North Carolina (G.S.115C-378) requires that every student in the state between the ages of seven (or younger if enrolled) and 16 years attend school. Parents and legal guardians have the responsibility for ensuring that students log in to Canvas daily to participate in synchronous and asynchronous learning.

When a student must miss class, a parent or guardian should email the teachers and Bertha.Mena@dpsnc.net giving: the student's name, the date of the absence, and the reason for the absence. An absence will be considered excused for the following reasons:

- Illness or injury that makes the student physically unable to participate in online learning.
- Death in the immediate family.
- Medical or dental appointment.
- Participation as a party under subpoena as witness in a court proceeding.
- Observance of an event required or suggested by the religion of the students or the students' parents. This requires prior approval from the principal.
- On rare occasions, an absence may be considered excused, with prior approval from the principal, for participation in a valid educational opportunity.

Unexcused absences are those for which there is no legitimate reason (e.g., truancy). It is the students' responsibility to make up work regardless of the reason for the absence.

Any absence not meeting the requirements of an excused absence shall be an unexcused absence.

Parents will be notified of unexcused absences as follows:

- After the third unexcused absence, the teacher will attempt to contact a parent/guardian via email.
- After the sixth unexcused absence, the teacher will attempt to contact a parent/guardian via email. The student's school counselor will be contacted.
- After the tenth unexcused absence, the school social worker will be notified indicating the possible violation of NC Compulsory Attendance Law.

District Technology Related Policies

- Please review [Policy Code: 3226/4205 Internet Safety](#)
- Please review [Policy Code: 3225/4312/7320 Technology Responsible Use.](#)
- Please review [DPS Technology Check-In/Check-Out Agreement](#)

Bullying and Harassment

Please review [Policy Code: 170/4027/7230 Prohibition Against Discrimination, Harassment, and Bullying](#)

ACADEMIC ACHIEVEMENT

Graduation Requirements

TOTAL CREDITS TO GRADUATE

26 Credits

*UNC system comprised of Appalachian State, East Carolina, Elizabeth City State, Fayetteville State, NC A&T State, NC Central, Western Carolina, Winston-Salem State, NC State and all UNC locations: Asheville, Chapel, Hill, Charlotte, Greensboro, Pembroke, Wilmington and School of the Arts.

**This information is subject to change based on current policy decisions.*

Promotion Requirements

To be promoted to the 10th grade: **6 credits**

To be promoted to the 11th grade: **12 credits**

To be promoted to the 12th grade: **18 credits**

**This information is subject to change based on current policy decisions.*

Grading

A	90 - 100	Excellent Achievement
B	89 - 80	Good Achievement
C	79 - 70	Satisfactory Achievement
D	69 - 60	Minimal Achievement
F	Below 60	Unsatisfactory Achievement

Course Credit

In grades 6-12, percentage grades will be used on report cards, cumulative folders and transcripts. Students earn one (1) unit of credit toward graduation for each course. Credit for a course will be earned if the student has an average of 60 or above for the course.

North Carolina Scholars Program

History

In March 1983, the State Board of Education approved the North Carolina Scholars Program to begin with the 1983-1984 school year. Revisions were made to the program again in March 1990 and August 2002 to make it more consistent with graduation requirements and to promote rigorous academic study. In July 2009, the State Board of Education revised the Academic Scholars Program requirements to bring them into alignment with Future Ready Core graduation requirements and incorporate options for innovative high

schools. These requirements are in effect for students who enter the ninth grade for the first time in or after 2009-2010. Students who complete the requirements for an academically challenging high school program will be named North Carolina Academic Scholars and receive special recognition.

Recognition

The students who qualify for this special recognition:

- will be designated by the State Board of Education as North Carolina Academic Scholars.
- will receive a seal of recognition attached to their diplomas.
- may receive special recognition at graduation exercises and other community events.
- may be considered for scholarships from the local and state business/industrial community.
- may use this special recognition in applying to post-secondary institutions. (Candidates are identified by the end of grade 11 and their candidacy can be included in application forms and/or transcripts sent to these institutions.)

Students must

- begin planning for the program before entering ninth grade to ensure they obtain the most flexibility in their courses,
- complete all the requirements of this North Carolina Academic Scholars Program,
- have an overall four-year un-weighted grade point average of 3.500,
- complete all 15 requirements for a North Carolina high school diploma.

Please communicate with your school counselor to request additional information.

Honor Societies

Students maintaining high standards of academic achievement, leadership, service, and character are invited to apply to the following honor societies: *National Honor Society, French Honor Society, Spanish Honor Society, National Technical Honor Society, Science Honor Society, and Tri-M Music Honor Society.*

Members attend monthly meetings and complete many service activities throughout the year.

STUDENT RESOURCES

Student Services Department

Student Services seeks to provide a continuum of support services that positively affect the personal, academic, and career development of the students within the school, family and community. Counselors provide individual counseling, group guidance, small-group counseling, consultation with teachers and parents, and referrals to community agencies to meet the needs of all students.

During the school year, Student Services will offer various programs for parents and students. Dates and times for these programs will be posted on the RHS website and posted to Canvas. Students are assigned a counselor based on the first letter of their last name in most cases. Students and parents who wish to see a counselor should use the [online scheduling system](#).

Multi-tiered Systems of Supports

The MTSS Coordinator assists in implementing programs and instructional activities designed to support students who are at risk of unsuccessful academic outcomes. The coordinator provides counseling and support services to students and their families; develops support groups; and provides training and instruction to staff, parents, students, and teachers. For more information, contact Kara_Robinson@dpsnc.net.

Exceptional Children

The Exceptional Students department offers a full continuum of services to students meeting eligibility criteria. They are committed to ensuring that every student has access to the general curriculum and an opportunity to learn that is equal to that of non-disabled students. Specially designed, research-based instruction is provided in the least restrictive environment to promote student development. They are dedicated to building authentic parent and community relationships! For more information, contact [Ebonie McMullan@dpsnc.net](mailto:Ebonie_McMullan@dpsnc.net).

Transcripts

A student's high school transcript is a record that includes the following information: personal data, school performance, minimum admission requirements, immunization, and attendance. A student's transcript will reflect the courses completed along with the credits and grades earned in high school. An authorization form is required for release of the transcript to any program, college, scholarship agency or organization. [Click here](#) to access the online system.

Clubs and Student Organizations

As we operate in a virtual Riverside community, we will continue to provide opportunities for students to grow in leadership, make connections with peers, and develop their interests. Time is allotted in the Virtual Schedule (page 3 of this document) to allow for these interactions.

STUDENT GOVERNMENT

Riverside's Student Government Association is an organization of school-wide leaders who represent their peers. Each graduating class elects a Secretary, Treasurer, Vice President, and President for the academic year. Students also select officers who represent the student body at large. SGA is responsible for leading many Riverside events including homecoming festivities, senior celebrations, and service activities, and promoting a positive school environment.

Visit the Riverside Student Center in Canvas to find a list of all clubs and organizations available.

Media Center

The Media Center will be available for Technology support and book checkout. For procedures and hours, visit [The LMC homepage](#).

Athletics

Information regarding athletics during the 2020-2021 school year is changing daily. For the most up-to-date information, visit the [DPS Athletics page](#).