

# Riverside High School Student Handbook

This Riverside Student Handbook is an Addendum to the West Linn-Wilsonville School District's Student Rights and Responsibilities document.

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## INTRODUCTION

The material covered within this student handbook is intended as an addendum to the West Linn-Wilsonville School District Student Rights and Responsibilities Handbook and School Board policies. For access to these documents, refer to the West Linn-Wilsonville School District website.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

For information about academic policy, please refer to the Riverside High School Academic Planning Guide.

For information about athletic policy, please refer to the Riverside High School Athletic/Activity Handbook.

## ACADEMIC & ATTENDANCE MONITORING

Guardians and students may monitor academic progress and attendance via Synergy. Grades are updated electronically throughout the school year at a minimum every two weeks. If unable to access grades online, parents may contact teachers via e-mail or telephone. A printed copy of grades is available upon request.

## ACADEMIC INTEGRITY

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Academic dishonesty includes, but is not limited to: using or sharing prohibited study aides or other written materials on tests and assignments; sharing, collaborating or communicating with others on tests or assignments, before or during tests or assignments, in violation of directions by the class instructor; submitting the work or ideas of another and claiming it to be your own, and knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion.

In regards to the use of Artificial Intelligence (AI) tools, students are permitted to use AI as a (re)search resource, however students are prohibited from using AI tools to generate writing or other work and submit it as their own. AI detection tools can and will be used by our staff to detect such violations.

Violation of the policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

## ATTENDANCE

### PRE-ARRANGED ABSENCES

For any anticipated absence that will be more than one day, please call the office to let us know of the dates and reason. Students are expected to work with their individual teachers on the content that they will be missing and how to complete the required assignments.

### MID DAY ABSENCES - Arriving Late/Leaving Early

When students arrive late to school or need to leave early, they should check in or out at the office so that their absence is recorded correctly.

## **UNEXCUSED ABSENCES & TARDIES**

A student who is absent from school or from any class without permission will be considered unexcused and will be subject to disciplinary action as outlined below. Students are ineligible to participate or practice in athletics or activities on the day the unexcused absence occurs. Patterns of unexcused absences or tardiness will result in administrative consequences, loss of privileges, or other interventions.

- Week 1 of unexcused absences: Warning, guardians notified.
- Week 2-18 of unexcused absences: consequences such as: lunch detention, closed campus at lunch, or loss of other privileges, and guardians notified (per week of unexcused absences).

Unexcused absence tracking will refresh at the beginning of each semester.

## **HALL PASSES**

Students are expected to be in class during class time. Students should not be in the hallways without permission from their teacher. When given permission by staff, students may leave class for a limited/reasonable time frame. They should not have their cell-phones/electronics and they must have a hall pass that is completely filled out and signed by the teacher.

## **BEFORE/AFTER SCHOOL**

Unless parents/guardians make special arrangements for safety and supervision, or the student is involved in a school-sponsored and supervised activity, students should not be at school before 7:30 a.m. or after 3:30 p.m.

## **CLUBS: ORGANIZATION OF NEW HIGH SCHOOL CLUBS**

Students (and staff) may propose a new club to the school's Athletic/Activities director through completion of a "New Club Application Form". The proposed club must have administrative approval prior to meeting on school campus.

## **CO-CURRICULARS**

### **INVOLVEMENT IN CO-CURRICULAR ACTIVITIES**

Co-curricular activities in high school are extremely important in teaching the many intangible skills and qualities necessary for success in life. Students who are active in school clubs, drama, music, arts and/or athletics are often more likely to be successful academically. School activities also provide opportunities for students to build friendships and to experience the kind of challenges and successes that are essential to building self-confidence, self reliance, and self esteem. Students are encouraged to **get involved!**

### **ATTENDING EVENTS**

Students who attend athletic/school activity events are to follow the same rules as during the school day. Students may not bring bags or outside food/drink into athletic events. Only students with a valid ASB sticker receive free entry into varsity athletic events.

### **CODE OF CONDUCT**

Those involved in co-curricular activities/athletics are expected to sign the WLWV Activity/Athletic code of conduct.

### **SPORTSMANSHIP AT CO-CURRICULAR EVENTS**

Both participants and spectators represent the school and community at co-curricular and sporting events. Riverside High School students and parents are expected to uphold the traditional high standard of conduct and sportsmanship that has come to be expected of them at co-curricular events both at home and away. Students representing Riverside High School at school-sponsored events, as participants or spectators, are subject to the rules of the school discipline code. The School District reserves the right to limit spectator participation due to inappropriate conduct.

## **DANCES AND SCHOOL FUNCTIONS**

Dances are sponsored by various classes and student clubs. The adult advisors are responsible for coordinating and supervising, while the class members or club members are responsible for recruiting chaperones, decorating, and cleaning up.

### **PROCEDURES:**

1. Students are expected to have a student I.D. card or temporary replacement card for admission to dances and other functions.
2. Students are not permitted to re-enter a dance once they have left.
3. Riverside students may bring ONE in-district high school student guest to any dance if they have completed the dance guest pass form at least 3 days prior to the dance. Guests are subject to administrative approval. The Riverside host student is responsible for the behavior choices of his/her guest and must make the guest aware of applicable school rules.
4. There may be specific/designated dances where Riverside students may bring one guest(in-district or out of district) only if they have completed the dance guest pass form at least 3 days prior to the dance. Guests must be 19 or younger and are subject to administrative approval. The Riverside host student is responsible for the behavior choices of his/her guest and must make the guest aware of applicable school rules.
5. Per admin discretion, students with behavior referrals may not be permitted to the dance.
6. Students who have been suspended, expelled, or otherwise barred from the campus are not permitted to attend dances.

## **ELECTRONIC DEVICES (Phones, Smart Devices, Earbuds)**

No cell phones or other personal electronic devices may be out or used during the school day, from 8:30am - 3:05pm. Personal electronic devices should be stored at home, in backpacks or lockers; not on the students' person. A student who is not following the electronic device policy will relinquish their device and it will be stored in a locked location for the remainder of the day:

- Until October 1, 2025
  - For the first offense: The device will be held until the end of the day and then returned to the student.
  - For the second or subsequent offense: The device will be held until the end of the day, and the parent/guardian must come pick it up.
- After October 1, 2025
  - For any offense: The device will be held until the end of the day, and the parent/guardian must come pick it up.
- If a pattern has developed or other difficulties have arisen in regards to not following the Off and Away All Day expectations, any of the following additional supports and/or consequences may be imposed:
  - A problem-solving meeting may be scheduled between the student, parent(s) and school administration.
  - Losses of privileges may be considered
  - Lunch or after school detention may be considered
  - Community service requirements may be considered

## OFF CAMPUS

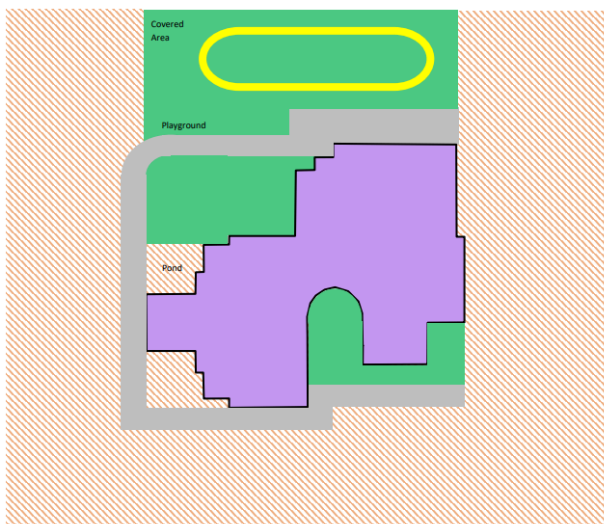
Students are expected to remain on campus during the school day. We have an open campus during lunch only. When off campus, students should conduct themselves in a manner that is consistent with school campus regulations. Students in violation of school rules will receive disciplinary consequences.

## OFF LIMIT AREAS

In order to better supervise students and maintain an orderly learning environment, the following areas are off limits or restricted to all students throughout the school day: 1) Halls and common areas during class time, unless students have a valid hall pass, 2) Locker rooms unless permission has been granted by the P.E. teacher, coach, or an administrator, 3) All athletic fields and forested areas of campus unless supervised by a staff member, 4) Any other area as designated by a staff member or otherwise identified.

## OPEN CAMPUS AT LUNCH

Riverside High School has an open campus at lunch. Students may stay on campus at lunch (they may bring food from home or purchase it from our school cafeteria) and spend time inside the building, or in the green areas indicated below on the map. Students may not “hang out” in the parking lot or any of the areas indicated with red/white stripes on the map below.



## SCHOOL PUBLICATIONS, DISPLAYS AND PRODUCTIONS

All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and administrators. Students may be required to submit such publications to the administration for prior approval. Written materials, flyers, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration. Materials outside the editorial control of the district must be submitted to the principal or their designee for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns.

All flyers, posters and signs to be posted at school need to be approved by an administrator before they are put up. All signage should be placed in designated areas only and be taken down by the removal date agreed upon.

## **SEE SOMETHING, SAY SOMETHING**

We encourage all students and families to keep an eye out for concerning signs and/or behavior that may have a negative impact on our students and our community (bullying, harassment, bias/racism, vandalism, threats, violence, concerning speech or behavior that could cause harm to self, our community, or our environment). We encourage our students to be upstanders rather than bystanders and ask them to report concerns to a trusted adult. There is a “See Something, Say Something Report Form” that can be found in the school office, or online. School officials will attempt to protect the anonymity of any student who reports or comes forward with information regarding violations of this handbook or other school rules but complete anonymity may not be possible in all circumstances.

## **STUDENT DISCIPLINE**

Our goal is to promote positive character: honesty, integrity, respect, responsibility, compassion, kindness, and courage. We believe that the best discipline solutions present students with meaningful learning experiences. Although consequences for violating school rules may result in significant hardships to students, the administration will work diligently with students and their families to develop student outcomes that help students learn alternative ways to successfully comply with school rules.

Repeated minor violations or a single serious violation of school rules may result in a range of consequences, including parent conferences, detention, suspension (for a period of one to ten days), or expulsion from school. Examples of serious violations include: insubordination of school personnel, fighting, harassment, vandalism, possession of drugs or alcohol, and theft.

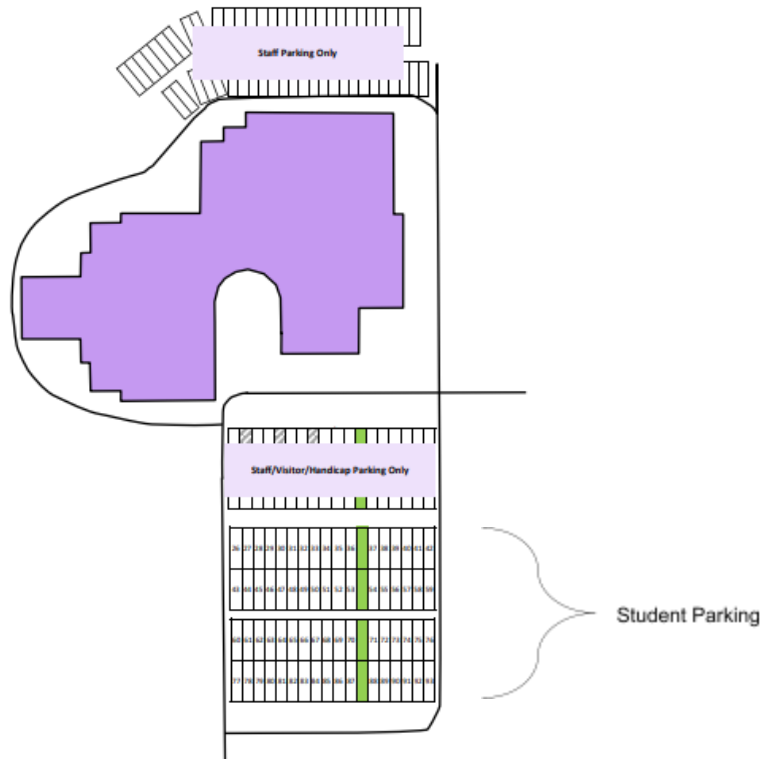
## **TRANSPORTATION**

### **TRAVELING TO AND FROM SCHOOL**

Students have the right, in coming to or going from school, to a safe environment free of harassment, intimidation, or any threat to personal safety. Students will be subject to school discipline for conduct on the way to and from school or at lunch.

### **MOTOR VEHICLES**

Vehicle parking at Riverside High School is offered to students with valid drivers licenses. Parking permit tags must be displayed and vehicle info must be registered and accurate with school. Students must park in designated student parking areas/spaces (see map below). Permission to drive and park on campus may be revoked at any time due to a driving infraction or if a student does not maintain good standing with respect to behavior and attendance. Vehicles parked on-campus must adhere to all school policies and are subject to search by school officials. In cases of serious driving infractions, law enforcement may be notified.



## VISITORS POLICY

No person has a right to enter a school building or grounds unless he/she is a student in good standing or has bona fide school business to conduct. **All visitors must report directly to the main office and must wear appropriate visitor identification.** Students attending another school will not be permitted on campus during the school day. The district reserves the right to trespass individuals or press charges against individuals who violate the state statutes on loitering and trespassing.