

**RIDGEDALE JUNIOR & SENIOR HIGH SCHOOL
HOME OF THE ROCKETS**

**Student Handbook / Code of Conduct
2016-2017**



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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**RIDGEDALE ROCKET PRIDE
THE TWO KEYS TO SUCCESS
TREAT EVERYONE WITH LOVE AND RESPECT,
AND
Be RESPONSIBLE FOR YOUR OWN ACTIONS.”**

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RIDGEDALE JR./SR. HIGH SCHOOL

STUDENT HANDBOOK

MISSION STATEMENT

Ridgedale Schools
...Recognizing individual needs
...Providing a positive learning environment
where students and community realize their full potential.

RIDGEDALE JR.-SR. HIGH SCHOOL HISTORY

In 1957, the districts of Meeker, Morral, and Grand Prairie consolidated to form Ridgedale. The new building was not completed until the following year and the Class of '58 graduated from the Morral building. The first graduating class consisted of 5 students from Meeker and 21 from Morral for a total of 26. At the time of consolidation, Grand Prairie consisted of grades I through 8 only. The name "Ridgedale" resulted from student vote. "Ridgedale" seemed fitting because the site of the building lies on a ridge that overlooks a dale or valley. On this ridge, water from building roofs is tiled south and flows into the Ohio River while water from the land flows north to Lake Erie. The first class to graduate from Ridgedale High School (our present K-5 building) was the class of 1959. In 1973, residents of Ridgedale School District passed a \$1.5 million bond levy for the construction of a new high school building to provide better facilities and a broader curriculum. The first shovel of dirt was turned on March 1, 1974, on a site 100 feet north of the present RES building. The first class to graduate from our present day Ridgedale Jr.- Sr. High School was the class of 1976.

ALMA MATER

"Red and Blue"

Blend with ours your voices strong,
Join us in the triumph song
Red and Blue will lead the way to
Glory Ridgedale on this day.
Faithful, loyal one and all,
Though our victories rise and fall,
Strength and honor shall prevail
So onward then we cannot fail.

FIGHT SONG

"Onward Ridgedale"

Onward Ridgedale, Onward Ridgedale
Drive right down that floor (field, court).
Shoot a foul or make a Basket (Run the ball clear round the
(opponent mascot)
Either way we'll score.
Onward Ridgedale, Onward Ridgedale

Fight for her fame.
Fight fellows fight and we will win the game.
Fight!

STUDENT POLICIES

Keeping the Building and the Grounds Clean

Ridgedale students should be proud of their building and want to keep it looking nice. Please use waste paper receptacles for paper, and do not mark on desks or carve on them. School property defaced, damaged, or destroyed by pupils shall be paid for by the parent.

Supervision Plan for the Jr./Sr. High Building

- A. The students are not to be in the school after 4:00 P.M. each day unless cleared through the office or with adult supervision.
- B. Academic hallways will be closed at 4:00 P.M. each day for cleaning and safety of the academic area.
- C. Classroom doors will be locked at the end of each day.
- D. Adult supervision is necessary for students to be in the building or facilities outside of school hours.

Accident Insurance

Pupil accident insurance is made available to each student at the beginning of the school year. Each pupil will receive material explaining this insurance program through his/her homeroom. Make sure your parents receive this material, sign it, and send it back. You are not required to take this insurance. It is merely a service available through your school.

Immunization Policy

STATE OF OHIO
LEGAL IMMUNIZATION EXEMPTION
Per OHIO STATUTE 3313.671 (EXEMPTIONS)

Student: _____

School: _____

City: _____

AS LEGAL

PARENT(S)/GUARDIAN(S): _____
name(s)

I/WE HEREBY WITHDRAW my/our CONSENT to have my/our child inoculated.

Our beliefs PROHIBIT such practices.

This REQUEST is in accordance with OHIO PURVIEW for EXEMPTION of GOOD CAUSE, INCLUDING RELIGIOUS CONVICTIONS.

**TO BE FILED AS LEGAL PROOF OF
OUR OBJECTION WITH OUR CHILD'S
SCHOOL HEALTH RECORD.**

I understand that, in the event of an outbreak of any disease checked above, the student named above will be subject to exclusion from school for the duration of the outbreak. Unless provided a statement, signed by a physician verifying the student has had the disease in question, the student cannot

attend school until at least two weeks after the last reported case occurs.

A physician diagnosed history or disease is accepted for measles and mumps only. A positive laboratory test is the only acceptable proof of having had rubella.

SIGNED: _____

Signature Date

Signature Date

This document must be kept on file with the above student's permanent health record

Activity Fees

Students may pay an activity fee to participate in any extracurricular activity. The amount will be announced be determined by the Board of Education and announced at the beginning of each school year. Intra curricular activities will not require an activity fee since they are curricular, but bus expenses that are a part of the groups' activities may be charged to the students.

Arrival and Dismissal From School

1. Students are requested to arrive after 7:45 a.m.
2. Students who arrive on a late bus should first check in with the 6-12 secretary. She will log your tardiness, and she will give you an "admit pass" to class.

Cafeteria and Lunch Periods

Ridgedale has a closed lunch period. Students are not permitted to leave school grounds over the lunch period. Courtesy and good manners should be in evidence at all times. Students are requested, in consideration of classes still in session, to go quietly to and from the cafeteria. Each student is responsible for taking his/her tray to the waste can and for leaving a clean table.

Book Bags

Book bags are not permitted to be carried during the school day. Book bags may be used to carry books to and from school only.

Locker and Desk Searches

Lockers and desks are the property of the Ridgedale Board of Education. Each student is assigned a locker for his/her personal use. Lockers and desks and contents of all lockers and desks are subject to the random search at all times regardless of whether there is a reasonable suspicion that any locker (including

contents), desk (including contents) contains evidence of a violation of criminal statutes or school rules as indicated in Ohio Revised Code 3313.20.

Students are responsible for any and all contents found in their lockers and may be held liable for any violations of school rules that occur in their assigned locker, desk, or contents of locker or desk.

Searches of person including book bags, purses, or automobiles will be conducted when there is a reasonable suspicion of a violation or violations of school rules or criminal statutes.

College Visitation

College visitation is reserved for members of the junior and senior classes. College bound underclassmen desiring to visit college campuses prior to their junior and senior years should do so during vacation periods or between their junior and senior year. Seniors will be limited to two college visitation days and juniors to one college visitation day with the following guidelines in effect:

- A. Students must request a "Planned Absence" from the guidance office prior to use the scheduling their college visit. Each classroom teacher must acknowledge the planned absence prior to the college visitation day.
- B. Students will make an appointment with the admissions office prior to their visit and turn this form in to guidance before leaving.
- C. Students will then secure a "College Visitation Form" from the guidance office which must be signed by an official of the college or university. This will verify that the student did indeed complete the visit. This form will be returned to the school attendance office and an excused absence will be issued.
- D. Students are required to make up missed work in the time permitted by the school policy.
- E. If proper pre and post visit procedures are followed, these days will not count against the eight-day absence rule.
- F. The principal, guidance counselor, or athletic administrator may grant or refuse more days as needed.

Course Load

All students must be enrolled in classes totaling 5.5 credits.

Dances

Any club or school group may, through their advisors, sponsor a dance under the following conditions:

1. Application for a date must be made as far in advance as possible to ensure the date.
2. The group must enforce the school rules for dances.

The rules for school dances include, but are not restricted to the following:

- a. No vulgar or suggestive dancing will be permitted. This would include all types of “grinding” and most types of “front to back” dancing. The allowable types of dancing will be at the sole discretion of the chaperones.
- b. Additional dress requirements other than those in the Student Handbook may be established by the sponsor of the dance.
- c. Any individual failing to comply with any rules, regulations, and/or requests of the chaperones will be removed from the dance. No refunds will be given.
- d. No individual over the age of 20 will be allowed to attend a dance.
3. There must be a minimum of two faculty members, as well as any other “volunteer” chaperones as may be necessary for the proper decorum of the dance.
4. Unless otherwise announced, dances will be for the student body only. Those attending the dance must remain in the dance and/or refreshment area until they leave. A second entrance to the dance will not be permitted.
5. The group shall employ a custodian.

Exams

Students in grades 9-12 may be given exams for both semesters.

Grading Scale

A+ = 100-98	B+ = 89-87	C+ = 79-77	D+ = 69-67	F = Below 60
A = 97-94	B = 86-83	C = 76-73	D = 66-63	
A- = 93-90	B- = 82-80	C- = 72-70	D- = 62-60	

INCOMPLETES: Any student receiving a grade of “I” (Incomplete) at the end of a 9-week grading period shall have two weeks to make up the incomplete work. At the end of this time period, the grade “I” will be changed to an “F”. Individual appeals should be made to the building principal.

Graduation requirements

The following list of requirements is the minimum standards that have been mandated by the State of Ohio, Department of Education and/or the Ridgedale Local School Board of Education. These standards are firm and cannot be compromised in any way.

****Students are encouraged to earn more than the minimum number of credits required for graduation.****

1. Requirements for the Graduating Class
 - English 4 credits
 - Math 4 credits Science 3 credits (Physical Science, Biology, & elective)

Social Studies	3 credits (World History, Am. Hist. & Govt.)
Health	.50 credit
P.E.	.50 credit
Electives	<u>6.0 credits</u> (1 credit or 2 half credits from the areas of business/technology, fine arts and/or foreign language.)
Total	21 credits (minimum total credits)

2. Students must successfully pass all components of the statewide proficiency tests and OGT tests as mandated by the state.
3. Students must successfully complete all sections of the **Career Passport**.

Students must meet all requirements as established by the State of Ohio Dept. of Education and Board of Education. No students will receive his high school diploma until they have met these standards. Any student who owes fees, has displayed major disciplinary problems, or has incomplete grades may not go through the ceremony or be graduated. Each student is personally responsible for periodically evaluating his/her past, present, and future program of studies to ensure all minimum standards are met prior to graduation. Additionally, athletes are required to monitor their academic program and progress to ensure eligibility.

DIPLOMAS: By State mandate there are two types of high school diplomas:

Honors Diploma: Ohio Revised Code (ORC) §3313.615 (INSERT PAGES)

Regular Diploma: A diploma will be issued to students who met all of the graduation requirements set by the Ridgedale Board of Education.

College Preparatory

Students expecting to be considered as college preparatory students from Ridgedale will be required to have completed the following courses:

- 4 credits in Language CP
- 4 credits in Math CP
- 3 credits in Science CP
- 3 credits in Social Studies
- 2 credits in the same foreign language
- 1 credit in the fine arts

REQUIRED COURSE: A course that must be taken in order to qualify for graduation.

ELECTIVE COURSE: Optional courses that will enrich a student's learning experience.

PREREQUISITE: A designated course that is required to be successfully completed prior to the beginning of another course or special condition that must be met before taking the course.

Class Status

To be considered as a member of each level, and the rights, responsibilities, and privileges of each grade level, the following minimum credit guidelines have been established:

FRESHMAN: a student that has completed the eighth grade and has been promoted or assigned to the ninth grade.

SOPHOMORE: A tenth grade student that has accumulated a minimum of five and one half units of high school credit.

JUNIOR: An eleventh grader that has accumulated a minimum of eleven units of high school credit.

SENIOR: A twelfth grade student that has accumulated a minimum of sixteen units of high school credit or be assigned senior status by the guidance counselor and high school principal.

Hall Conduct

Between each class a large number of students must move from one place to another. Students are expected to grant the appropriate respect to staff, other students and school property during this period.

Honor Roll

All students earning a 3.5 grade point average or better will be named to the Magna Cum Laude Honor Roll for the 9-weeks grading period. All students earning a 3.0-3.49 grade point average will be named to the Cum Laude Honor Roll for the 9-weeks grading period. A "D" or an "F" automatically eliminates a student from the honor roll in the given grading period. To be eligible for the honor roll, students must be registered for a minimum of 4 credits at RHS.

Illness in School

If you become ill during the school day and you feel you need special attention, notify or consult your teacher or go directly to the office. DO NOT go to the restroom and stay indefinitely. AFTER ONE PERIOD, arrangements MUST be made to take you home, by a phone call to a parent or guardian.

Medication Request Form

Students who need to take prescription medication during school must secure a MEDICATION REQUEST FORM, have it completed and return it to the secretary. All the medicine must be left with the secretary.

Personal Property: (Care of)

Each student is responsible for seeing his/her locker is locked and the school is not responsible for lost property. Malfunctions in lockers must be reported to school personnel so the maintenance staff can make repairs.

Common sense precautions should always be taken to safeguard personal articles that you bring to school. Some specific reminders:

1. Keep your locker locked.

2. Notify office of any locker defects, so Mr. Page may fix it immediately.
3. Keep your locker combination to yourself. There is no need to share this information with anyone else. Any locker can be opened in an emergency by seeking assistance in the office.
4. Leaving personal articles, such as books, purses or clothing unattended for even a brief time, is an invitation to losing them by mistaken identity or outright theft.
5. When attending an after-school activity, take with you whatever books, clothing, or other equipment you intend to take home. Students should not return to their lockers after the activity.
6. Place your name or other identifying marks on personal articles.
7. Report missing articles to the office as soon as you can; any delay is likely to make recovery more difficult.
8. Doors, locks, and door latches should not be tampered with.

Public Address Announcements

The public address system is for the convenience of all who wish to communicate something important to the student body. Careful attention by students is expected. Every effort will be made to keep it from interrupting classes.

1. Announcements of a commercial nature for any firm or product outside of school fund raising campaigns are prohibited.
2. Announcements for other schools, for churches, or organizations of interest to the student body, if approved, will be read.

Promotion and Retention (Grades 6, 7, and 8)

A student having failing grades in academic courses will be evaluated by teachers, guidance counselor, and/or principal for placement or retention. Following the team's evaluation, a recommendation will be sent home to parents.

Sexual Harassment

Federal and state law prohibits racial, ethnic, religious, age, or sexual harassment of any employee or student. Furthermore, such conduct is offensive, unprofessional and sets a poor example for our students and community. Accordingly, The Ridgedale Local Schools will not tolerate harassment and will make every effort to maintain schools free of harassment.

Racial, ethnic, religious, and age harassment includes such conduct as slurs, jokes, intimidation, or any other verbal or physical conduct of a sexual nature:

1. Submission to such conduct is an explicit or implicit term or condition of an individual's employment; or participation in a school related activity or,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or grades affecting the individual; or,

3. Such conduct has the purpose or effect of unreasonable interfering with the individual's work or school performance or creating an intimidating, hostile, or offensive work or school environment.

Schedule Change

Due to commitments for staff employment / assignments and the ordering of textbooks and other supplies, no schedule changes can be made after June 15. Except for the following reasons:

- A. Scheduling error made by the guidance office.
- B. Changes necessitated by failures.
- C. Class balancing.
- D. School work completed during the summer.
- E. Addition of a class in lieu of study hall NOT the other way around.
- F. Accommodations made for CCP/Fall quarter only.
- G. Administrative recommendation.

If a student wishes to appeal the schedule change policy, the following steps will be adhered to:

- A. Appeal form must be obtained from the guidance office.
- B. Teachers, parents, and students must properly sign the appeal form.
- C. The form must be returned to the guidance office for consideration by the appeal committee.
- D. The counselor will then notify the student of the committee's decision within two days.
- E. This must take place within the first ten (10) days of a yearlong class and the first five (5) days of a semester class if the student is not to be penalized. After this time frame the student may drop with the final grade of "F" to be placed on the students' school record and to be included in the Grade Point Average and in the class rank.
- F. Extenuating circumstances may cause an exception to this policy, and these cases will be dealt with individually by the principal, the guidance counselor, parents, and involved teacher(s).
- G. A course will not be added or dropped until the student has completed the necessary paperwork and returned it to the guidance counselor for final approval. There is a \$25.00 prepaid fee for each schedule change after June 15 that does not meet the above criteria.

Most classes are yearlong, and students will be required to take the entire year of the subjects. Even though grades are calculated and credits issued on a semester basis, students are expected to take a course for an entire year unless it is indicated that the course is a semester offering.

Senior Pictures

Seniors wanting to have their pictures placed in the yearbook and front hall composite must have a "sitting" taken by the contracted school photographer.

The pictures must be in compliance with the dress code in order to be used in the yearbook and composite. These pictures must be arranged so they are **not scheduled during school hours or the absence will be considered unexcused.** A senior may get his/her senior pictures taken at another studio but she/he must make an appointment with the contracted school photographer by the school's set deadline in order to have a picture taken for the yearbook and school composite. Remember, if you fail to do this through the contracted school photographer, your picture will not appear in the yearbook or on the composite. The deadline for having a sitting is December 31 of the senior year. Pictures taken after this time will not be featured in the full color senior section of the yearbook. Questions should be addressed to the yearbook advisor.

Summer School

Students must follow the sequence of classes as described in the course description book. No students may take a required course for credit at summer school unless they are taking the course for make-up, or prior approval is obtained through the Board of Education or its designee. The Board of Education provides the opportunity for students who need to pass state-mandated tests to enroll in intervention programs related to that test requirement. If the student successfully completes the program the Board of Education will cover the cost. If the student does not successfully complete the program it will become the financial responsibility of the student.

Textbooks

Textbooks are the property of the board of education and are loaned to the student for his/her use. If a book is lost or damaged it must be reported immediately. Before another book can be issued to the student, she/he must pay for the book or for the damage. Students will use book covers on all books issued for their use.

Tutoring Policy

Credit for courses failed may be achieved by the following methods and in this preferential order:

1. Retake the course at Ridgedale High School
2. Attend an accredited summer school or the Tri-Rivers Adult Education Program
3. Tutoring by a properly certified instructor (certified by the Ohio Dept. of Education)
4. Correspondence courses from schools approved by the Ridgedale Board of Education.
5. No instruction for credit of a failed course may begin until the normal time of completion of that course. The guidance counselor and principal must give prior approval before make-up course work can be completed for credit. For graduating seniors all make-up work must be completed a week prior to graduation.

Tutoring Services: tutoring services may be available for students who require help. Contact guidance counselor or principal if interested.

Underclassman Pictures

These pictures will be taken in early fall. All pictures must be in compliance with the school dress code to be used in the yearbook.

Visitors

1. Students wishing to visit Ridgedale Schools must have their parents arrange this visit through the building principal. The parent must accompany the student during the visit.
2. The principal may schedule meetings with the visitor, parent, and teacher during the teacher conference times if requested by the parent.
3. If the visitors would like a tour of the building, the principal or an assigned student may provide the tour.
4. There are to be no student visitors coming to school with a friend “just to spend the day.”

Withdrawals or Transfers

Any student quitting school or moving to another school district must report to the guidance office to get a withdrawal form as soon as such withdrawal or transfer is known to be happening. She/He should then take the withdrawal form to every teacher and take care of returning all school property, and paying all school debts. Once the withdrawal form is completed and turned in properly, the withdrawal and transfer can be completed.

SCHOOL-WIDE SERVICES

Administration

To contact the administration you may call the superintendent’s office at 740.383.6065 and follow the prompt to the office or personnel you would like to contact.

Special Education Services

The following are recognized educational handicaps: developmentally handicap, specific learning disability, hearing disability, severe behavior disability, visual handicap, multiple handicaps, other orthopedic and health impaired, autism, and traumatic brain injury.

For a student to receive these individualized services the student must be referred for an Evaluation Team Report (ETR). Students referred for these services must be having significant difficulty meeting regular education curriculum demands. To initiate a referral contact either the principal, guidance counselor, or teacher.

If you need more information regarding referral for special education services and your child's legal rights, contact the building principal, the special services supervisor, or the superintendent.

Guidance

The major goals of the guidance program are to:

1. Give direct and confidential access to counselors for students, teachers, parents and others.
2. Provide individual and group counseling to students so that they may gain positive, realistic, self-concepts and become increasingly self-directive in making decisions.
3. Assist in the development, orientation, and interpretation of a sound, comprehensive, testing program.
4. Use test results, along with other information on the cumulative folder and from teachers, to help students better understand themselves, their abilities, aptitudes, interests, and potential.
5. Make available educational, vocational, and personal information to groups so that they will be able to make informed appropriate decisions.
6. Promote a cooperative spirit between students, teachers, administration, parents, counselors, and community agencies so that referrals are initiated by any member relative to student growth or concerns.
7. Maintain articulated and safeguarded records.

Intervention

Intervention is an opportunity for students to receive additional instruction from their teachers and assigned partnership tutors. All students who have not successfully completed the state mandated tests will be involved in intervention in written language (all areas), mathematics, citizenship, science, and study skills. Intervention will be available within student schedules and within staff limitations.

Library/Media Services

The library/media services program is designed to help students develop their intellectual capacities and to learn to be sensitive to their own needs and those of others. The major goals of this department are to encourage students to develop inquiring minds by providing a wide variety of printed and audio-visual materials and by recommending their use, to provide materials and instruction for the development of the students' learning skills, and to provide opportunity for students to practice self discipline, use mature judgment, and accept responsibility by encouraging proper conduct and care of materials. To aid in accomplishing these goals, the library provides a large selection of

books, periodicals, films, tapes, cassettes, and maps. Technology is also available.

Lunch Program

Hot meals may be purchased during lunch periods. Students may bring their own lunch to school if they desire. Students are not permitted to order food and have it delivered or brought in, i.e., pizza. Vending machines may be used only during lunch periods. Food or drink may not be taken from the cafeteria.

Free or Reduced Lunch Program

Students whose family meets certain federal guidelines may qualify for free or reduced prices for lunch. Forms for this program may be secured from the high school clerk.

Newsletter

The school communicates with the community through newsletters distributed during the school year and occasionally during the summer. Activities, schedules, school calendars, and policy changes are published in the newsletter.

Emergency Defibrillator

For the medical protection of our students, staff, and guests a defibrillator is located in the main office and in the lower level athletic lobby.

RULES FOR COLLEGE CREDIT PLUS

The College Credit Plus Program has been established to permit school students to earn high school graduation and/or college credit through the successful completion of college courses. The program is intended to provide expanded opportunities for appropriately qualified high school students. Any high school student admitted to a course at an institution of higher education will be expected and required to perform at the same level as the institution's regular students. College courses should either contribute to or supplement the broad academic preparation needed by high school students. Credit for highly specialized content college courses generally will not substitute for important, broader content high school courses. This may be especially true for the courses required by the state of Ohio for graduation. In order for a student to participate in CCP, the student must meet admission criteria from the institution of higher education and meet all other deadlines.

Enrollment Options:

Option A permits eligible students to enroll in college for college credit. Students electing this option will be required to pay all costs incurred, including tuition, books, materials, and fees.

Option B permits eligible students to enroll in college courses for college and high school graduation credit. Students electing this option will not be required to pay for tuition, books, materials, or fees associated with such courses.

Credit Hour Conversion

Conversion of units of high school graduation credit earned through successful completion of college courses will be accomplished by using one of the following methods:

1. College courses for which three to five semester hours of credit are earned shall be awarded one Carnegie unit toward high school graduation; fractional Carnegie units shall be awarded proportionately.
2. **GPA/Class Rank**

Only classes taken for high school credit will contribute to the GPA (Grade Point Average).

1. Student/parent selects option A (college courses taken for college credit only) Grades will not be included in GPA.
2. Student/parent selects option B (college courses are taken for high school and college credit) Grades will be included in GPA.

Pre-Approval

All college credit plus course work must have pre-approval before high school credit will be granted. Course work taken to fulfill local high school graduation requirements must have pre-approval of course content. Pre-approval must be signed by a guidance counselor and building principal.

Course Completion Deadline

Evidence of a passing grade for courses taken outside of Ridgedale High School must be presented to the counselor, high school principal, or superintendent prior to participation in any graduation ceremony. The cut off date for submission of verifying paperwork will be done one week prior to the established graduation date.

Failure to Complete Course

In the event a student starts a college course and drops or withdraws from that course, the costs related to that course (based on university guidelines) default to the student/parent. In the event that a student fails to attend class and, as a result, fails the course, the costs related to the course also defaults to the student/parent.

Local Scholarship Considerations

To be eligible for locally selected scholarships, a student must earn 50% or more of the credits toward graduation at Ridgedale High School/Tri-Rivers Career Center during the junior and senior years. This converts to a 2.75 credit hours per year excluding any credits earned during the summer months prior to the junior and senior years.

Eligibility - Parents and students must attend an orientation meeting concerning College Credit Plus by March 30 of the preceding year as

prescribed by the Ohio Department of Education. Letters of Intent to participate in CCP are due by April 1st of the preceding year.

CLASS RANK AND GRADE POINT AVERAGE

All grades, GPA's and class rankings are calculated on a semester basis. A student's grade point average is calculated by taking the total number of credits attempted where letter grades are awarded and dividing it into the total number of quality points earned. Quality points are determined by taking each final credit attempted and multiplying it by the grade value received; for **General/Standard** courses and to determine a GPA on a 4.0 non-weighted scale the following points would be used: A=4, B=3, C=2, D=1, and F or incomplete=0 and for **College Prep (CP)** courses the following points would be used when using the weighted scale: A+=5.00 ; A=4.81; A-=4.63; B+=4.37; B=4.00; B-=3.63; C+=3.37; C=3.00; C-=2.63;D+=2.00; D=1.50; D-=1.00; and F or INC.=0. The weighted GPA is then used to rank students, highest to lowest, in each grade (9 – 12). Class rank is a very important factor used by colleges and universities in accepting or rejecting students for admission and for scholarship competition. The 5.0 weighted system was developed so that students would be justifiably rewarded for taking more challenging courses and conversely, be discouraged from taking less rigorous courses in order to protect the GPA and class rank. Students, who move into the Ridgedale District who have completed college preparatory courses at their previous school, but these courses are not offered at RHS, may add weighted scale only to those courses offered at RHS. This would include high school courses offered in other districts at the junior high level but are not offered at Ridgedale at the junior high level.

VALEDICTORIAN AND SALUTATORIAN

All students' grades are rounded to the nearest hundredth (i.e. 3.97) for determining rank in class. Both weighted college prep courses and non-weighted courses will be used to determine this final average. Under this system it is possible to have multiple valedictorians and salutatorians. A candidate for valedictorian and salutatorian must have successfully completed at least 25 credits towards graduation, and he/she must have attended at least four complete semesters at Ridgedale High School immediately prior to graduation. For a student to achieve these honors he/she must complete as many weighted classes as possible and earn outstanding grades.

FAILED COURSES

Students are granted credit on the successful completion of a given semester. Students who fail a semester of a required course must make-up that semester in a method that is acceptable under current school policy. There are no "hard and fast" guidelines to follow, other than the fact that if the failed course is required for graduation, it **must** be made up.

There are basically four ways to make-up a failed course. Prior approval with the guidance counselor is needed with each option.

- A. The student repeats the course at RHS as soon as possible.
- B. Be tutored at a rate of twenty (20) hours of instruction and forty (40) hours of homework for each 1/2 credit.
- C. Summer school
- D. Correspondence/independent study (maximum of two (2) credits may be earned this way).

If a student fails the first semester of a two semester subject, should this student be allowed to continue the next semester? If the teacher of the course believes that the student is competent to handle the next semester of the course, then she/he should be allowed to do so. She/He could make-up the first semester either the next year or in one of the methods mentioned above. An example of one problem that may occur is that of students trying to take first semester 10th grade English as a make-up course, while concurrently enrolled in 11th grade English. This situation is discouraged and the student should use one of the above listed options to make-up the failed semester. Students are **not** permitted to schedule two year long courses concurrently if one is a prerequisite to the other course.

INSTRUCTIONAL OPTIONS

It is the school district's belief that in most instances the highest quality instruction takes place in the traditional classroom setting under the supervision of our teachers. In most instances, when at all possible, coursework should be taken in this manner. It is also evident that times may exist in a student's academic career when it becomes necessary for that student to initially take courses or make up deficient coursework in a manner other than the traditional Local School District classroom.

Reasons may be, but not limited to:

- 1. Health reasons that prohibit regular school attendance.
- 2. Extended travel with parents during a school year.
- 3. Serving as a foreign exchange student.
- 4. Failure of a course.
- 5. Course(s) may not be in the local school district curriculum.
Students in this position have options available to them and are encouraged to review these options in consultation with the guidance counselor, principal, teacher(s), and parents.
 - A. Students may take coursework under the Educational Options Policy of the district.
 - B. Students who have failed courses and desire to make up the course can do so in the following ways and in preferential order (see p.38/Tutoring Policy):
 - Retake the course at Ridgedale during the regular school year.

- Summer school or Tri-Rivers Adult Education Program.
- Individualized tutoring
- Correspondence school

Correspondence Course Guidelines

1. The school recognizes and will accept coursework from the University of Kentucky and Tri-Rivers Adult Education Independent Study.
2. Correspondence coursework will be accepted only as make-up work (repeating a course) unless waiver is requested of and granted by the Board of Education.
3. A maximum of two (2) credits will be accepted as basic education requirements unless a waiver is granted by the Board of Education.
4. Correspondence work can only be accepted when regular attendance during the school term is physically impossible or is considered impractical by the school principal, or as make-up credit.
5. All correspondence courses must be approved, in advance, by the guidance counselor and the school principal or his designee.

Auditing a Course

Request to audit a class should be reviewed with consultation of the teacher, guidance counselor and principal before approval.

ATTENDANCE POLICIES

Compulsory Attendance Law

1. Every child between the ages of six and eighteen must attend school.
2. Exceptions to one are: a) upon graduation from high school; b) when the student upon reaching age 16 receives an age and school certificate (work permit) as provided by law; c) or when the County Superintendent has determined a student to be incapable of further education.

Student Withdrawal Policy

When the Superintendent receives information that a student of compulsory school age has withdrawn from school, the Superintendent must, within two weeks after the withdrawal, notify the registrar of motor vehicles and the juvenile judge of the county in which the school district is located. Such notification is not necessary if a student has withdrawn because of change of residence or the student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.

Absence From School

In the event of absence, parents are asked to call the school prior to 8:00 a.m. An excused absence will permit the student to obtain and complete, or make up work missed while absent. An unexcused absence will not permit the student

to make up this work and result in an “F” or failure for the work missed. The final decision as to the acceptability of an excuse will rest with the principal. If the student consults a doctor she/he must supply a statement to that effect. After three (3) days of absence each quarter a doctor’s statement may be required for an excused absence. Any absences beyond the three (3) day maximum that do not have a valid medical excuse may result in a high school student receiving no credits for the quarter and a junior high student receiving failing grades for the grading period in which that unexcused absence occurs. Absence from school during semester exams may require a physician’s statement. The principal must be contacted regarding all absences on semester exam days.

For each class period in which the allotted number of absences is exceeded, the student may fail that class period for the quarter.

Absences for reasons other than illness, quarantine, death in the family, religious holidays, or home emergencies are not strictly legal under Ohio Law. However, the school recognizes that an OCCASIONAL absence may be requested by parents for special reasons (family vacation, necessitated by the parent’s work schedule, performance of specific work **exclusively** for parents or guardian, or other very special reasons.)

- a. Such absences are strongly discouraged and must be limited.
- b. As soon as the proposed absence is known and regardless of whether this is for ONE DAY or SEVERAL, the student is to obtain a “Planned Absence” from the office. Planned non-school related absences such as vacations can be counted against the total allowable days necessary before a doctor’s excuse is necessary.
- c. The form is to be signed by the parent and returned to the school for teacher comments.
- d. The final decision as to whether this will be an excused absence (work may be made up) rests with the principal.
- e. If the absence is excused she/he has as many as six (6) days upon return as she/he was absent to complete ALL work missed.
- f. Requests submitted FOLLOWING an absence will ordinarily be disapproved and the absence recorded as unexcused.
- g. A request for appeal may be made to the principal concerning attendance issues.
- h. A planned absence will count in the 8 day attendance rule.

Procedures

Up to three (3) days of absence per quarter may be excused after which parents will be required to submit a physician’s excuse. Medical excuses must be received by the office within 72 hours of the visit, unless approved by

principal, assistant principal, or dean of students. If no doctor's note is submitted to the office, the student may receive an "F" for all missed work. After 10 days absence, additional action may be taken by school authorities, which may include the loss of driving privileges. Any student who does not turn in a note by 8:12 a.m. on the second day after his/her return to school, may be given an unexcused absence for those days missed, and will not get credit for work missed.

If a student exceeds three (3) unexcused absences, she/he may have the option to regain up to two (2) days by attending Saturday School. Two (2) Saturday Schools would equal one (1) day of absence. A student may only recover the grade she/he had earned prior to exceeding the limit of unexcused absence.

Early Dismissal

Students are urged to make dental, counselor, doctor, and driving permit test appointments for non-school hours. If this is impossible, the appointment card or note from the parent or guardian should be brought to the office one day in advance of the appointment. The student's request should include the following information or they will not be granted permission to leave:

1. The student's name and grade
2. Doctor, counselor, or dentist's name and phone number
3. Appointment time
4. The time requested for dismissal
5. Parent or legal guardian's signature

Students who request an early dismissal for reasons other than dental, counselor, doctor, and driving permit tests, must include the following information on request:

1. Reason for needing to leave early
2. The time requested for dismissal
3. Date requested for dismissal
4. Parent or legal guardian's signature

Partial School Days and Extra-curricular Participation

Students who arrive at school after 11:30 a.m. will be counted as one-half day of absence. Those who arrive after 1:22 p.m. will be counted as a full day's absence. Students who arrive after 11:30 a.m. may be denied participation in extra-curricular activities on the day of the absence or early dismissal, unless excused by the principal for an excusable reason.

Attendance will be recorded on a period-by-period basis using the following chart and any combination of total periods missed:

DAY'S ABSENCE	NUMBER OF PERIODS MISSED
1/4	1, 2, OR 3
1/2	BETWEEN 4 AND 5
3/4	BETWEEN 6 AND 7
1	BETWEEN 8 AND 9

EXAMPLE:

If a student arrives at school after 2nd period, he will be absent for $\frac{1}{4}$ of a day.

If a student leaves 4th period and comes back for 9th period, he/she will be absent for $\frac{1}{2}$ of a day.

If a student comes in after 1st period and leaves after 8th period, he/she will be absent for $\frac{1}{4}$ of a day.

If a student a student comes in after 8th period, heshe will be absent 1 full day.

Attendance - Hunting Policy

Students may be granted 1 excused day for hunting if a "Planned Absence" form is filled out. This day of absence counts in the 3-day attendance rule.

Make-Up Work

If the student's absence is an excused absence, he/she may be allowed to make up any missed work. It is the student's responsibility to take the initiative in inquiring as to what he/she has missed and in making arrangements for make-up work. The student has the same amount of time to make up missed work as is covered by the written excuse. The time allowed for make-up begins with day one being the day after the student's return. NOTE: Anytime a student signs in during the school day, they will be responsible to check with their teachers for any classes that were missed. If a student missed a test, he/she may be required to make it up the following day. Any homework

assigned will also be required to be turned in the following school day during class.

STUDENT ACTIVITIES

Ridgedale offers many non-credit activities. Each of these activities is recognized by the administration and has a sponsor who works closely with the students in carrying out the purposes of the activity in view of the total school program.

Ridgedale believes that every student has special abilities that can be developed through encouragement and varied exposure. School activities can and may help students by providing opportunities to explore, to expand, and to discover abilities, as well as functioning as an inspirational factor in stimulating talent, potential, and existing interest.

MAJOR GOALS

1. To provide the development and enhancement of social interaction.
2. To provide opportunities for participation in group-oriented activities for the development of leadership and cooperation in democratic processes.
3. To encourage the students to use their creative talents and abilities toward the realization of self-worth, as well as development of admiration and respect for others.

ACADEMIC STANDARDS FOR EXTRA-CURRICULAR ACTIVITIES

Philosophy

The Ridgedale Board of Education, community, administration, directors, and coaches believe that scholastic endeavor is the most important part of the educational program. Therefore, minimum academic standards shall be established for students participating in extra-curricular activities. Emphasis on scholarship will encourage students to develop more of their potential and hopefully provide additional post high school opportunities.

The purpose of this policy is not to eliminate any student from participation in extra-curricular activities but to emphasize that scholarship must be the student's first pursuit. Encouraging academic excellence in the classroom as well as involvement in activities will serve to profit the student by helping him or her to develop necessary skills and attitudes.

Definition of Extra-Curricular Activities

An "extra-curricular activity" is defined as a program of out-of-class pursuits, usually supervised and/or financed by the school, in which students enjoy the

freedom in selection and participation. Service clubs shall be excluded from this eligibility.

Extra-curricular activities are part of the regular school curriculum, but are not graded, do not involve earned credits, generally take place out of classroom time, and often involve performance before an audience or spectators.

Definition of Intra-Curricular Activities

An “intra-curricular activity” is defined as a program of in and out-of-class pursuits usually supervised and financed by the school or by the student activity fund. Intra-curricular activities are part of board approved curriculum. They are graded, and do involve earned credits. They generally take place out of classroom time, and often involve performance before an audience or spectators.

Academic Eligibility Requirements for Intra/Extra-Curricular Activities

1. Participating in extra-curricular activities sponsored by the Ridgedale Board of Education shall be determined by the academic standards set forth in this policy. Students in grades 7-12 must be currently enrolled and passing in subjects that earn a minimum of 5.0 credits.
2. The terms of eligibility (or ineligibility) shall be by grading period. Grading Period – (nine weeks) – eligibility (or ineligibility) for an entire grading period shall be determined by O.H.S.A.A. rules and Ridgedale Board of Education.
3. Credits earned in summer school, by tutoring, by correspondence, or any other means shall not in any way determine eligibility or ineligibility.
4. The eligibility of students entering Ridgedale Schools shall be determined by the grades earned immediately prior to entrance (as documented by the school of previous matriculation.)
5. The aforementioned eligibility standards apply to ALL extracurricular activities as defined by The Ridgedale Board of Education Policy.
6. Appeals of individual eligibility must be made to the Principal, or his designee, within five (5) school days after the Friday following the last day of the corresponding grading period.
7. The eligibility standards may never be less than those mandated by the O.H.S.A.A.
8. SPECIAL CONSIDERATIONS:
Incomplete may be used to designate failure to complete assigned work for a reasonable cause. Incomplete becomes an F unless make-up work is completed by the end of the third week of the next grading period. If extenuating circumstances exist, the building principal may alter the

timeline for complying. A senior will not receive a diploma if he/she has an incomplete.

1. **INCOMPLETE:** The student has three (3) weeks after the close of the grading period to make up work missed. After that amount of time has elapsed the incomplete (I) becomes an F.
2. **MISTAKES MADE IN CALCULATING GRADE:** Under this circumstance corrections will be made as appropriate and any adjustments to eligibility will be made accordingly.
3. **MISSING WORK:** No student work may be accepted after the last day of the grading period unless an incomplete has been assigned.
4. **GRADE CHANGES:** Any changes of grades after the close of the grading period must be approved by the principal.

**RIDGEDALE JUNIOR & SENIOR HIGH SCHOOL ATHLETIC,
INTRA-
CURRICULAR AND EXTRA-CURRICULAR CODES**
(To be issued to all High School Athletic Participants)

I. General Regulations Governing All Participants

Application: This code applies to all student participants in all intra-curricular and extra curricular activities.

Recruiting: Recruiting for individual sports is to be held in eighth and ninth grades and to be conducted at pre-appointed times set up through the junior high and the high school principals.

Individual Sports:

- A. No athlete may come out for any sport after the first two calendar weeks of practice, unless she/he has a legitimate reason as determined by the athletic director, principal and head coach. A coach may set this date earlier if she/he so desires.
- B. No athlete may quit one sport in order to tryout for another without personally notifying the coach of the original sport. Failure to do so will result in denial of participation from all sports for that season. All equipment and bills in the original sport should be handled before participation in the second sport may take place. Rule A, above applies to the second sport involved.
- C. When an athlete is playing on two sports teams in the same season, the athlete must declare one sport as his/her major sport and attend that sport contests and practices first. Coaches should work together in this matter.

SAMPLE ORDER OF PRIORITY

1. State sanctioned tournament
2. League sponsored event
3. Regulation varsity game
4. Reserve game

5. Practice

- D. Refer to section of handbook with regard to Ridgedale Local Schools drug testing policy.
- E. Academic Requirements: The academic requirements for athletic participation will be in accordance with rulings of the Ohio High School Athletic Association, and the Ridgedale High School Board of Education.
- F. Cheerleaders will be considered as participants in athletics as far as the application of these rules is concerned.
- G. Schedule for Athletic Seasons and Practices:
 - 1. The length of all sports seasons and practices will be in accordance with the rules and regulations of the O.H.S.A.A.
 - 2. Scheduling of athletic games and events will be the responsibility of the athletic director in cooperation with the principal and the head coaches.
 - 3. Practice times in areas where conflicts may arise will be the responsibility of the athletic director in cooperation with the head coaches involved. The final decision will be made by the athletic director.

II. Student Conduct Code for Extra-Curricular and Co-Curricular Activities

- A. **Philosophy:** The coaching staff of the Ridgedale Schools believes that interscholastic athletics are an integral part of our educational system. As such, our efforts are directed toward the attainment of athletic excellence. To achieve the best possible performance and to promote quality health and physical fitness, we feel the athletes should be committed to a set of training rules. The Ridgedale Athletic Department and the Ridgedale Athletic Council have approved the student conduct code as outlined on these pages. They have been adopted by the Ridgedale Board of Education. All Ridgedale athletic participants are to abide by them.
- B. **Goal:** Our goal is to help the athlete help himself/herself by learning the value of self-discipline through the use of these training rules and student conduct code.
- C. **Objectives:**
 - 1. To establish a productive pattern of living
 - 2. To help the individual athlete obtain his/her full physical potential.
 - 3. To help the athlete to become a positive influence on the school, community, family, and self.

D. Content: Following are listed the rules, regulations, and procedures by which a student may be denied participation in an extra-curricular or co-curricular activity.

E. Definitions

1. Co-curricular activity: This would be any activity that is directly related to a subject or course offered in our regular curriculum. Examples: F.F.A., Spanish Club, Art Club, etc.
2. Extra-curricular activity: This would be any activity that is not directly related to a subject or course offered in our regular curriculum. Examples: Interscholastic athletics, Leo Club, Intramurals, Student Council, etc.

F. Regular Student Conduct Code–Rules Applicable to Activities

All of the rules listed in the Student Conduct Code (SCC) section in the student handbook also apply to extra-curricular and co-curricular activities. Violations of these rules may result in a student being denied participation in an activity either temporarily or permanently.

G. Additional Rules That May Result in a Student Denied Participation in an Activity or Activities.

1. Violation of rules as outlined in the constitution or policies of the club or activity as long as the student has prior knowledge of these rules.
2. Failure to participate in an activity or poor attendance.
3. Failure to pay dues or other charges involved in an activity.
4. Violation of other school rules while participating in or being present at a school activity may result in denial of participation from all activities for an indefinite period of time.
5. In-school restriction, suspension, or expulsion from school.
6. Failure to abide by training rules and other regulations established by the coaching staff or other supervisors employed by the Ridgedale School District. These rules are as follows and apply to athletes, managers, cheerleaders or any personnel associated with the Ridgedale athletic program. **These rules shall be applied to athletes or other personnel on a twenty-four hour basis, all year around.**
 - a. Violation of the rules of the regular SCC in regard to the sale, use, possession, etc. of tobacco, alcohol, and drugs.

H. Self-Referral

If a student athlete approaches a coach prior to his/her first offense, the student athlete will not face denial of participation from any contest. However, he/she will be required to undergo an evaluation by the Marion Area Council of Alcohol and Drugs or another agency approved by the Athletic Council. Each student athlete is allowed only one self-referral in his or her athletic career.

1. **First Offense** – The offending student shall be removed from the team for 20% of remaining contests, the start of the next season or

until such time that an evaluation and / or treatment is obtained, and the agency gives a written clearance to the student. The cost of the evaluation is the responsibility of the student, parent, guardian, except under unusual circumstances as determined by the Athletic Council.

2. **Second Offense** – A second offense will result in removal from athletics for one calendar year from point of infraction (i.e., June 30 – July 1).
3. **Third Offense** – A third offense will result in the student’s removal from athletics for his/her academic career at Ridgedale.

I. Additional rules that may result in denial of participation are:

1. Violation of the rule of the regular SCC in regard to stealing.
2. Violation of the rule of the regular SCC in regard to destruction of school or personal property.
3. Serious breach of sportsmanlike conduct prior to, during, or after an athletic contest.
4. Missing practice or game without gaining prior permission from the coach or supervisor.
5. Suspensions from school may result in additional denial of participation from a team or group upon the participants return to school.
6. Violations of curfews established by coaches or advisors.
7. Public acts or displays by an individual or group that would discredit or disgrace the team or the school if that individual were allowed to continue participation in an activity.
8. All athletic participants will use the transportation provided by the school to away contests and back to school unless parents see the coach after the game and are taking their son or daughter with them.
9. Any other training rules the head coach established for his/her sport.

J. Procedures to Follow when a Violation Occurs

1. The coach or advisor must give the participant a written notice of intent to deny participation when a violation occurs. This notice should list the reasons for denial and a statement informing the student of his/her right to a hearing to state his/her side of the story.
2. The informal hearing may be held by the advisor or coach. This hearing may take place immediately and parents do not have to be present.
3. After the hearing has taken place, if the participant is found to be in violation of the code, he/she again shall be notified in writing. This notice will include the following:
 - a. The athlete’s name
 - b. The coach’s name
 - c. The date of dismissal

- d. The nature of the violation
 - e. The length of denial of participation
 - f. The right to appeal the coach or advisor's decision will go to the building principal. The principal then makes the final decision in all cases regarding denial of participation. The notice and hearing provisions applicable to suspensions from school, expulsion from school, and emergency removal from school do not apply to the denial of student extra-curricular privileges.
4. If an athlete is removed from a given sport, she/he may not participate in another sport from the duration of the season from which she/he is removed.

K. Emergency Removals for Less Than Twenty-Four Hours

- 1. Coaches may deny an athlete the opportunity to participate for a period of less than twenty-four hours without a notice or a hearing on such removal.
- 2. Notice of such a dismissal shall be transmitted in writing to the principal within the same twenty-four hours and contain:
 - a. The name of the advisor or coach
 - b. The name of the student
 - c. The date of dismissal
 - d. The nature of the violation
- 3. The above presumes there is not intention to remove beyond the twenty-four hour period.

L. Original or Repeated Violations, of Rules and Regulations that Pertain to Athletics

- 1. The first violation of a rule may result in denial of participation from that sport or squad for the remainder of that sport season.
- 2. The second violation of a rule (the original rule violated or another) may result in a calendar year denial of participation from all athletics if the involved coaches and athletic director recommend this action. One year from the date of the denial the athlete must appear before the athletic director and involved coaches in order to be reinstated. If the violation was flagrant enough, then they may deny reinstatement of the athlete for the remainder of his/her high school years of eligibility. The athletic director will make this recommendation to the principal.
- 3. For a third violation of a rule (original or otherwise) the athlete may be ruled ineligible permanently from all athletics at Ridgedale High School. The athletic director would make this recommendation to the principal if it were felt necessary.

INTRA-CURRICULAR ACTIVITIES

- 1. FFA

2. JAZZ BAND
3. MARCHING BAND
4. NEWSPAPER
5. YEARBOOK STAFF

EXTRA-CURRICULAR ACTIVITIES

1. Art Club
2. Athletics (includes manager, etc.)
3. Fellowship of Christian Athletes (F.C.A.)
4. Flag Corps and Majorette
5. Spanish Club
6. Leo Club
7. Library Aides
8. Musical
9. National Honor Society
10. Office Aides
11. Pep Band
12. Student Council
13. Show Choir
14. Teen Board
15. Teen Institute/Junior Teen Institute
16. Technology Club

Athletics (7-12)

Learning to follow rules, overcome adversity, getting along with others, exercising the qualities of leading and being led, learning how to win and lose, and developing self-discipline are all lessons learned in athletic competition. The direct carry-over value of participation in athletics aids young men and women in developing as mature, useful citizens. For this reason, the athletic program is viewed as a vital part of the curriculum.

Interscholastic Athletics for Boys

	9-12	Frosh	7-8
Football	X	X	X
Cross Country	X		X
Golf	X		
Basketball	X	X	X
Baseball	X		
Track and Field	X		X

Interscholastic Athletics for Girls

Volleyball	X	X	X
Cross Country	X		X

Golf	X		
Basketball	X	X	X
Softball	X		
Track and Field	X		X
Cheerleading	X	X	X

National Honor Society

Membership in the National Honor Society is based upon excellence in four areas: Character, Leadership, Scholarship, and Service. Each category is judged independently and equally.

- A. **CHARACTER:** Upholds principles of morality and ethics, cooperates by complying with school regulations, and demonstrates the highest standards of honesty and responsibility, no recorded incidents of cheating or intentional dishonesty. All teachers in the junior/senior building will be offered the chance to complete an evaluation.
- B. **LEADERSHIP:** Each student must demonstrate leadership in promoting school activities, handle school offices, be reliable and dependable in class and seek out responsibilities and accept them willingly. Candidates must participate in extracurricular activities in school, church, or the community. The student must document three activities using the form provided.
- C. **SCHOLARSHIP:** must have the minimum of a 3.25 non-weighted cumulative grade point average.
- D. **SERVICE:** All potential members must submit a list of their service projects and activities. These can be projects done with a group either in or out of school or done as an individual project.

Candidates must document 25 volunteer hours for a non-profit organization using the form provided.

The following are some questions and answers you may have about NHS:

How do I get in NHS?

The NHS advisor will check all junior and senior students' GPA's to determine who meets the scholarship portion of NHS. You should work hard your freshman and sophomore years and earn a minimum of a 3.25 GPA to be eligible for NHS.

Okay, I meet the GPA requirement, then what?

The NHS advisor will contact the eligible juniors and seniors and give them some paperwork to complete. The NHS advisor will want you to prove you have completed a minimum of 25 hours of service for a non-profit organization (teacher aides may count a minimum of 5 hours). You will also show you have participated in at least 3 extracurricular activities with 2 of the activities being school related, to show your leadership, and all teachers will be offered to complete an evaluation on your character and candidacy for NHS.

Who determines if I am selected for membership?

A faculty committee of five is appointed by the principal to review the students' applications. The committee must consider all four categories and then vote to let you in or not.

How will I know if I made it or not?

The NHS advisor will meet with you individually and tell you your status.

When should I start preparing for the NHS?

NOW! Get good grades, volunteer, get into a club, sport, or other activity, and be a GOOD role model for the students at RHS!

Student Council (7-8 and 9-12)

The purpose of the Student Council shall be:

- A. To serve as a liaison between the student body and the faculty;
- B. To develop attitudes of and practices for good citizenship;
- C. To promote harmonious relations throughout the school;
- D. To provide a forum for student expression;
- E. To safeguard the customs and traditions of the school;
- F. To provide for the orderly direction of student activities;
- G. To promote the general welfare of the school and its students.

Membership in the Student Council is by election. There will be separate councils for the junior and senior high schools.

All activities listed above are available to or students. The ones identified specifically are representative of conditions and expectations to be members of those organizations. Some of the organizations require specific conditions or skills to attain membership. Others do not.

RIDGEDALE LOCAL SCHOOL DISTRICT
RULES OF STUDENT CONDUCT

The rules of conduct contained herein have been approved by the Board of Education. The purpose is to inform you and your parents of the behaviors that are illegal and/or inappropriate while you are under the school's authority. It is your responsibility as a Ridgedale student to read these rules and to abide by them. Students who choose to violate these rules will experience the consequences of their behavior.

Students who are self-disciplined appreciate an orderly school climate that promotes freedom with responsibility and allows the pursuit of educational goals without interference from disruptive and irresponsible students.

STUDENT CONDUCT “ZERO TOLERANCE” POLICY

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of the District will conform to school regulations and accept directions from authorized school personnel. **The Board has “zero tolerance” of violent, disruptive, or inappropriate behavior by its students.**

A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students will receive at the opening of each school year, or upon entering during the year, written rules and regulations to which they are subject while in school or participating in any school-sponsored activity or event. The information will include the types of conduct that will make them liable to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs. Parents will also be informed of the conduct expected of students.

If a student violates this policy or the code of conduct, school personnel, students, or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property, or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion periods include: The student’s mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents located on our school website.

STUDENT RULES OF CONDUCT: FIRST WARNING

Your reading of these rules and the fact that you have signed an acknowledgment of having read these rules constitutes a first warning. No further warnings will be given to you. It is your responsibility to familiarize yourself with these rules and the consequences of violating them. The rules herein apply to all students when on all school premises, at all school-sponsored activities, and when aboard a school bus or other Board owned vehicle. These rules apply to all Ridgedale School students, including Tri-Rivers students when on Ridgedale School's property, or at a Ridgedale school sponsored event. Administrators do maintain the ability to give warnings for behavior for which a warning is appropriate.

STUDENT RIGHTS AND RESPONSIBILITIES

All students have rights as bestowed to them by Ohio Law and the Constitution of the United States. In the exercise of these rights, students have basic responsibilities. Every right has a corresponding responsibility. A student may temporarily forfeit his/her right to educational opportunities when his/her conduct disrupts the educational process, deprives others of their basic right, and violates the school rules established herein.

ADMINISTRATION OF STUDENT RULES OF CONDUCT

The building principal and/or his/her administrative designee shall administer the student rules of conduct according to the conditions and consequences outlined herein. He/she shall use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

METHODS OF DISCIPLINE

Discipline may include, but not be limited to, the following: counseling by the staff, denial of privileges, denial of participation in an extra-curricular activity, parent conferences, detentions, Saturday School, Opportunity Room, out of school suspension, community service, emergency removal, expulsion, exclusion, or referral to juvenile court or legal authorities. Students who have been assigned to out of school suspension or have been expelled from school may not participate in extracurricular activities during the assignment. This includes any school-sponsored events.

SCHOOL SPONSORED ACTIVITIES

The rules of conduct listed herein apply to all school sponsored activities. The list of school sponsored activities will include, but not be limited to the following: Band camp, all band trips and contests, all athletic events home and away, all dances, after play parties, graduation rehearsal and ceremony, all

banquets sponsored by school organizations, all intramural contests and practices, all field trips, and night school.

A student who is suspended or expelled from school shall not be permitted to participate in or to attend a school-sponsored activity and is not permitted to be on school property. Violation of this may result in further suspension or expulsion. Any violations on a school-sponsored event may lead to an individual being denied permission to participate in any or all school sponsored events for one full calendar year or longer.

EMERGENCY REMOVAL, SUSPENSION, EXPULSION

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, then the superintendent, principal or assistant principal may remove the student from curricular or extracurricular activities or from the school premises. A teacher may remove the student from curricular or extracurricular activities under the teacher's supervision, but may not remove the student from the school premises. Students who are subject to an emergency removal from school premises are automatically removed from all school activities and all extracurricular activities for the same period of time as the emergency removal from school. If a teacher makes an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as practicable.

In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than one school day and is not subject to further suspension or expulsion, the due process requirements of suspension and expulsion do not apply.

If the emergency removal exceeds one school day, then a hearing will be held within three (3) school days after the initial removal is ordered. Written notice of the hearing and the reason for removal will be given to the student as soon as practical prior to the hearing using the notice of intent to suspend or notice of intent to expel, as applicable. A hearing shall be conducted in accordance with suspension procedures unless the student has received a notice of intent to expel, in which case a hearing shall be conducted in accordance with expulsion procedures, except that the hearing for suspension or expulsion shall be held within three (3) school days of the initial removal. The person who ordered or requested the removal shall be present at the hearing.

If the superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

The student may be removed from curricular or extracurricular activities or excluded from school premises until a hearing is conducted according to suspension or expulsion procedures whichever is applicable.

Suspension and Expulsion Generally

A “suspension” is the removal by the superintendent or principal of a student from school for a period of not more than ten (10) school days. An “expulsion” is the removal by the superintendent of a student from school for a period of more than ten (10) school days. Except as specified below (see “Gun-Free Schools Act” below), students may be expelled from school for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the term or semester in which the incident that gives rise to the expulsion takes place. The expulsion may also be extended pursuant to R.C. 3313.66(F) related to permanent exclusion. Students who are suspended or expelled for a period of time that exceeds the number of school days remaining in that school year may be suspended or expelled for the remaining days at the beginning of the next school year. Unless otherwise indicated in the notice of suspension or expulsion, students who are suspended or expelled from school are automatically suspended or expelled from all school activities and all extracurricular activities, as part of the student’s suspension or expulsion from school, for the same period of time as the suspension or expulsion.

A student who violates the terms of his/her suspension or expulsion may, at the discretion of the superintendent and under appropriate circumstances, be referred to the proper law enforcement agencies.

Discipline of handicapped students shall follow the requirements of state and federal law, including, when required by law, a determination of whether the misconduct is related to the handicapping condition.

The superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion including, but not limited to, imposing a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the following school year. Use of this community option and any related reporting by or monitoring of students performing such community service shall be determined by the superintendent, in his or her discretion. If any violation which in whole or in part gave rise to the suspension or expulsion or consideration of the suspension or expulsion of any student involved the student’s bringing a firearm to school or on to property owned or controlled by the Board of Education while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject so the authority of the Board of Education or school personnel, the Superintendent shall not use this community service option for such student in place of all or any portion of the required one year expulsion if the student is otherwise subject to the required one year expulsion.

Expulsion for up to one year for certain violent acts: The superintendent has the authorization to expel a student for up to one year who has committed certain violent acts at school or on other school property or at an interscholastic competition, extracurricular event, or any other school program or activity. The

acts included are those that (1) would be criminal offenses if committed by an adult, and (2) result in serious physical harm to persons or property, as defined in Ohio Revised Code Sections 2901.01 (A)(5) and 2901.01 (A)(6), respectively.

The superintendent may extend the expulsion into the next school year or reduce the expulsion on a case-by-case basis pursuant to district policy. (Ohio Revised Code Sections 3313.66(B)(4) and 3313.661(A)).

The rules of conduct listed herein have jurisdiction over misconduct occurring off school property. This is to expand jurisdiction of the district's general suspension and expulsion policy which will include: (1) misconduct by a student that occurs off of district property but that is connected to activities or incidents that have occurred on district property, and (2) misconduct by a student that, regardless of where it occurs, is directed as a district official or employee or the property of a district official or employee. (Ohio Revised Code Section 3313.66(A)).

There shall be no notice and hearing for in-school restrictions that is defined as a suspension and is served entirely within a school setting. (Ohio Revised Code Section 3313.66(A) and (K)(2)).

Student Suspension Procedures

The superintendent of schools, principal, or dean of students may suspend a student from school for a period of not more than ten (10) school days. If, at the time a suspension is imposed, there are fewer than ten (10) school days remaining in the school year in which the incident that gave rise to the suspension takes place, the superintendent may apply any remaining part or all of the suspension to the following school year. No student shall be suspended from school unless prior to the suspension the superintendent, principal or dean of students:

1. Give the student written notice of the intention to suspend the student and the reason(s) for the suspension;
2. Provides the student an opportunity to appear at an informal hearing before the principal, dean of students, superintendent, superintendent's designees and challenge the reason for the intended suspension or otherwise to explain his or her actions;
3. Determines, as a result of the informal hearing, that the student should be suspended and, within one school day after the time of the student's suspension makes written notification of the suspension to the parent, guardian, or custodian of the student and the treasurer of the board. A copy of the suspension notice should be forwarded to the superintendent; and
4. Includes in the notice of suspension to the parent, guardian or custodian of the student: (1) the reason for the suspension, (2) notification of the right of the pupil or his/her parent, guardian or custodian to appeal the suspension and be granted a hearing before the Board of Education or its designee, (3) the right to be represented in all appeal proceedings,

and (4) the right to request that the appeal hearing before the board or its designee be held in executive session.

If the suspension or proposed suspension is based on a violation that can lead to permanent exclusion, and if the student is sixteen (16) years of age or older at the time the offense is committed, the written notice of the intent to suspend and the written notice of suspension must include a statement that the superintendent may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.

Right of Appeal

In cases of suspension, a student, or his/her parent, guardian, or custodian may appeal a suspension to the Board of Education or its designee. The request for appeal must be filed in writing with the superintendent's office within three (3) school days of the notice of suspension. A student shall remain suspended for the duration of the suspension unless and until action modifying the suspension is taken on appeal. The request for an appeal does not stop the suspension.

The appeal hearing is not a formal judicial proceeding. The student, student's parent, or their representative does not have the right to cross-examine or question school staff, students, or other persons at the hearing. Any cross-examination or questioning is at the sole discretion of the appeal-hearing officer.

Student Expulsions Procedures

The superintendent of schools may expel a student from school. Except as specified below as related to firearms and knives, students may be expelled from school for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the term or semester in which the incident that gives rise to the expulsion takes place. The expulsion may also be extended pursuant to ROC. 3313.66 (F) related to permanent exclusion. Students who are expelled for a period of time that exceeds the number of school days remaining in that school year may be expelled for the remaining days at the beginning of the next school year.

No student shall be expelled unless prior to his/her expulsion the superintendent:

1. Gives the student and his parent, guardian, or custodian written notice of the intention to expel the student and the reasons for the intended expulsion;
2. Provides the student and his parent, guardian, custodian or representative an opportunity to appear in person before the superintendent or superintendent's designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions.
3. Provides in the written notice in intent to expel: (a) the reason for the intended expulsion; (b) notification of the opportunity of the student and his/her parent, guardian, custodian, or representative to appear before the superintendent or superintendent's designee to challenge the

reasons for the intended expulsion or otherwise to explain the student's actions; and (c) the date, time, and place to appear for such hearing;

4. Provides that the date to appear for the hearing, as set forth in the notice, shall not be earlier than three (3) school days and not later than five (5) school days after the notice is given, unless the superintendent grants an extension of time at the request of the student or his/her parent, guardian, custodian or representative; and
5. Provides, if an extension of time is granted after giving the original notice, notification to the student and his parent, guardian, custodian, or representative of the new date, time and place to appear for the hearing.

If the superintendent or designee determines, as a result of the hearing, that the student should be expelled, the superintendent shall, within one school day after the time of the student's expulsion, notify in writing the parent, guardian, or custodian of the student and the treasurer of the Board of Education of the expulsion.

The notice of expulsion to the parent, guardian, or custodian of the student shall include: (a) the reason for the expulsion; (b) notification of the right of the student or the parent, guardian, or custodian to appeal the expulsion to the Board of Education or its designee, and to be granted a hearing before the board or its designee to be heard against the expulsion; (c) the right to be represented in all appeal proceedings; and (d) the right to request that the hearing be held in executive session.

If the expulsion is for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year, the notice of expulsion will provide the student and his/her parent(s), guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and telephone numbers of the agencies.

If the proposed expulsion or expulsion is based on a violation that can lead to permanent exclusion, and if the student is sixteen (16) years of age or older at the time he/she allegedly committed the violation, the written notice of intent to expel and the written notice of expulsion shall include a statement that the superintendent may seek an extension of the expulsion pursuant to Ohio Revised Code 3313.66(F) and that the superintendent may seek to permanently exclude the student if the student is convicted or adjudicated a delinquent child for that violation.

The building principal may recommend expulsion to the superintendent. In cases where expulsion is recommended by the principal, a summary of the nature of the offenses and information such as statements, or conferences should be made by the principal and be provided to the office of the superintendent.

Right of Appeal

In cases of an expulsion, the right of appeal shall be: The parent, guardian, custodian, or the student may appeal the expulsion decision to the Board of Education or its designee, whichever is required. The request for appeal must be filed in writing with the superintendent's office within five (5) school days after the notice of expulsion.

The appeal hearing should generally be held within fifteen (15) school days from the date the request for the appeal hearing was received in the Superintendent's office, although the hearing may be scheduled at a later time, as determined by the Superintendent.

The initial expulsion hearing and any appeal are not formal judicial proceedings. The student, student's parents, or their representative do not have the right to cross-examine or question school staff, students, or other persons at the hearing. Any cross-examination or questioning is at the sole discretion of the Board or its designee. If the student, student's parents, or their representative fail to follow hearing procedures established by the board in policy and regulations, the hearing may be terminated and the Board or its designee may proceed with a decision in the matter.

A student shall remain expelled for the duration of the expulsion unless or until action modifying same is taken on appeal, except that the superintendent shall have the discretion to hold an expulsion in abeyance pending appeal.

Academic Penalty

Academic penalty shall not be used as a disciplinary tool; however, students who are truant, unexcused from class or suspended, expelled, or emergency removal from school may not be permitted to make up work missed or to receive credit. (Note Attendance Policy)

Violation of Suspension or Expulsion

While under suspension OR EXPULSION, a student shall not have access to or be permitted on school premises or at school activities except with the specific permission of the building principal. If a student is found on school premises or at school activities without the permission of the principal, he/she may be referred to law enforcement authorities for appropriate action; the suspension may be extended and/or the student maybe expelled.

Extracurricular Activities

No notice and hearing required when student poses a continuing danger: There will be no hearing notice provided to a student when the student is removed from an extracurricular activity because his or her presence poses a continuing danger to persons or property or an ongoing threat of disruption (ORC Section 3313.66 (J)(1)(a)). Students may be prohibited from participating in extracurricular activities: The administration has the authorization to bar students for participating in extracurricular activities. This procedure may prohibit, rather than suspend, students from participating in extracurricular

activities. This policy may prohibit a student's participation in any particular or all extracurricular activities. (ORC Section 3313.664)

Gun-Free Schools Act

The superintendent may expel a student for up to one year for bringing a firearm or knife to, or possessing a firearm or knife at, an interscholastic competition, extracurricular event, or any other school program or activity that is not on school-controlled property. This expulsion may extend into the next school year. The superintendent may reduce the expulsion on a case-by-case basis in accordance with district policy. (Revised Code Sections 3313.66(B)(2)(b) and (B)(3)).

A student who brings a firearm to school or on to property owned or controlled by the Board of Education while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board of Education or school personnel shall be expelled from school for up to one full year. Any such expulsion shall extend, as necessary into the school year following the school year in which the incident occurred. The Superintendent may reduce, on a case-by-case basis, the one year required expulsion period in circumstances subject to the provisions of the federal and state law related to the education of handicapped students or when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other student, school employees, and other members of the school community are not disproportionately discerned by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code Section 3313.662.

A student who brings a knife to school or onto property owned or controlled by the Board of Education while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board of Education or school personnel may be expelled from school for a period of up to one calendar year. Any such expulsion may extend, as necessary, into the school year following the school year in which the incident occurred. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code Section 3313.662.

DRESS CODE

All students attending Ridgedale Jr. Sr. High School must adhere to the following standards of dress which are intended to promote a positive educational atmosphere.

1. All clothing, make-up, jewelry, and/or hair styles must not disrupt the educational atmosphere of the building.
2. All clothing shall be neat, clean, and well-fitting. No sagging pants are permitted and clothing should cover the hips.
3. Clothing must not contain any obscene or inappropriate symbols, advertisements, and/or language. Any reference to tobacco, alcohol, or other drugs, in any form, is not permitted.
4. Clothes may not have any torn or ripped seams. All shirts, skirts, dresses, or shorts and jeans may not contain any holes.
5. Earrings may only be worn in the ears. If dangling earrings present a safety problem in a class, then the student will be required to remove them for that class.
6. Dark glasses may not be worn during the school day except under a written doctor's order.
7. Hats are not permitted to be worn during the school day.
8. Student hair is to be well groomed.
9. Jackets and/or coats are not permitted to be worn during the school day or to "cover up" otherwise inappropriate dress.
10. All shirts must cover the entire midriff area and complete top of pants and/or skirt when standing, sitting, or walking. In addition, the shoulder area of the shirt must cover at least three inches of the shoulder. Sleeveless T-shirts are not acceptable on students.
11. The neckline of all tops must be cut in a manner that ensures insures modesty by going **armpit to armpit**.
12. Pants must extend below the knee and be worn around the waist. Underwear or other garments under pants should not be visible while standing or sitting. This rule includes shorts worn as underpants.
13. **Shorts are permitted.** All shorts must be loose fitting with no slits, holes, tears, or patches. Shorts must be a **reasonable length to ensure modesty**. As a general rule, shorts should extend below the fingertips when the individual is standing erect with his/her arms at his/her sides.
14. Skirts and/or dresses must be of a reasonable length and fit to ensure modesty and must also adhere to all other dress code regulations.
15. Piercings, other than earrings, are strongly discouraged as distractions to the educational process. The decisions with regard to the acceptability of these items are the responsibility of school administrators.

16. Pajama pants and house slippers are not appropriate to wear at school.
17. No tights or leggings are allowed unless worn with proper length of shorts, skirts, or dresses.
18. Any student found in violation of the dress code will be sent to the office and not permitted to attend classes until suitable changes have been made. Any classes missed will be considered as an unexcused absence. Students may not be permitted to leave the school building but rather will have to make arrangements for proper clothing to be brought to school. If appropriate changes are not possible, in the building administrator's opinion, in the school building, then the student will be sent home for the rest of the school day. These students will not be admitted back to school until the proper changes have been made. Additional punishments may be given, as outlined in the Code of Conduct, by the school administrators.

The interpretation and enforcement of the dress code will be at the sole discretion of the building administrator(s) including Spirit Week Activities.

STUDENT RULES OF CONDUCT

All students at Ridgedale Jr./Sr. High School are expected to behave in a manner that is conducive to promoting a positive learning environment for all students. While it is impossible to detail every type of misbehavior, the following behavioral guidelines and appropriate consequences will be in effect at Ridgedale Jr./Sr. High School.

Disciplinary Actions

The administration of Ridgedale Jr./Sr. High School will primarily use the following types of disciplinary actions as consequences for misbehavior. The administration of Ridgedale Jr./Sr. High School has the sole discretion as to the assignment of times for all of the following.

- A. **DETENTION:** Detentions will be from 3:00 until 4:00 in a location assigned by the school administrators. In the event school is canceled the detention will be reassigned for a different date.
- B. **IN SCHOOL STUDY:** Students will independently and quietly work on their assignments for the day(s) in a location determined by the administration. This time will not be considered absent from the regular class. Teachers are required to provide work for students in the Opportunity Room.
- C. **SATURDAY SCHOOL:** Students will work for four (4) hours under the direction of the principal or his designee.
- D. **OPPORTUNITY ROOM:** Students will be working on schoolwork under the Opportunity Room supervisor's guidelines in a segregated classroom. Failure of the student to comply to the control of the opportunity room supervisor could result in suspension. It is the responsibility of the student to turn in all homework to the student's teachers.

- E. **SUSPENSION FROM SCHOOL:** The student will not be permitted to attend classes, participate in or attend any extra-curricular activities, or be on school property during the time of suspension, which may be up to ten school days. No credit will be given for work missed during this time.
- F. **EXPULSION FROM SCHOOL:** The student, upon action by the Superintendent, will not be permitted to attend classes, participate in or attend any extra-curricular activities, or be on school property during the time of expulsion. No credit will be given for work missed during this time, which may be up to one calendar year.
- G. **FILING OF CRIMINAL CHARGES:** The school administration may file appropriate criminal charges with the appropriate law enforcement officials.

CODE OF SUSPENSION & EXPULSION:

The following violations shall or may carry from one to ten days suspension or expulsion from school for disrupting the educational process by refusing to follow the normal rules of behavior as prescribed for Ridgedale Junior/Senior High School. The principal, in lieu of suspension may assign other disciplinary actions. Disrupting the educational process may be defined, but not limited to the following:

Serious Misconduct Code

1. NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS, AND COUNTERFEIT CONTROLLED SUBSTANCES OR SO CALLED LOOK ALIKE DRUGS

No student is permitted to possess, use, transmit, conceal or be under the influence of any of the above listed items while on school grounds, or while connected with any school activity. This means as apart of a group or as a spectator traveling to and from school or any activity.

All medications (including all prescription drugs (including inhalers), over-the-counter drugs, all types of stimulants and/or supplements, and oral medications) to be administered during school hours must be brought to the school office by the student/parent immediately upon the arrival to school. Additional regulations concerning medications may be found in the Safety Information and Policies Section of this handbook. Failure to comply with these regulations will be considered as a violation of this drug policy.

- 1. A counterfeit controlled substance is defined as:
 - a. Any drug that bears, or whose container or label bears, trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade names or identifying mark;
 - b. Any marked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it;
 - c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;

- d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
2. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance.
3. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effect as being the same or similar to the physical or mental effects associated with use of a controlled substance.
4. No students shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

The following federal penalties relate to the making, selling and possession of counterfeit drugs:

Possession of a counterfeit controlled substance - misdemeanor of the first degree; if second offense, a felony of the fourth degree;

Making, selling, offering to sell, or delivering any known counterfeit controlled substance; making possessing, selling, offering to sell, or delivering any device that is known to be used to print or reproduce a trademark upon a counterfeit drug (trafficking in counterfeit controlled substances) - a felony of the fourth degree for a first offense, and a felony of the third degree for subsequent offenses;

Selling, offering to sell, giving or delivering any counterfeit controlled substance to a person under eighteen (aggravated trafficking) - a felony of the third degree, and a felony of the second degree for subsequent offenses;

Representing a counterfeit controlled substance as a controlled substance by describing its effects as if it were a controlled substance (promoting and encouraging drug abuse) - a felony of the third degree, and a felony of the second degree for subsequent offenses;

Falsely representing or advertising a counterfeit controlled substance (fraudulent drug advertising) - a felony of the fourth degree, and a felony of the third degree for following offenses.

Students who possess, use, or distribute drugs (as defined above) or alcohol shall be subject to the following procedures:

- A. The administration will use discretion in implementing any of the following:
 1. Follow due process.
 2. Seek emergency medical assistance when necessary.
 3. Notify the student's parents/guardian.
 4. Notify law enforcement authorities.

B. Violators may be recommended for expulsion, and must be assessed by the appropriate agency prior to readmission.

C. DEALERS

Students dealing in alcohol or drugs may be suspended for ten (10) days (out-of-school) and recommended for expulsion.

D. RIDGEDALE LOCAL SCHOOL DRUG TESTING POLICY

Students participating in extra-curricular activities and intra-curricular activities will be subject to drug testing as authorized by the Board of Education (5/21/07). Students who wish to drive to school must submit to this test before driving privileges will be given.

2. TOBACCO: Use or possession of tobacco in any form by students is not permitted at Ridgedale Jr./Sr. High School. This applies to the interior and exterior of the building and on school property (including school buses or rented carriers, either during school, after school, or at extracurricular events whether home or away).

3. DISRUPTION OF SCHOOL: A student shall not cause disruption or obstruction of the school's educational process. Bomb threats and false fire alarms are violations of state laws and also will be referred to the legal authorities. This would also include any unauthorized use of any safety equipment that causes a disruption of the school day.

PENALTY:

1st violation: Ten day suspension and recommendation to expel

4. VANDALISM AND THEFT: A student shall not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds. Students and their parents will be responsible for any vandalism the student commits. Payment for the complete restoration of the damage will be required. Court referral will be made in cases where parent cooperation is not forthcoming. This policy extends, within the law, to the property of district teachers and employees.

In theft situations, the complainant will be encouraged to file charges against the individual who committed the theft. In the event school property is stolen, the theft will be reported to legal officials and charges will be filed unless special circumstances warrant a different action.

FIRST VIOLATION: Pay for damages and may receive a ten day suspension and recommendation for expulsion.

5. DANGEROUS WEAPONS AND INSTRUMENTS: A student shall not possess, handle, transmit, or conceal any objects that could harm students or school personnel. Firearms, knives, and other dangerous weapons are of a more serious nature. Bringing these items onto school grounds whether at home or away events, in a school vehicle, or to any school sponsored activity may result in an expulsion for a period of one calendar year.

PENALTY:

1st violation: Dependent upon the nature of the situation, but in most cases, a ten day suspension with a recommendation to expel for **one calendar year**.

6. **FIGHTING:** Student respect to others is an important value which will be strongly encouraged. Shoving, pushing, and general horseplay which results in a disruption of the educational process and/or building atmosphere will not be tolerated. A student is prohibited from fighting, hitting, kicking, or excessive behavior, or the unauthorized touching of any student or school personnel.
PENALTY: may be a ten day suspension with recommendation to expel

In incidents where weapons are used a recommendation to expel for **one calendar year** will occur.

7. **HARASSMENT:** Ridgedale Jr./Sr. High School is committed to preventing and eliminating harassment in all forms. Harassment includes inappropriate behavior because of sexual, racial, physical, ethnic, age, or religious reasons which leads to unwanted verbal or physical hazing or abuse. This policy extends, within the law, to district teachers and employees. The District policy on hazing and bullying is the following:

HAZING and BULLYING POLICY

It is the policy of the Ridgedale Board of Education and School District that activities of this type are inconsistent with the educational process and shall be prohibited at all times. The district and its administrators will follow the guidelines established by the State of Ohio in this area. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing or bullying activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing or bullying. If hazing or bullying is discovered, involved students shall be informed by the discovering school employee of the prohibition contained by this policy and shall be required to end all of these inappropriate activities immediately. All incidents shall be documented in detail and reported immediately in writing to the principal.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and be liable for civil and criminal penalties in accordance with Ohio law.

PENALTY: may result in a ten day suspension with recommendation to expel

8. **INDECENT EXPOSURE:** Students will not expose themselves while on school grounds or during a school activity, function, or event off school grounds.

PENALTY:

1st violation - may result in a ten day suspension with recommendation to expel

9. **DRESS CODE VIOLATIONS:** All students at Ridgedale Jr./Sr. High School will conform to the school's dress code, as outlined in the handbook.

PENALTY

1st violation: Make appropriate changes

2nd violation: Each case will be handled individually but may lead to a ten day suspension with recommended expulsion.

10. **INSUBORDINATION:** A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal, or other authorized school personnel during any period of time when the student is under the authority of school personnel.

PENALTY: Each case will be handled individually, but may lead to a ten day suspension with recommended expulsion

11. **DISRESPECT:** Mutual respect between students and teachers and student toward student is a key element for successful communication. Students need to keep in mind that negative comments and rudeness are unacceptable

PENALTY: Each case will be handled individually, but may lead to a ten day suspension with recommended expulsion

12. **VIOLATION OF CLASSROOM RULES:** All students will obey all specific classroom policies established by the teacher. Consequences in this category are the same as insubordination and/or disrespect.

13. **PROFANITY:** Students shall not use any profane or offensive language anywhere on school property or while attending any school functions.

PENALTY: Each case will be handled individually, but may lead to a ten day suspension with recommended expulsion

14. **INAPPROPRIATE DISPLAY OF AFFECTION -** Students at Ridgedale Jr. / Sr. High School are asked to maintain a dignified relationship with each other. Students are not to be kissing or showing other forms of affection inappropriate for the school setting.

PENALTY: Each case will be handled individually, but may lead to a ten day suspension with recommended expulsion

15. NO ELECTRONIC(S) USE WITHOUT PERMISSION

ELECTRONIC DEVICES, ETC: Cellular phones, compact disc players, paging devices, radios, record players, tape recorders, video games, Ipods, MP3 players, etc. are **not permitted without permission.**

This policy also extends to the possession and use of cameras (regular or digital).

PENALTY: Each case will be handled individually, but may lead to a ten day suspension with recommended expulsion

16. **GAMBLING AND GAMES:** A student shall not gamble or possess any gambling devices on school grounds or during school activities. This includes all types of cards and board games.

PENALTY: each case will be handled individually, but may lead to a ten day suspension with recommended expulsion

17. TRUANCY - Truancy is when a student should have been in school and was not. Charges may be filed with the County Attendance Officer in all cases of truancy in addition to the following consequences.

PENALTY: Each case will be handled individually, but may lead to a ten day suspension with recommended expulsion

18. TARDY TO SCHOOL - The following consequences will result from tardiness to school. This policy begins anew each semester.

PENALTY: Each case will be handled individually, but may lead to a ten day suspension with recommended expulsion

19. TARDY TO CLASS - The following consequences will result from tardiness to class. This policy begins anew each semester.

PENALTY: Each case will be handled individually, but may lead to a ten day suspension with recommended expulsion

20. MISSING ASSIGNED DETENTIONS: A student shall not fail to take assigned detentions. Students must be on time to serve the detention.

PENALTY: Each case will be handled individually, but may lead to a ten day suspension with recommended expulsion

21. CHEATING: Any student caught cheating (including plagiarism), as defined by the classroom teacher, will fail the assignment with the first offense. Any subsequent (or second) offense in the same year will result in failure for the grading period. The teacher must contact the parent to set up a conference with a parent/guardian, when a student is caught cheating, by the end of the next school day.

For specific interpretations, read the following policy:

5115 – ACADEMIC INTEGRITY – CHEATING & PLAGIARISM

The Ridgedale Board of Education is committed to the principles of academic honesty as set out in this Board policy. Students and teachers have a responsibility to familiarize themselves with these principles.

In accordance with Board policy, the Board's definition of academic dishonesty includes but is not limited to:

- A. Plagiarism: for full details see below;
- B. Recycling: the submission for assessment of one's own work, or of work which is substantially the same, which has previously been counted towards the satisfactory completion of another unit of study;

- C. Fabrication of data;
- D. The engagement of another person to complete an assignment or examination in place of the student, whether for payment or otherwise;
- E. Communication, whether by speaking or some other means, to other students during a test or examination;
- F. Bringing into a test or examination and concealing forbidden material such as textbooks, notes, calculators or computers when the appropriate notification has been made by the teacher to the students in advance of the test or examination;
- G. Attempts to read other students' work during a test or examination; and/or
- H. Writing an examination or test paper, or consulting with another person about the examination or test, outside the confines of the examination room without permission.

In suspected cases of academic dishonesty, students may be counseled by the teacher or the matter may be referred to the building principal, the district superintendent, of the Board of Education for further disciplinary action which may include failure of the assignment or examination or in the case of repeated offenses failure of the course.

Plagiarism

Plagiarism is the theft of intellectual property. The Ridgedale Board of Education is opposed to and will not tolerate plagiarism. Students and teachers alike have a responsibility to understand the full details of the Board's policies on Academic Integrity and the board's definition of student plagiarism as set forth in this policy.

Plagiarism is defined as:

- A. Presenting written work that contains sentences, paragraphs or longer extracts from published work without attribution of the source;
- B. Presenting written work that reproduces significant portions of the work of another student; and/or
- C. Using the structure of another person's argument, even if the wording is changed.

Legitimate cooperation between students is permitted and encouraged but students should be aware of the difference between cooperation and collusion. Discussion of general themes and concepts is allowed but students are not permitted to read each other's work prior to submission or cooperate so closely that they are jointly selecting quotes, planning essay structure or copying each other's ideas.

While plagiarism is never acceptable, there is a distinction between negligent plagiarism and plagiarism that involves dishonest intent.

Negligent plagiarism is defined by this Board policy as 'innocently, recklessly or carelessly presenting another person's work as one's own work without acknowledgement of the source'. In the case of negligent plagiarism, the School's first responsibility is educative. Where plagiarism is deemed to arise from poor referencing practices or lack of confidence, students will be counseled, provided with strategies for improvement and referred to appropriate services for assistance. They will also be issued with a written warning explaining the consequences of any subsequent breaches of the Board's policy prohibiting negligent plagiarism that may lead to failure of the

assignment and possible failure of the class for repeated offenses.

Dishonest plagiarism is defined in this Board policy as 'knowingly presenting another person's work as one's own work without acknowledgement of the source'. Where dishonest intent is apparent, the School may proceed to disciplinary measures. In the most serious cases, procedures relating to student misconduct may be invoked and can lead to a failure of the assignment and possible failure of the class on subsequent breaches of the Board's policy on dishonest plagiarism.

It is the responsibility of teachers to provide clear, unambiguous and educationally appropriate information about preferred citation methods to students. It is also the responsibility of students to accurately cite the work of others in their own assignments.

What Plagiarism is not:

- A. Common knowledge: One important thing to know is that information considered common knowledge or in the "public domain" does not need to be cited.

Common Knowledge is defined by this policy as facts, events, concepts or dates that most people would know or that you are likely to find in a general encyclopedia. Within your discipline, it refers to information that is generally known to people familiar with that discipline.

- B. Your own opinions and conclusions: A good paper will rely on both primary and secondary source material, but your own thoughts and opinions about the text and its commentators are obviously yours and need not be cited.

The Ridgedale Board of Education encourages students to think for themselves. In assessing students' work, the academic staff looks for evidence of understanding and capacity for independent thought; it is always disappointing to discover plagiarism. Written work containing plagiarism **will be assessed** according to its academic merit, but may fail because it does not meet the minimum standard required.

This policy, as adopted by the Ridgedale Board of Education, supersedes all other policy regarding cheating and plagiarism and shall be followed in all academic areas at Ridgedale Local Schools.

22. OTHER VIOLATIONS: Other possible student conduct reaching the gravity of the aforementioned examples, in terms of persistent disobedience or gross misconduct as elsewhere defined (as interpreted by the administration), may also serve as grounds for disciplinary action.

Other General Information and/or Policies

- A. CAFETERIA
- B. Ridgedale Jr./Sr. High School has a closed lunch policy; however, home packed lunches are acceptable. No students are to leave school grounds for the purpose of eating lunch. There is to be no delivery of food unless approved by the administration. All students are to eat their lunch in the school cafeteria. No food is to be taken out of the cafeteria and there will be no cutting into the serving line. When finished eating, place silverware, paper, milk cartons, etc., in the proper containers.

The privilege of eating in the cafeteria may be lost through improper lunchroom conduct. Students are responsible for cleaning their area of the table before leaving the lunchroom.

B. COMPUTER LAB

The Computer Lab may be used by students under the following guidelines:

1. The lab must be under the **direct supervision of a teacher**.
2. The student must have permission to use a networked computer.
3. The student must be doing an assignment related to school.
4. The student is not to use web based email such as hotmail.
5. Writing any profanity is strictly prohibited.
6. **Students must have permission from a classroom teacher before going to the lab. If there are no available computers, the student must return to study hall or the classroom.**

C. STUDY HALL

Study halls designed for the enhancement of academic studies for the benefit of all students. Study halls should be regarded as a classroom and follow the specific classroom rules established by the monitor. Not attending assigned study halls without proper permission will be considered truancy and dealt with accordingly.

D. BUS BEHAVIOR

The Ridgedale School District furnishes transportation to and from school in compliance with State of Ohio regulations. This fact does not relieve the parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation services to any student.

If a student is unable to behave **the parents will be notified by the driver** that the student is in danger of losing his/her bus privilege, the parent must provide transportation to and from school.

The following rules have been adopted by the Ohio Legislature (Ohio Revised Code 3301.83.13).

BUS RULES

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stops.

3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Students must go directly to their assigned seat.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus.
9. Students must not use tobacco on the bus.
10. Students must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student.
11. Students may not carry firearms, knives, or any dangerous substances or objects on the bus.
12. Students must not throw or pass objects on, from or into the bus.
13. Students may carry on the bus only objects that can be held in their laps.
14. Students must not put head or arms out of bus windows.
15. Students must leave or board the bus at locations to which have been assigned unless they have parental and administrative authorization to do otherwise.
16. Offenses that result in suspension or expulsion from the bus may also be grounds for suspension or expulsion from school.

These regulations give the school bus driver the authority to regulate conversations among passengers. These regulations also put the driver in charge of the bus and make the driver responsible for order. The school bus driver is not permitted to exclude any student from the bus, but the driver is required to report any unmanageable student to the proper authority. The school bus driver is responsible for requiring silence of all students at all railroad crossings. The school bus driver may use reasonable or necessary force to restore order and protect others and property, but is not permitted to use corporal punishment.

GOING HOME WITH ANOTHER STUDENT

Students will no longer be permitted to ride a bus to go home with another student unless that has been arranged with the building principal with approval from the Transportation office.

Parents should plan to transport their own child to the home of the child they wish their child to spend the evening, night, or weekend with. These arrangements must be made between the parents of both children.

E. DRIVING TO SCHOOL

All students wishing to drive to school and park on school property during the school day must obtain a Parking Permit.

Driving is a privilege which may be revoked. The rules of good conduct and safe driving shall be observed at all times including to and from school and at

all school functions. If there are valid complaints concerning individual students driving, the privilege of driving to school will be removed for those individuals. Compliance with parking lot monitors will be necessary at all times in order to retain driving privileges. At the beginning of the school day, student drivers should park in authorized areas in the student parking lot. At the conclusion of the day, students are to leave in an orderly fashion with extreme care.

Rules for driving on Ridgedale school grounds include:

1. Observe speed limit
2. Park within marked lines
3. Park only in north lot or lower lot
4. Student drivers should enter and exit school property through the north lot.

Riders hold the responsibility to be at school on time. Being tardy or absent because of a driver will not be accepted as a valid excuse. Riders who are consistently tardy will be asked to ride the school bus to school. Likewise, drivers who use his/her rider as an excuse for tardiness or absence will still be subjected to the rules of being absent or tardy. If driving privileges create a problem with tardiness or absences, then driving privileges will be revoked.

PENALTY:

1st violation - Conference/Warning

2nd violation - Loss of driving privilege for up to 10 days

3rd violation - Loss of driving privilege for up to 30 days

4th violation - Loss of driving privilege for remainder of semester or school year

Administrators have the authority to alter this policy based on the severity of the behavior.

F. STUDENT SEARCH

Upon authorization of the principal, a student may be searched. Authorization is only given if there is reasonable suspicion that the student is carrying items which may be in violation of school rules or criminal acts.

Ridgedale Technology Acceptable Use Policy

AUP = Acceptable Use Policy

Network = Ridgedale Local School Wide Area Network

Ridgedale = Ridgedale Local Schools

In order for Ridgedale to be able to make its computer Network and Internet access available, all students must take responsibility for safe, appropriate and lawful use of this access. While the School's teachers and other staff will make reasonable efforts to supervise student use of Network and Internet access, they

must have student cooperation in exercising and promoting responsible use of this access. Students are also expected to follow the rules set forth in the Ridgedale District student conduct code in your use of technology.

It is understood that:

A: The District has the right to access **ALL** information stored on District computers and activities may periodically be reviewed and/or monitored by physical or electronic auditing means. This includes remotely viewing your screen and taking screen shots of your use of the technology.

B: There is a web filter in place at TRECA (our Data Acquisition Site) that prevents both minors and adults from gaining access to visual or written material that is gross, obscene, or pornographic in nature. However, Ridgedale does not have the ability to guarantee no inadvertent access by users to inappropriate material over the Internet.

Ridgedale's AUP

A. Educational Purpose

The Network:

1. Has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and other limited high-quality activities.
2. Has not been established as a public access service or a public forum. Ridgedale has the right to place reasonable restrictions on the material you access or post through the system.
3. Is not for commercial purposes. You may not offer, provide, or purchase products or services through the Network.
4. Has not been established for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access

1. All students will have access to the Internet "World Wide Web" information resources through their classroom, library, or school

computer lab.

2. Students may have e-mail access or other services only under their teacher's direct supervision.

C. Use of Flash Drives or any portable storage devices

1. Flash Drives or any portable storage devices are permitted for educational purposes only. This means that a flash drive or any portable storage device should not be used for anything other than class related work. (No games or any other software)
2. No Software is permitted to be run from any flash drive or any portable storage devices without prior approval of the Technology Director.
3. No Software is permitted to be copied from a flash drive to a computer on our network without prior approval of the Technology Director.

D. Unacceptable Uses: The following uses of the Network are considered unacceptable:

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. This includes your address, telephone number, school; address, work address, etc.
- b. You will not agree to meet with someone you have met online without your parent's/guardian's approval. The school's expectations are that your parent(s)/guardian will accompany you to this meeting.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to the Network or to any other computer system through the Network or go beyond your authorized access. This includes logging onto chat rooms without the expressed consent of your teacher for educational purposes only.
- b. You will not access non-school related or fee based web sites. You will not download shareware, freeware, or any other software without prior approval.
- c. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- d. You will not vandalize computer technology either physically or electronically.
- e. You will not use the Network to engage in any illegal behavior.

3. System Security

- a. You are responsible for your individual account and should take all precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the Technology Director if you have identified a possible security problem. This includes someone using the account information of someone else to gain access to something they don't have access to.

4. Inappropriate Language

- a. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in public messages, private messages, and material posted on Web pages.
- b. You will not post information that could cause damage or a danger of disruption.
- c. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- e. You will not knowingly or recklessly post false or defamatory, information about a person or organization.

5. Respect for Privacy

- a. You will not post Private information about another person.

6. Respecting Resource Limits

- a. You will use the system only for education and career development activities and other limited, high-quality activities. There is no limit on use for education and career development activities.
- b. You will not download or use any hacking tools to bypass any security that is on our network.
- c. You will not download any files off of the internet without prior approval of the Technology Director.

- d. You will not install or uninstall any programs on any computer without prior approval of the Technology Director.
- e. You will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
- f. You will subscribe only to discussion group mail lists that are relevant to your education or career development.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.

8. Inappropriate access to Material

- a. You will not use the Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another Ridgedale employee. This will protect you against a claim that you have intentionally violated this policy.

- c. Following is a list of inappropriate Internet uses (but it is not limited to those listed):

Any kind of hacking, Cheating, seduction, commercial fraud, intellectual property theft, computer fraud, fraudulent misrepresentation, sedition and treason, computer vandalism, plagiarism, gambling, sexually explicit materials, computer viruses, harassment, copyright violations, how to make and use weapons, software piracy, stolen passwords, credit card fraud, and pornography.

E. Your Rights

1. Free Speech

Your right to free speech, as set forth in the Ridgedale District disciplinary code, applies also to your communication on the Internet. The Network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and seizure

- a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the Network may lead to discovery that you have violated this policy, the Ridgedale District disciplinary code, or the law. If there is suspicion that you have done so, an individual search will be conducted. The investigation will be related to the suspected violation.

3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network.
- b. Any deliberate misuse of the system will result in loss of privileges in using the system and/or other disciplinary action determined by the District. The discipline will be as follows:
 - 1st offense- 3 days off the system and a letter or a phone call to the parent/guardian.
 - 2nd offense- 10 days off the system and a letter or a phone call to the parent/guardian.
 - 3rd offense- removal from the system not to exceed 80 days. Registered letter to parent/guardian.
- c. **ANY USE OR DOWNLOADING OF HACKING TOOLS ON OUR NETWORK WILL NOT BE TOLERATED AND WILL RESULT IN COMPLETE LOSS OF PRIVILEGES IN USING OUR SYSTEM FOR THE REMAINDER OF THE SCHOOL YEAR AND/OR OTHER DISCIPLINARY ACTION AS DETERMINED BY THE DISTRICT. HACKING TOOLS ARE ANY PROGRAMS DESIGNED TO ASSIST IN OBTAINING PASSWORDS OR BYPASSING ANY SECURITY MECHANISMS OF ANY INFORMATION SYSTEM OR THE NETWORK.**
- d. Violations of the AUP can also be considered as violations of the Code of Conduct. Under these rules students may be suspended from one to ten days, assigned to SMDP, or assigned in-school restriction, and a letter recommending expulsion may be sent to the Superintendent of Schools

4. Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District's system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. The District is not responsible for improper use by others of school District technology.

