RIDGEDALE JR./SR. HIGH SCHOOL

Mr. Jacob Neutzling, Principal
Ms. Mellissa Johnson, Associate Principal
3105 Hillman-Ford Road
Morral, Ohio 43337
Phone: (740) 382-6065
Fax: (740) 387-8525

STUDENT HANDBOOK 2026-2027

Welcome to Ridgedale Jr./Sr. High School. This is your handbook of school rules and policies. Included with the handbook is an assignment planner that can be used by all Jr./Sr. high school students. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not create a contract between the school and the student and/or parent but only reflects the current status of the Board's policies and the school's rules. In addition, this handbook reflects the current status of the Board of Education policies as of June 2026. This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed in June of 2026**.** If you have questions or would like more information about a specific issue or document, contact your school principal or access the Board of Education policies and the school's handbook document on the district's website at www.https://www.ridgedale.k12.oh.us. If any policies or administrative guidelines referenced herein are revised, the language of the most current policies or guidelines prevail. While every effort is made to ensure the accuracy of the information provided, the school reserves the right to make changes at any time without prior notice. This handbook and student code of conduct (including the Student Discipline Code) was adopted by the Ridgedale Board of Education in June 2026.

Ridgedale's Mission Statement

Ridgedale Local School District exists to empower youth to meet their fullest potential through individualized, student-focused education to best prepare them as productive citizens in the community.

School Phone Numbers

Principal's Office	740.382.6065 Ext. 405	Mr. Jacob Neutzling
Associate Principal's. Office	740.382.6065 Ext. 404	Ms. Mellissa Johnson
Secretary	740.382.6065 Ext. 400	Miss Tyler Clark
Social Worker	740.382.6065 Ext. 402	Mrs. Cheyenne Duke
Guidance Office	740.382.6065 Ext. 108	Miss Michelle Warwick
Athletic Office	740.382.6065 Ext. 466	Mr. Michael Mathey
District Office	740.382.6065 Ext. 150	Mrs. Kristy Garver
Superintendent's Office	740.382.6065 Ext. 101	Dr. Erika Bower
Suicide & Crisis Lifeline	988	988lifeline.org

A Message from Mr. Neutzling

Welcome to Ridgedale Jr./Sr. High School. We are pleased to have you here and hope you have a memorable and exciting school year.

Ridgedale Jr./Sr. High School has a long tradition of student and staff accomplishments. We challenge each of you to accept responsibility for your education and to seize every opportunity made available to you while here. We believe—and want you to believe—that academics are important. The decisions that you make and the actions that you take may have long lasting effects on your future. Your grades, transcripts, and student files become a "permanent record," which will go with you throughout your lifetime.

This handbook is designed to share information outlining both opportunities available to students and responsibilities to which students must adhere in order to have a successful school experience.

You will become acquainted with the different daily procedures, which help our school operate smoothly. You will learn the rules and regulations, which will encourage you to model the good behavior expected by your parents, our staff, and your community. Too, you will gain information which will allow you to understand your part in the total school program.

We are here to make your years in school as successful, yet educationally challenging, as possible. We welcome the opportunity to help you as you proceed through your jr./sr. high school career. We also urge parents to support the school, teachers, and programs. Your positive attitude and support make a significant difference.

Your goal, just like ours, should be one of continual improvement. Never forget to let us help you in this process. We have a first-class faculty who is here ready and willing to assist you in becoming the best that you can become.

May this year be one of the most rewarding years in your school career and know that all of us here at Ridgedale Jr./Sr. High School are behind you 110%. Best wishes to all of you toward an outstanding and memorable school year.

(Ridgedale Local Schools does not discriminate on the basis of sex, race, color, or natural origin, religion, age, or physical-mental handicap in employment or educational programs and activities. If any person believes that he/she has been discriminated against on the basis of these stated items, he/she should immediately contact Dr. Erika Bower, Superintendent of Schools at 740.382.6065 Ext. 101. Complaints of this nature will be investigated in accordance with Board of Education policy.)

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 five students from Meeker and 21 from Morral for a total of 26. At the time of consolidation, Grand Prairie consisted of grades 1 through 8 only. The name "Ridgedale" resulted from a 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 RES building. The first class to graduate from our present day Ridgedale Jr./Sr. High school was the Class of 1976.

ALMA MATER

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's 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 Responsibility and the Handbook

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the appropriate staff or office member. All adult students (age 18 or older) must follow all school rules. If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents updated of their child's progress in school, school personnel will attempt to provide necessary information to parents on a regular basis whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use mail, email, or hand delivery when appropriate. Parents have the option of receiving communication from the school via email and/or fax by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

ACADEMIC LETTER

An Academic Letter will be awarded in the high school to those students who maintain a cumulative 3.5 grade point average for the school year and earn a year-long status on the Honor Roll. Those students who qualify will receive an Academic Letter the 1st year and pins for each subsequent year.

ACCELERATION

A student may be accelerated (either by whole grade or by subject area) when the student's performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student requesting acceleration himself/herself. Decisions regarding acceleration are based on the following criteria:

A. Achievement of grade/course objective and any applicable state-mandated requirements for the grade/course in which the student is currently in and any grade(s)/course(s) the student will skip.
B. Achievement of instructional objectives for the present grade/course as well as the succeeding one(s).
C. Potential for success in the accelerated placement based on sufficient proficiency at the current level.
D. Social, emotional, and physical maturation necessary for success in an accelerated placement.

ACCEPTABLE USE POLICY (AUP)

Technology Governance & Data Privacy Guidelines

Introduction

Ridgedale Local School District recognizes that protecting student and staff data privacy and security is a critical responsibility. The district collects and maintains confidential information related to students, staff, and operations that must be protected in accordance with federal and state laws.

These Technology Governance Guidelines establish clear expectations, responsibilities, and procedures for all staff to ensure that student data is handled securely, used appropriately, and protected from unauthorized access or disclosure.

These guidelines support compliance with laws including FERPA, COPPA, PPRA, CIPA, and Ohio SB29. These guidelines also support and operationalize Board-adopted policies related to data privacy, technology use, and information security.

Purpose

- Define staff responsibilities related to student data privacy and security
- Establish procedures for handling and protecting data
- Ensure consistent and secure use of technology systems
- Promote transparency in how student data is collected and used

Scope

These guidelines apply to all district employees, administrators, students, volunteers, and any individual with access to district data or systems, including contracted third parties and agents of the district.

Data Classification and Regulatory Alignment

Ridgedale Local School District recognizes that data exists in many forms and must be protected accordingly.

Data and information include, but are not limited to:

- Verbal communication (in-person, phone, or other technologies)
- Printed or hard copy documents
- Digital communications (email, text, chat, social media, etc.)
- Data stored or processed on devices (servers, computers, tablets, mobile devices)
- Data stored on internal systems, external media, or cloud-based services

To ensure appropriate protection, data is classified based on sensitivity.

Data Classification Levels

Personally Identifiable Information (PII)

Information that can identify an individual directly or indirectly, including but not limited to:

- Name, date of birth, student ID
- Social Security number
- Educational, medical, financial, or employment records

Confidential Information

Sensitive information requiring strict protection, including:

- Student education records
- Personnel records
- Financial data
- System credentials and access information

Internal Information

Information intended for internal district use only. Unauthorized disclosure may violate:

- Legal requirements
- Contractual obligations
- Copyright protections

Directory Information

Information that may be disclosed under FERPA unless a parent/guardian opts out, including:

- Student name
- Date and place of birth
- Grade level
- Participation in activities and athletics

Public Information

Information approved for public release, such as:

- District communications
- Public reports
- Approved website content

Regulatory Compliance

Ridgedale Local School District complies with all applicable federal and state laws governing data privacy and security. These regulations guide how data is collected, used, shared, and protected.

FERPA (Family Educational Rights and Privacy Act)

Protects the privacy of student education records and requires parental consent for disclosure, with limited exceptions.
http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

CIPA (Children's Internet Protection Act)

Requires the district to implement internet filtering and monitoring to protect students from harmful online content.
http://www.fcc.gov/guides/childrens-internet-protection-act

COPPA (Children's Online Privacy Protection Act)

Restricts the collection of personal information from students under 13 and requires parental consent for online services.
https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule

PPRA (Protection of Pupil Rights Amendment)

Provides parents with rights regarding surveys and the collection of student information for certain purposes.
https://www2.ed.gov/policy/gen/guid/fpco/ppra/parents.html

HIPAA (Health Insurance Portability and Accountability Act)

Applies to the protection of health-related information when applicable.
http://www.hhs.gov/ocr/privacy/hipaa/understanding/

PCI DSS (Payment Card Industry Data Security Standard)

Applies to the secure handling of payment card data within district operations.
http://www.pcisecuritystandards.org/

The district communicates data privacy practices, parent rights, and the purpose of data collection through annual notices, district policies, and information available on the district website.

Staff Responsibilities and Data Handling Expectations

All Ridgedale Local School District staff are expected to act as responsible stewards of district data. Staff are accountable for maintaining the confidentiality, integrity, and security of all data accessed, created, or stored as part of their job responsibilities. Personally Identifiable Information (PII), confidential information, and internal data must be protected at all times and must only be accessed, used, or shared by authorized individuals for legitimate educational or operational purposes.

Data Protection and Handling

Staff are required to:

- Ensure that all sensitive data is stored securely and is not accessible to unauthorized individuals
- Access only the data necessary to perform assigned job duties
- Use district-approved systems and secure methods when transmitting or sharing data
- Follow all district policies regarding data access, storage, and sharing

The downloading, uploading, or transfer of PII, confidential, or internal information must be carefully controlled and only conducted using approved systems and procedures.

Physical and Environmental Awareness

Staff must:

- Use secure printing practices when printing sensitive information
- Never leave printed confidential materials unattended
- Properly dispose of documents containing sensitive information (e.g., shredding when required)
- Be aware of their surroundings and avoid discussing confidential information in public or unsecured environments

This includes avoiding conversations involving student or staff information in hallways, public areas, or on cellular devices where information may be overheard.

Account and System Security

Staff are responsible for maintaining the security of their accounts and access credentials. This includes:

- Never sharing usernames or passwords with others (except authorized technology staff for support purposes)
- Logging out of systems or locking devices when unattended
- Protecting access to devices and systems containing sensitive data
- Reporting any suspicious account activity immediately

Incident Reporting

All staff, contractors, and authorized users must immediately report any known or suspected data privacy or security incident, including:

- Unauthorized access to student or staff data
- Accidental disclosure of sensitive information
- Phishing attempts or suspicious emails
- Lost or stolen devices containing district data

Reports should be made to a supervisor and/or the Technology Department immediately so that appropriate action can be taken.

Digital Tool and Software Approval Procedure

Purpose

To ensure that all digital instructional tools and software used within Ridgedale Local School District meet instructional standards and comply with student data privacy laws, including FERPA, COPPA, PPRA, CIPA, and Ohio SB29.

Procedure

All digital tools, applications, and software intended for use with students must be reviewed and approved prior to implementation.

The approval process is as follows:

1. Building-Level Review (Instructional Need)

- Staff members must first submit requests to their building principal

- The principal will review the request to determine instructional value and alignment with district goals

2. Curriculum Review (Instructional Alignment)

- If approved at the building level, the request is forwarded to the Curriculum Director/Leader
- The curriculum office will evaluate alignment with curriculum standards, instructional effectiveness, and redundancy with existing tools

3. Technology Review (Privacy & Security Compliance)

- Following instructional approval, the request is submitted to the Technology Department
- The Technology Department will review the tool to ensure:
    - Student data privacy protections are in place
    - Compliance with FERPA, COPPA, and applicable laws
    - Appropriate data security practices
    - Acceptable terms of service and data collection practices
    - No significant cybersecurity risks

Approval and Use

- Only tools that complete the full approval process may be used with students
- Tools that collect, store, or transmit student data may not be used without Technology Department approval
- Approved tools may be used for instructional purposes as intended

Staff Responsibilities

- Staff must not independently create student accounts or use unapproved applications
- Staff are responsible for submitting requests and following the approval process prior to use
- Staff must discontinue use of any tool that has not been approved

Oversight and Compliance

The Technology Department maintains final approval authority to ensure all digital tools meet student data privacy and security requirements.
The district maintains oversight of approved tools to ensure ongoing compliance with applicable laws and district policies.

Data Management

Ridgedale Local School District implements data management practices to ensure the accuracy, integrity, and security of all data systems.
This includes establishing procedures that ensure:

- Data access is aligned with employee roles and job responsibilities
- Staff are trained on data privacy and security expectations
- Data is maintained accurately and securely across all systems
- Digital tools and vendor contracts are reviewed to ensure compliance with data privacy and security standards

Staff are responsible for ensuring that sensitive data is transmitted securely and only through approved district systems. The transmission of student data to approved services

(e.g., student information systems, learning management systems) is managed using secure methods established by the Technology Department.
Passwords or sensitive access credentials must never be shared through email or unsecured communication methods. Files containing confidential or restricted information must not be transmitted externally or to third parties without appropriate authorization.
The storage or transfer of confidential data on personal or unapproved devices (e.g., external drives, USB devices, personal cloud storage) is prohibited unless explicitly authorized.
When employment or access to district systems ends, all district data in an individual's possession must be returned, deleted, or destroyed in accordance with district procedures.

Data Security
Ridgedale Local School District regularly monitors and evaluates data security practices to protect against unauthorized access, data loss, or cybersecurity threats.
Data security applies to all forms of data, including:

- Data stored on district devices
- Data stored in cloud-based systems
- Data accessed remotely

Staff are responsible for:

- Ensuring data is stored in secure, district-approved locations
- Following district procedures for remote access and data protection
- Maintaining the same level of data security when accessing systems off-site

When sharing data, staff must:

- Ensure recipients are authorized to access the information
- Limit sharing to only what is necessary for job-related purposes
- Follow professional conduct and confidentiality expectations

Unauthorized access to data, systems, or accounts is strictly prohibited.
All users should understand that district-owned systems and accounts are monitored and that there is no expectation of privacy when using district technology resources in accordance with district policy.
The district follows established records retention and data destruction practices to ensure that data is not retained longer than necessary.

System Security and Access Control
Access to district systems containing student or staff data is restricted based on job responsibilities.
Ridgedale Local School District utilizes role-based access controls to ensure that:

- Staff are granted access only to the data necessary for their role
- Access is reviewed and adjusted as job responsibilities change
- Access is removed promptly when employment or access is no longer required

User accounts are created only after appropriate authorization and are maintained by the Technology Department. When staff leave the district, access to systems is revoked in a timely manner.
All users must:

- Use secure passwords that meet district requirements
- Never share login credentials
- Log out or secure devices when not in use

The district may utilize tools such as directory services, single sign-on (SSO), and access management systems to maintain account security and monitor access.

Access to sensitive data by third-party vendors is limited to approved providers who meet district data privacy and security requirements.

Physical Security

Ridgedale Local School District maintains physical safeguards to protect technology systems and data from unauthorized access, damage, or theft.

This includes:

- Securing servers and network equipment in controlled environments
- Maintaining an inventory of district technology assets
- Monitoring the movement and use of district-owned devices

Staff are responsible for:

- Securing devices when unattended
- Preventing unauthorized access to devices containing sensitive information
- Ensuring devices are not left logged in or accessible to others

The use of unsecured devices or removable media to store or transport sensitive information is discouraged unless approved and properly secured.

District technology equipment must be returned upon request or upon separation from the district.

Malware, Phishing, and Threat Protection

Ridgedale Local School District implements safeguards to protect systems from viruses, malware, phishing, and other cybersecurity threats.

This includes:

- Network filtering and monitoring systems (CIPA compliance)
- Email security and phishing protection
- System updates and patch management
- Endpoint protection on district devices

Staff play a critical role in maintaining security by:

- Recognizing and reporting phishing attempts
- Avoiding suspicious links, downloads, or attachments
- Reporting potential security threats immediately

District Training and Awareness

Ridgedale Local School District is committed to ensuring that all staff understand and fulfill their responsibilities related to student data privacy and security through structured training and ongoing awareness efforts.

All new employees receive training on district technology policies, procedures, and expectations, including confidentiality requirements and the proper handling of student data.

The district utilizes PublicSchoolWORKS to deliver and track required staff training. Through this system, all staff complete training covering:

- Federal and state data privacy laws (including FERPA, COPPA, PPRA, CIPA, and Ohio SB29)
- Confidentiality and protection of student information
- Cybersecurity awareness, including phishing and threat prevention
- Appropriate use of district technology systems and digital resources
- Responsibilities related to electronic records and data handling

District administrators and leadership team members receive additional training and updates to ensure continued compliance with evolving data privacy and security requirements.

Completion of required training is monitored and documented through the district's training system to ensure accountability and compliance.
Ongoing reminders, updates, and communications are provided throughout the year to reinforce best practices and address emerging risks related to data privacy and cybersecurity.

Social Media and Digital Communication Guidelines
Ridgedale Local School District recognizes that access to technology and social media provides valuable opportunities for communication, collaboration, and learning. Staff may use digital tools and social media to support instruction, engage with the community, and enhance educational experiences.
At the same time, staff are expected to use these tools responsibly and in a manner that protects student privacy, maintains professional standards, and aligns with district policies.

Professional Expectations
All staff are expected to:

- Follow the same standards of professional conduct online as they do in person
- Use good judgment when posting or sharing information
- Adhere to district Acceptable Use Policies and Technology Governance Guidelines
- Assume that all online activity may be public, regardless of privacy settings

Responsible and Ethical Use
When using social media or digital platforms:

- Staff should only represent the district in an official capacity if authorized
- Personal opinions should be clearly identified as such and not attributed to the district
- Communication should remain professional, respectful, and appropriate at all times
- Staff should only discuss topics within their professional role and responsibility

Protection of Confidential Information
Staff must not:

- Share or post any confidential or non-public information
- Disclose personally identifiable information (PII) of students, staff, or families
- Share student records, images, or information without appropriate consent

If there is uncertainty about whether information is confidential, staff should treat it as protected and seek guidance.

Privacy and Personal Information
Staff should:

- Avoid sharing personal information that could create safety or security risks
- Protect the privacy of students, families, and colleagues at all times
- Verify the accuracy of information before sharing or reposting

Use of Images and Media

- Student images or videos must not be shared without appropriate parent/guardian consent
- Staff should not post images of students or staff without permission

- District branding, logos, and materials should be used appropriately

Online Safety and Awareness

Staff are expected to:

- Exercise caution when clicking links or accessing external content
- Be aware of phishing, scams, and malicious content
- Report any suspicious activity or security concerns

Mistakes and Incident Reporting

If a mistake occurs (such as posting sensitive information):

- The content should be corrected or removed immediately
- The issue should be reported to a supervisor or administrator
- Appropriate steps will be taken to minimize any potential impact

Digital Citizenship and Conduct

Staff should model appropriate digital behavior by:

- Communicating respectfully and professionally
- Avoiding harassment, bullying, or inappropriate conduct
- Promoting positive and constructive online interactions

Cyberbullying, harassment, or misuse of digital platforms will not be tolerated and may result in disciplinary action.

Acceptable Use of Technology Resources

Use of district technology resources is a privilege, not a right. All users are expected to use district systems in a responsible, ethical, and lawful manner.

Users must:

- Use district-provided accounts and systems for school-related purposes
- Follow all applicable laws and district policies
- Respect intellectual property and copyright laws
- Report inappropriate or unsafe content

Users must not:

- Use technology for illegal, commercial, or unauthorized purposes
- Attempt to bypass security measures or filtering systems
- Access or distribute inappropriate or harmful content
- Install unauthorized software or applications

The district reserves the right to monitor the use of its technology systems to ensure compliance with policies and to maintain system integrity and security.

Compliance and Enforcement

Failure to follow these guidelines may result in disciplinary action, including loss of technology access, employment consequences, or additional legal action as appropriate. All staff are expected to review and acknowledge these guidelines annually as part of required district training.

ACCIDENTS

In the event of an accident or injury, a supervising teacher or the office **must** be notified immediately. An accident report will be filled out by the supervising teacher and filed in the office.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will attempt to respond to a request for approval within one (1) school day of its receipt.

ANNOUNCEMENTS

Announcements will be made daily at 8:00 am via the public address system. Information, such as changes in the daily schedule, athletics etc.. will be shared at this time.

ASSEMBLIES

Throughout the school year, a variety of assemblies may be presented to the student body. These assemblies, which are both educational and/or entertaining, may include speakers, multimedia presentations, sports/sports recognition, or movies, plays, etc. Students are expected to display respectful and appropriate behavior during all assemblies. Students not behaving appropriately will be removed from the assembly and may be subject to disciplinary consequences. Some assemblies may involve a small fee for students to attend, typically for charitable purposes. Regular study periods will be conducted for those students who choose not to attend a paid assembly (an assembly in which a fee is charged). The principal is responsible for the scheduling and operation of all assemblies in his/her building. Each assembly should be directly related to accomplishing one or more of the district's goals for students and should interfere as little as possible with the academic program.

ASSESSMENTS

Unless exempted, each student must pass all portions of the state-mandated assessment tests as a requirement for graduation. The tests will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the school district does schedule make-up dates for testing, students should avoid unnecessary absences. State testing each year is held, typically, in April and May.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance or administrative staff.

College entrance testing information can be obtained from the Associate Principal's Office.

ATHLETICS

Ridgedale Local Schools provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by

the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing, and/or appeal rights per Board Policy 5610.05. A student participating on a Ridgedale Local School District athletic team as a representative of the school district must always comport himself/herself in a manner that does not reflect negatively upon the school district. Therefore, a student shall never be involved in the use of alcohol, drugs, tobacco, or similar stimulants, nor shall a student be involved in criminal, assaultive, or dangerous behavior. The administration of the school district shall be the sole arbiter of what actions or activities of the student reflect negatively upon the school district.

Athletic/Academic eligibility guidelines are reviewed in Board policies 2430 and 2431 which can be viewed on the school's website.
Ridgedale's Athletic Department publishes an annual athletic handbook that reviews the policies and procedures of the athletic department. This handbook can be referenced for review of all Ridgedale policies and procedures concerning Rocket athletics. Sports that are sponsored by Ridgedale are included in the following list that may not be exhaustive:

Football	Cross Country	Golf
Basketball	Baseball	
Track and Field	Bowling	Wrestling
Cheerleading		

For further information, contact Mr. Mike Mathey, the Athletic Director, at mmathey@ridgedaleschools.org.

ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after-school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event. It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

ATTENDANCE POLICY

School attendance is compulsory by Ohio law, and regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance also means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in the class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study. Further, establishing a pattern of good attendance will benefit the student in school and the workplace. Attendance is important in the development of a high-quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the school wants to help students develop as early as

possible. 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 are not limited to:

I. Health reasons that prohibit regular school attendance.
II. Extended travel with parents during a school year.
III. Serving as a foreign exchange student.
IV. Failure of a course
V. 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 Associate Principal, principal, teachers(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.

Board of Education policy 5200 provides the following for students/parents/guardians in the realm of excused absences from school. The excuse shall be submitted to the building secretary and filed as part of the student's school record.

Excusable Reasons for Absence

I. Personal Illness
II. Appointment with a Health Care Provider
III. Illness in the Family Necessitating the Presence of the Child - The administration may require a doctor's confirmation and an explanation as to why the child's absence was necessary.
IV. Quarantine of the Home - This is limited to the length of the quarantine as fixed by the proper health officials.
V. Death in the Family - This is limited to a period of three (3) days unless a reasonable cause may be shown for a longer absence.
VI. Necessary Work at Home Due to Absence or Incapacity of Parent(s)/Guardian(s) - Any absence arising because of this condition shall only apply to a child over fourteen (14) years of age and shall not extend for a period longer than five (5) days and can be renewed for five (5) additional days. At no time shall such an excuse permit a student to be absent from school for more than ten (10) consecutive days. At the discretion of the superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. In such cases, the superintendent or his/her designee may request a certificate of a physician attesting to the physical condition of the parent or guardian.
VII. Observation or Celebration of a Bona Fide Religious Holiday
VIII. Absence During the School Day for Professional Appointments
IX. Emergency or Other Set of Circumstances - As determined by the superintendent for good and/or sufficient causes.
X. Service as Precinct Officer at a Primary, Special, or General Election

XI. College Visitation - The district requires verification of the date and time of the visitation by the college, university, or technical college.

XII. Foster Care - These include proceedings dealing with placement in foster care or change in foster care placement or any court proceedings related to foster care status.

XIII. Homelessness - These include absences due to a student being homeless.

**PLEASE NOTE: The school in coordination with district policy is the sole determining factor on whether an absence is excused or unexcused.

Parent-to-School Notification - Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

I. The student shall have a statement to that effect from his/her parents.

II. The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that he/she reported promptly for the appointment.

III. The student shall report back to school immediately after his/her appointment if school is still in session.

Procedure for Parent-to-School Notification - If a student will be absent, the parents should notify the School at 740.382.6065 by 8:30 a.m. (to avoid the required, automated call from school to home) and provide an explanation. A prior phone call will be accepted. These calls are for auditing purposes. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused, and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

*A skipped class or part of the school day will be identified as an unexcused absence, and students will not be permitted to make up missed class work. The student will also be subject to disciplinary action.

*Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

School to Home Notification - House Bill 66 went into effect in April 2019, and requires schools to make at least one attempt to contact parents/guardians within 120 minutes of the beginning of the school day if the child is absent and the school has not been notified. This call is automated. However, other means of communication that could be used include the use of a telephone, text, email, a personal visit, or other procedure adopted by resolution from the board of education. If the school is not contacted by the parent, the school will use the numbers provided in the school's computer system or the ones provided on Final Forms completed at the beginning of the year.

Pre-Planned Absences (Non-medical) - As soon as the proposed absence is known and regardless of whether it is for one day or several, the student is to obtain a "Planned

Absence" form from the office. These pre-planned absences reference absences such as vacations (see the section on "Vacations"), college visits, etc. The form is to be signed by the parent and teachers then returned to the office. The final decision as to whether these pre-planned absences are excused or unexcused lies with the administration if they are not outlined in the attendance policies or outlined in Board of Education policies. Requests for a pre-planned absence submitted FOLLOWING an absence may be disapproved and recorded as unexcused. A request for an appeal may be made to the principal concerning attendance issues of this type if the absence is deemed unexcused.

Hunting - Students may be granted one excused absence for hunting if a "Planned Absence" form is filled out.

College Visitation -The district requires verification of the date and time of the visitation by the college, university, or technical college. College visitation is reserved for members of the junior and senior classes. College-bound underclassmen desiring to visit college campuses before their junior and senior years should do so during vacation periods or between their junior and senior years. Seniors will be limited to two college visitation days and juniors to one college visitation day with the following guidelines in effect:

A. A "Planned Absence" form must be acquired through the office and signed by appropriate personnel and parents before leaving.
B. A note by an official of the college or university must be presented to the office upon return to school to account for the absence. An excused absence will be issued upon receiving both the "Planned Absence" form and the signed college slip.
C. Students must make up missed work in the time permitted by school policy. The principal, guidance counselor, or associate principal may grant or refuse more days as needed.

**College visits after May 1st are discouraged and may be restricted.

Vacations - It is recommended that parents not take their children out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

HB 96- Ohio House Bill 96, which went into effect on September 30th, 2025 made several changes to Ohio's school attendance laws. The law requires schools to do the following:

- Schools must create policies to address chronic absenteeism, including a tiered system of interventions.
- Schools are now required to file a complaint in juvenile court if students cross a truancy threshold and are not showing improvement.

Ridgedale Local Schools have adopted the following tiered intervention approach to support students and families with school attendance:

- When a student crosses the chronic absenteeism threshold (10% of the minimum hours required in the school year), the school will send a warning letter.
- When a student becomes habitually truant, the student will be referred to the MTSS team for an individualized attendance plan. Truancy is defined as thirty consecutive hours absent, forty two hours absent in a month, or seventy hours in a year.
- The MTSS team will meet monthly to review, update and share progress with the student and their family.

Miscellaneous Attendance Items

Athletic Attendance - Athletes must be in attendance by 11:30 in order to participate in athletics for non-medical absences. On a 2-Hour Delay Day, athletes must be in attendance by 12:30 for non-medical absences.

Attendance for Exams - Absences from school during Semester I and/or Semester II exams may require a physician's statement. The school administrator must be contacted regarding all absences on semester exam days.

Charges for hours missed - Students will be charged for the minutes and hours missed based on Ohio law and regulated by the office secretary based on the time students sign in and out of the school.

Early Dismissal - No student may leave school before dismissal time without a parent/guardian note, a phone call from the parent/guardian, or having the parent/guardian come to the office in person to request the release. Students who request an early dismissal for reasons other than dental, medical, counseling, or driving permit tests, when using a note from the parent/guardian, should include the reason for needing to leave early, the time requested for dismissal, the date requested for dismissal, and a parent or guardian's signature. The school cannot accept texts or emails from parents/guardians for a release. The presentation of a note, a call from the parent/guardian, or a personal in-office request from the parent/guardian does not necessarily mean the early dismissal has been approved. No student will be released to a person other than the custodial parent(s)/guardian without a written permission note signed by the custodial parent/guardian.

Make-up Work - Students who are absent from school with an excused absence shall be allowed to make up missed work. The student should contact his/her teachers as soon as possible to obtain assignments.

Make-up Work for Excused Absences - Students will be given the opportunity for making up work missed due to approved and excused absences. The length of time for completion of make-up work shall be commensurate with the length of the absence; therefore, if a student has an excused absence and misses up to one day, the student will have one school day after the absence to complete the work for full credit. The time allowed for make-up begins on the day the student returns to school. It is the responsibility of the student to take the initiative in inquiring as to what he/she has missed and in making arrangements for make-up work. Students will receive no less than 50% credit for late work.

Make-up Work for an Unexcused Absence - An unexcused absence does allow the student to make up work, and the work will be worth the earned credit.

**If a student misses a teacher's test due to an excused absence, he/she should make arrangements with the teacher to take the test at another time. If he/she misses a state-mandated test or other standardized tests, the student should consult with the Associate Principal to arrange for the administration of the test at another time.

**If a long-term project is announced and the due date is set and relayed to students, it may be still due despite an absence dependent on the instructor's requirements and his/her announcements made in the classroom.

Tardiness to School - Students arriving late to school are expected to report to the office and sign in upon arrival. Tardies will be assigned up until 8:30 on a regular day and 10:30 on a 2-Hour Delay.

Tardiness to Class - For the purposes of consistency, classroom tardiness is defined as a student not being in his/her assigned location at the conclusion of the tardy bell. Teachers may define assigned locations in their classroom rules. All teachers must include consequences for tardiness in their individual classroom rules. Students have the responsibility to be familiar with individual teacher expectations and teacher-imposed penalties for classroom tardiness.

Vacations - It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should make the necessary arrangements outlined below. Students are permitted to go on vacation during the school year without academic penalty (except for the week ending each semester). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested (Planned Absence Form), parents should discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The District will only approve a student's absence for a vacation when he/she will be in the company of his/her own parent, not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for any other type of vacation, he/she will be considered unexcused from school and subject to truancy regulations.

The student may be given approximate assignments and materials and pages to be completed.

The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

BACKPACKS/BOOKBAGS/KNAPSACKS

Personal backpacks/bookbags/knapsacks are not permitted to be carried during the school day. Backpacks/bookbags/knapsacks may be used to carry books and supplies to and from school only.

BEING IN THE BUILDING

Students should not report to the building any earlier than 7:45 a.m. if at all possible and should remain in the cafeteria. Students should have vacated the building by 3:15 p.m. unless under direct supervision of a school employee. Students are responsible for following all schools rules and regulations while on school property at all times.

BOTTLED WATER/BEVERAGES

Water will be the only drink allowed in the classrooms or hallways. Students are encouraged to buy their own water containers as misuse of the store-bought water bottles could be a means for consequences if they are disposed of improperly, left in the classrooms/hallways, or used to make noise that is a disruption to the educational process.

There will be no consumption or purchase of bottled or canned beverages other than water during school hours.

The classroom teacher or aide does reserve the right to eliminate even water from their classrooms if they so desire for reasons not limited to the potential for damaging equipment or furnishings, the potential for it to create a mess in the classroom, or the potential for it to be a hindrance to learning.

BULLYING

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the district, including activities on school property, on a school bus, or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. This policy has been developed in consultation with parents, district employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once, and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the building principal or associate principal, or superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation, and/or bullying/cyberbullying, the principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a protected class, the principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, he/she should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by state or federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification, care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, the number of times and places of the alleged conduct, the target of suspected

harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, the number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the district website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

CAFETERIA

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. All students are to eat their lunch in the school cafeteria, and students are allowed to bring their own lunch from home. No food or drink is to be taken out of the cafeteria unless done so by school personnel, 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.

The cafeteria also provides a breakfast program that is free for all students

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

CAREER ADVISING PROGRAM

Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

CELL PHONES

(This includes cell phones/Smartphones, and other wifi-enabled devices not assigned by the school. Below referred to as both "cell phones and/or PCDs):

While students may possess PCDs in school, on school property, during after-school activities (e.g., extra-curricular activities) and at school-related functions, they must be silenced (i.e., not just placed into vibrate mode) and stored out of sight during school hours and at other times outside of school when requested by the teacher, advisor, or coach).

Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Students shall have no

expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Additional Notes on Audio and/or Video Capturing

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the principal. The district representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students are also prohibited from using a cell phone/PCDs or any other electronic device to capture and/or transmit test information, class work, or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Also, students are prohibited from using their cell phones to receive such information.

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

Additional Notes on Sexting

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging or other electronic programs/apps. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the cell phone.

Other Electronics

CD's, CD Players, AirPods/Earbuds, video games, iPods, iPads, and cameras (digital or regular) are not permitted without permission.

CHANGE OF ADDRESS/PHONE NUMBER

Please notify the principal and school office of any change of address or telephone number as soon as possible. This is very important in the event an emergency arises.

CLASS BELL SCHEDULE

Regular Daily Schedule

1st Period	8:00 - 8:45
2nd Period	8:48 - 9:30
3rd Period	9:33 - 10:15
4th Period	10:18 - 11:00
5th Period	11:03 - 11:30
6th Period	11:30 - 12:00 (MS Lunch)
6th/7th Period	11:33 - 12:15 (HS Class)
7th/8th Period	12:03 - 12:45 (MS Class)
8th Period	12:15 - 12:45 (HS Lunch
9th Period	12:48 - 1:30
10th Period	1:33 - 2:15
11th Period	2:18 - 3:00

Two-Hour Delay Schedule

1st Period	10:00 - 10:35
2nd Period	10:38 - 11:08
3rd Period	11:11 - 11:41
4th Period	11:44 - 12:14
6th Period	12:17 - 12:47 (MS Lunch/HS Class)
8th Period	12:50 - 1:20 (HS Lunch/MS Class)
9th Period	1:23 - 1:53
10th Period	1:56 - 2:26
11th Period	2:29 - 3:00

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 students. Any students in grades 7 - 12 who meet the requirements established by law and by the participating college or university may be admitted to a course at an institution of higher education and will be expected 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. If there is interest in signing up for a CCP course or courses, requests must be made by April 1st and/or November 1st; however, it is much better to make arrangements for these courses well in advance of this state-mandate deadline.

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 a student fails to attend class and, as a result, fails the course, the costs related to the course defaults to the student/parent.

A student may be denied high school credit for any portions of or for the entire class if taken during the period of expulsion.

Student participation requires written consent of the superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the associate principal to obtain the necessary information.

Parents and students, if interested in CCP, must attend an orientation meeting concerning CCP by April 1st and/or November 1st of the preceding year as prescribed by the Ohio Department of Education. The Associate Principal will schedule and announce that meeting.

COLLEGE VISITATIONS

College visitation is reserved for members of the junior and senior classes. College-bound underclassmen desiring to visit college campuses prior to their junior or senior years should do so during vacation periods or between their junior and senior years. 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" form from the building secretary prior to scheduling the college visit. Each classroom teacher must acknowledge the planned absence prior to the college visitation day.
B. Students must bring back a note, slip, or visit verification to the building secretary upon their return from a college visit to verify that they were there. This note must be from the college/university, not a parent.
C. Students are required to make up missed work in the time permitted by the school policy.
D. The principal or associate principal may grant or refuse more days as needed.

COMMUNICABLE DISEASES

Control of Casual Contact:

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will be limited to the contagious period as specified in the schools administrative guidelines.

Control of Non Casual Contact:

The school district has an obligation to protect staff and students from non casual-contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

Control of Blood-Borne Pathogens

The school district seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all bodily fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following: 1.) Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other bodily fluids may occur. 2.) Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding. 3.) Participating in extracurricular activities (i.e. athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, he/she must immediately notify his/her teacher, who will contact the office and assist the student in completing the requisite documents regarding an incident or exposure report.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or another medical provider. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment. The student's parents will also be used to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the federal and state laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or other health care provider. The student's parents will be asked to provide a copy of the test results for maintenance in the student's

educational record in accordance with federal and state laws concerning confidentiality. The student's parents will be encouraged to allow the district to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

COURSE OFFERINGS

The current list of courses offered at Ridgedale can be found in the Course Offering Guide obtained through the office of the associate principal.

DANCE REGULATIONS

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

I. Application for a date must be made as far in advance as possible to ensure the date.
II. 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 junior high or high school dance. Junior high students will not be permitted at a high school dance unless allowed by the chaperone. Vice versa, no high school student should attend a junior high dance unless assisting with the group that is sponsoring the dance.
III. There must be a minimum of two faculty members as well as any other "volunteer" chaperones may be necessary for the proper decorum of the dance.
IV. Unless otherwise announced, dances will be for the student body only.
V. 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.
V. The group shall employ a custodian if applicable here at the school.
VI. The group sponsoring the dance will be responsible for the set-up and clean up unless otherwise arranged with custodial staff.

DANGEROUS WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under state law.

Policy exceptions include items pre-approved by the building principal as part of a class or individual presentation under adult supervision if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation) and/or theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the building principal. Failure to report such information may subject the student to disciplinary action.

The superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

The Board of Education prohibits students from bringing to school, possessing, storing, making, or using a weapon, including a concealed weapon, in any school setting that is under the control and supervision of the Board. This would include, but is not limited to, the school building, school buses, other school transportation, school property, and school-sponsored activities. The Board also prohibits the making of a bomb threat against any school property or school event as it is a federal offense and will carry a consequence that fits the nature of the offense.

Additional Definitions

A firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

Pocket knives with a blade of less than two and one-half (2 1/2) inches are acceptable ONLY with the prior approval of the student's principal who will consult with parents. The final acceptance, however, lies solely with administration of the school.

Other items that may be considered weapons are any object that is used to threaten, harm, or harass another. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

DEFIBRILLATORS

For the medical protection of our students, staff, and guests, a defibrillator is located upstairs on the west wall of the cafeteria and in the lower-level athletic lobby.

DISCIPLINARY CODE

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with federal, state and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

EXPECTATIONS:

Students at Ridgedale are expected to demonstrate respect for the law and for those persons in authority over them. These expectations include conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.
Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this district. It is the responsibility of students, teachers, and administrators to maintain a classroom environment that:

I. Allows teachers to communicate effectively with all students in the class
II. Allows all students in the class the opportunity to learn
III. Has consequences that are fair, and developmentally appropriate
IV. Considers the student and the circumstances of the situation
V. Enforces the student Code of Conduct/Student Discipline Code accordingly.

Therefore, Ridgedale students will be asked to…

I. Act courteously to adults and fellow students.

II. Be prompt to school and attentive in class.
III. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
IV. Complete assigned tasks on time and as directed.
V. Help maintain a school environment that is safe, friendly, and productive.
VI. Act at all times in a manner that reflects pride in self, family, and in the school.

PURPOSE: To provide the regulations and guidelines governing student conduct and discipline for Ridgedale Jr./Sr. High School. The rules of conduct listed herein apply to all school-sponsored activities.

RATIONALE: Education cannot proceed without an atmosphere of good order and discipline necessary for effective learning. The intent of this code is to help create a positive educational environment that holds young people accountable for their actions and teaches them to live with the consequences of their decisions.

The Board of Education also acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment, and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

The Board shall require each student of this district to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

I. Conform to reasonable standards of socially-acceptable behavior
II. Respect the person and property of others
III. Preserve the degree of order necessary to the educational program in which they are engaged
IV. Respect the rights of others
V. Obey constituted authority and respond to those who hold that authority

JURISDICTION: Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

So, it is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee.

These rules in the Student Code of Conduct apply to all Ridgedale School students, including Tri-Rivers students when under the jurisdiction of the school as outlined in the first paragraph of this section.

APPLICATION OF THE CODE: It is considered a fundamental understanding by each student and his/her parent that any administrator, teacher, or other school official has not only the right but the duty to insist on good behavior. The building principal is charged with the overall responsibility of proper enforcement of discipline in the total school setting. However, he/she has discretionary authority to authorize other certificated personnel to use the following measures to correct pupil behavior.

I. Teacher-student conferences
II. Teacher-parent conferences
III. Referral to guidance/social services/special services
IV. Disciplinary reports
V. Assigned detentions (Teacher-assigned)
VI. Referral to the principal
VII. Removal from class or activity for 24 hours or less

A key guideline to the application of this policy is embodied in the principle that the appropriate reaction to a discipline problem is the least extreme reaction that holds promise of resolving the problem, but the school is, too, committed to providing reasonable discipline consistent with the severity of the incident. However, there are situations in which a more severe disciplinary measure is needed to correct the problem. 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. Regarding the need for more severe disciplinary measures, the principal may take any of the following actions in addition to, but not dependent on, considerations of the denial of privileges, denial of participating in extracurricular activities, parent conferences, community service, or juvenile/adult referrals:

I. In-school Detentions
II. In-School Assignment
III. Emergency Removal
IV. Out-of-School Suspension
V. Referral to the SRO, police, or judicial authorities
VI. Recommend Expulsion
VII. Recommend Permanent Exclusion

**Because it is not possible to list every misbehavior that can occur, misbehaviors not listed below will be responded to as necessary by staff and administration.

FINAL WORDS ON THE STUDENT CODE OF CONDUCT

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, any of the

interventions listed in the "Application of the Code" section immediately preceding this section. Further, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

The rules of conduct contained herein have been approved by the Board of Education. The purpose is to inform students and students' parents/guardians of the behaviors that are illegal and/or inappropriate while students 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. 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. 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 Board directs the administration to make all students aware of the student code of conduct and 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. The Student Code of Conduct is located on our school website and is posted in the school as well.

The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the school.

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 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. The Student Code of Conduct is located on the school's website.

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

Questioning of Students In Criminal or Abuse/Neglect Cases: The school is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the school believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator or SRO will attempt to contact a parent prior to questioning and shall remain in the room during questioning. If a student is questioned as the subject of alleged child abuse or neglect, the building administrator or SRO will attempt to contact a parent prior to questioning, and the building administrator(or a designated guidance counselor/SRO) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor or SRO) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

Student Rules of Conduct: First Warning - Because the Code of Conduct is posted and because it's the responsibility of the student to be familiar with the Code of Conduct, having access to the Code and/or signing the acknowledgment of having read the rules constitutes a first warning. No further warnings may be given to students. 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.

Outline of School-Assigned Consequences and Appeals Where Applicable:

I. IN-SCHOOL DETENTION (Either teacher-assigned or office-assigned and often referred to as DLO) - This is a supervised session where students are encouraged to practice a needed behavior. **In-School Detentions are non-appealable by Board policy.**

II. IN-SCHOOL ASSIGNMENT (ISA) - Students will report to the office first thing in the morning and then will be directed to a determined location for a prescribed amount of time as presented to the student in a conference with the principal. The location for ISA is typically the library. This assignment may be given for no more than five days consecutively for a singular offense and may be assigned either for a selected class period(s) or for the student's entire daily schedule (or for any amount of time in between as directed by administration). **In-school assignments are non-appealable.**

A. Teachers on the student's schedule will be notified of the ISA and will be asked to either post, send, or email work to the student. The student is responsible for checking all these means to ensure that all work is collected. A student may also ask the teacher for work the day prior to the ISA being assigned if that option exists. The student is expected to complete his/her work throughout the day. Failure to complete work may be grounds for more assigned ISA time under the auspices of Insubordination. If assigned work is completed before the ISA (In-School Assignment) is over, students are expected to work ahead in classes

or constructively work on skills such as reading. If students run out of work to do, Restorative Justice assignments/worksheets may be assigned.

B. Following the in-school assignment, all homework that is not collected by the ISA supervisor must be turned in the day after the assignment is complete. Students will receive full credit for the work completed in ISA.
C. Cell phones or other electronic devices are not allowed during an in-school assignment. Computers may be used provided that they are used to aid in homework that was assigned to the student. AirPod use is up to the discretion of the ISA supervisor.
D. There is no sleeping during in-school assignment. This is grounds for additional hours of assignment to make up the time missed.
E. Students will need to ask permission to use the restroom. Lunches will be provided for the students if they don't normally bring lunch. Lunch will be eaten in ISA.
F. Students given a <u>full day of</u> in-school assignment will still be able to participate or attend any co-curricular or extra-curricular activities on the day(s) of the assignment.
G. Students who miss school the day(s) of a given in-school assignment for reasons other than a doctor's visit, court appointment, military appointment, bereavement (verification needed for all four) or without a phone call from the parent by 8:30 a.m. the day of the ISA to confirm an illness may be given an additional day(s) of in-school assignment determined by the basis of the absence.
H. Students serving ISA will be subject to the rules of ISA posted or relayed by the supervisor.
I. Work completed in ISA for teachers will be for full credit as if they were doing the work in a regular classroom.

III. <u>EMERGENCY REMOVAL</u> – 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 for up to three school days. 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.

A. In all cases of normal disciplinary procedures where a student is removed from a curricular, co-curricular, or extra-curricular activity for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion, the requirements of notice and a hearing do not apply.
B. If the emergency removal exceeds twenty-four (24) hours, then a due process hearing shall be held. Written notice of the hearing and the reason for removal in any intended disciplinary action of suspension or expulsion shall be given to the student as soon as is practicable prior to the hearing. The hearing shall be held in accordance with suspension or expulsion provisions, whichever is applicable, except that the hearing shall be held within seventy-two (72) hours

after the removal is ordered. The person who ordered or requested the removal will be present at the hearing. If the superintendent or principal reinstates a student as a result of the hearing for emergency removal, the teacher shall, upon request, be given the reasons for reinstatement in writing. A teacher cannot refuse reinstatement of a student.

C. If a student is emergency removed from the school premises, said student is not allowed to return on school property until either the next school day (if there is no ensuing out-of-school suspension) or until an ensuing out-of-school suspension ends. If the student is an athlete, he/she will not be allowed to participate in any school functions including practices, games, shows, etc.

IV. OUT-OF-SCHOOL SUSPENSION – An Out-of-School Suspension is the temporary exclusion of a student by the superintendent, principal, assistant principal, or any other administrator from the district's instructional program for a period not to exceed ten school days. Suspension shall not extend beyond the current school year if, at the time a suspension is imposed, fewer than ten days remain in that school year.

The Board of Education recognizes that exclusion from the educational program of the schools through out-of-school suspension is a severe sanction and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students for which out-of-school suspensions may be assigned.

When a student is being considered for an out-of-school suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the principal [or associate principal or other administrator/designee] will determine whether or not to suspend the student based not just on the informal hearing but, too, on any potential investigative findings that may show a preponderance of evidence in determining if an out-of-school suspension is warranted and for how long. If the decision is made to suspend the student, the student and his/her parents/guardians will be given written notification of the suspension setting forth the reason for the suspension, the length of the suspension, and the process for appeal. Determinations of suspension or the denial/upholding of an appeal will be given to the parents/guardians in writing within one day of the suspension. A copy of the suspension notice will be provided to the superintendent of schools. If for any reason school is canceled on a day when a student is serving an out-of-school suspension, that day will not count in the total of days suspended for that student. Delay days can be counted as a suspended day out of school. Students will not be able to take part in any activities at the school, whether those be co- or extra-curricular, during the suspension days. A student who violates his/her suspension or is found on school premises without prior consent from the administration, at the discretion of the superintendent and under appropriate circumstances, may be referred to the proper law enforcement agencies.

In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 - Suspension/Expulsion of Students with Disabilities.)

A student who violates the terms of his/her suspension in any way, at the discretion of the superintendent and under appropriate circumstances, may be referred to the proper law enforcement agency.

The rules of conduct listed herein have jurisdiction over misconduct occurring off school property. This is to expand the jurisdiction of the district's general suspension policy which will include 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 misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee (ORC 3313.66 A).

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 state that the superintendent may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.

While on suspension, a student shall not have access to or be permitted on the 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 permission of the principal, he/she may be referred to law enforcement for appropriate action; the suspension may be extended, and/or the student may be expelled.

Student Work - Students will be told that acquiring their work during an out-of-school suspension is their responsibility and can most efficiently and effectively be done through emailing teachers and/or checking Google Classroom although parents/guardians may call the school to collect work; however, the latter process is much slower than the former.
Work done in classes that the student will miss due to the suspension is to be submitted the day that the student returns to school from the suspension. Work can be gathered from the teachers either via e-mail or through other contact with the school (homework collection). Work completed and submitted upon return will count for earned credit on the work.

Appeal Process - An out-of-school suspension may be appealed within 14 days after receipt of the suspension notice through written communication directed to the superintendent or the treasurer of schools. The request for an appeal must be in writing and does not stop the suspension. If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. It is not a formal, judicial proceeding; therefore, the student, student's parent/guardian, 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. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the decision is to uphold the suspension, the next step in the appeal

process is to the Court of Common Pleas. Students appealing an out-of-school suspension shall not be allowed to remain in school during the appeals process unless the days for the assigned out-of-school suspension have expired and the initiated and allotted days for the appeals process continue past the end of the suspension.

V. EXPULSION - The principal of the school may only recommend to expel and will provide a summary of the nature of the offense(s); however, the superintendent of schools may carry through with initiating an expulsion process of 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 ORC. 3313.66 (F) related to permanent exclusion. When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the superintendent or the superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

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.

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 school, an interscholastic competition, an 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 (ORC 3313.66 B2b 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 students, 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 ORC 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 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 ORC 3313.662.

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

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 superintendent may extend the expulsion into the next school year or reduce the expulsion on a case-by-case basis pursuant to district policy. (ORC 3313.66 B4 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 expulsion policy which will include 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 misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee (ORC 3313.66 A)

In accordance with Board Policy 5610, the superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled. The superintendent may expel a student for up to one year for certain violent acts at school or on other school property or at an interscholastic competition,

extra-curricular event, or any other school program or activity. The acts included are those that would be criminal offenses if committed by an adult, and an act that results 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.

If a student is expelled, the student and the student's parents will be provided with written notice of the imposed expulsion. The notice will include the reasons for the expulsion, the rights of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Students serving an expulsion will not be awarded grades or credit during the period of expulsion and will not take part in any activities, whether they be co- or extra-curricular, at the school. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of a student's drivers' license. When a student is expelled, the superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed. A student who violates his/her expulsion or is found on the school premises without prior consent from administration, at the discretion of the superintendent and under appropriate circumstances, may be referred to the proper law enforcement agencies.

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.

While on expulsion, a student shall not have access to or be permitted on the school premises or at school activities except with the specific permission of the superintendent of schools. If a student is found on school premises or at school activities, without permission of the superintendent, he/she may be referred to law enforcement for appropriate action; the expulsion may be extended as a result.

A student who violates the terms of his/her expulsion in any way may, at the discretion of the superintendent and under appropriate circumstances, be referred to the proper law enforcement agency.

Appeal Process - A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

In cases of an expulsion, the right of appeal shall be that the parent/guardian/custodian or student may appeal the expulsion decisions 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) 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 verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian if it is held before the Board.

The procedure to pursue such appeal will be in accordance with regulations approved by the superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the superintendent's decision to expel with the treasurer of the Board or the superintendent.

A student shall remain expelled for the duration of the expulsion unless or until action modifying the same is taken on appeal, except that the superintendent shall have the discretion to hold an expulsion in abeyance pending appeal. While a hearing before the Board may occur in executive session, the Board must act in public. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

VI. PERMANENT EXCLUSION – State law provides for the permanent exclusion of a student 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or

adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

A. Conveying deadly weapons onto school property or to a school function
B. Possessing deadly weapons onto school property or at a school function
C. Carrying a concealed weapon onto school property or at a school function
D. Trafficking in drugs onto school property or at a school function
E. Murder, aggravated murder on school property or at a school function
F. Voluntary or involuntary manslaughter on school grounds or at a school function
G. Assault or aggravated assault on school property or at a school function
H. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee
I. Complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Concluding and Miscellaneous Notes on Discipline

I. DISCIPLINE OF STUDENTS WITH DISABILITIES – Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.), the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

II. DUE PROCESS RIGHTS - The Board of Education recognizes that all students have limited constitutional rights when it comes to their education. Accordingly, the Board of Education has established procedures that include due process in dealing with students facing out-of-school suspension, bus suspensions, expulsion, emergency removal, and permanent exclusion. These rights are not only reviewed in the above disciplinary measures sections, but they are also posted by going to the following website and conducting a search for "Due Process under policy 5611: https://go.boarddocs.com/oh/rdaleoh/Board.nsf/Public?open&id=policies#

III. VIOLATIONS – Ridgedale follows a two-tier discipline system stemming from PBIS practices. Student discipline in the classroom is up to the individual teachers and should be outlined in classroom rules distributed at the beginning of each school year for each individual class. Teachers are asked to administer discipline in Tier I situations or situations that can be handled and administered in the classroom environment. Teachers are also encouraged after speaking to students about their misbehavior to make some type of parental contact as well in attempting to modify the student's behavior. Repeated Tier I and, further, Tier II and III behaviors are directed, typically, to the administration for the other half of the two-tier system. The following list of prohibitive behaviors and possible resulting disciplinary actions are not meant to be an exhaustive list. The administration must have some latitude in handling any situation that may be considered a disruption to the educational environment of Ridgedale Jr./Sr. High School. Each violation listed below is accompanied by a list of consequences per offense.

A Guideline to Infractions/Consequences

Rule 1 **Buying, Selling, Attempting to Sell, Supplying, Applying, Using, Possessing, Transmitting, Concealing, Distributing or Being Under the Influence of Illegal or Prescription Drugs.** These drugs can be defined, but are not limited in example to, narcotics, stimulants, inhalants, cannabinoids, depressants, opiates, morphines, anabolic steroids, hallucinogens, chemicals, pills, chemical preparations, plants, seeds, or derivatives thereof. This rule also includes medical marijuana and CBD products. This would include all drug paraphernalia or apparatus used in the preparation or use of the said controlled substances.

Rule 2 **Buying, Selling, Attempting to Sell, Supplying, Applying, Using, Possessing, Transmitting, Concealing, Distributing or Being Under the Influence of Over-The-Counter Drugs/Counterfeits.** A counterfeit is defined as any substance that is represented to be a controlled substance (even if it is not), or that from its appearance, a reasonable person would believe it to be a controlled substance because of its container, label, trademark, trade name, shape, size, color markings, packaging, or distribution.

Rule 3 **Buying, Selling, Attempting to Sell, Supplying, Using, Consuming, Possessing, Transmitting, Concealing, Distributing, Having Evidence of Consumption or Being Under the Influence of Alcohol.**

Sidenote to all infractions of drug and/or alcohol use: If the building principal has a reasonable individualized suspicion of drug or alcohol use, he/she may request the student in question to submit to any appropriate testing, including, but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one (1) other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, the student will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

Rule 4 **Use of Tobacco/Paraphernalia/E-cigarettes/Look-alikes, Tobacco Cessation Products/Hemp or Hemp Products**

Rule 5 **Buying, Selling, Attempting to Buy/Sell, Supplying, Possessing, Transmitting, Concealing, or Distributing Tobacco/Paraphernalia/E-cigarettes/ Look-alikes, Tobacco Cessation Products/Hemp or Hemp Products**

Rule 6 **Possession of a Weapon/Firearm (For example, but not limited to, guns, knives, pocket knives, etc.) or Weapon Paraphernalia (For example, but not limited to, ammunition). A firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. Firearms include any unloaded firearm and any firearm that is inoperable**

but that can be readily operated. A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a hand, a razor blade, or any similar device that is used for, or is readily capable of causing death or serious bodily injury. Further, any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, and jewelry.

Sidenote: Bringing a firearm (as defined in the federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one-year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the superintendent using the guidelines set forth in Board Policy.

Rule 7 **Possession/Concealment/Transmitting/Supplying/Use of an Object as a Weapon/Lookalikes**

**Consequences for Lookalikes MAY be dependent on a number of circumstances not limited to the panic that it may/may not incite. Determination is left to the discretion of the administration.

Rule 8 **Arson, Explosives/Fireworks, Setting/Calling False Alarms, Fire/Bomb Threats, Intentional Damaging Exceeding $500.00, Unauthorized Materials**

Rule 9 **Threatening or Targeting Groups or Masses of Students and/or Staff with Violence/Terroristic Threat**

**Consequences MAY be dependent on a number of circumstances not limited to the panic that it may/may not incite. Determination is left to the discretion of the administration.

Rule 10 **Physically Assaulting a Staff Member**

Rule 11 **Unintentionally Harming a Staff Member (Depending on Severity)**

Rule 12 **Physically Assaulting a Student with the Intent to Harm (Other student does not strike back)**

Rule 13 **Mutual Fighting/Combat (Action in which both parties have contributed to the physical action of the event)**

Rule 14 **Hitting (Without Intent To Harm As Determined by Administration. This could include slapping, grabbing, etc.)**

Rule 15 **Intentionally or Unintentionally Hitting Another Student And/Or Causing Bodily Harm**

Rule 16 **Inciting Violence/Fight**

Rule 17 **Inciting Actions In Others That Go Against School Rules (Consequences dependent on severity)**

Rule 18 **Verbally Assaulting or Threatening a Staff Member or School Visitor/Substitute/School Personnel (Consequences dependent on severity)**

Rule 19 **Verbally Assaulting Another Student**

Rule 20 **Verbally Threatening Another Student (This can also pertain to Cyber-Threats when it pertains to school)**

*When the Verbal Threat involves bodily harm to another student, the consequence may be increased due to the severity of the threat and based on the nature and circumstances surrounding why the threat was made.

**At any given point and depending on the severity and nature of the threat, Juvenile/Adult Court and the Sheriff's Department may be notified.

Rule 21 **Using Racial Slurs in a Demeaning or Offensive Way. Will also follow Title VII Procedures**

Rule 22 **Use of Vulgarity/Vulgar or Profane Language/Vulgar or Profane Symbols, Pictures, or Gestures/Sexting Aimed at a Student(s)**

Rule 23 **Use of Vulgarity/Vulgar or Profane Language/Vulgar or Profane Symbols, Pictures, or Gestures Aimed at a Staff Member or Substitute or School Employee**

Rule 24 **Gross Sexual Imposition. Will Also Follow Title IX Procedures.**

Rule 25 **Sexual Harassment/Unwelcome Sexual Conduct/Contact. This could also mean Cyber-Harassment when it pertains to actions/threats that could take place at school. Will Also Follow Title IX Procedures. (Conduct constituting sexual harassment may include but is not limited to verbal harassment or abuse; pressure for sexual activity; repeated remarks with sexual or demeaning implication; unwelcome touching, sexual jokes, posters, or cartoons; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or**

safety; a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort, and/or humiliation to another; and remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.)

Rule 26 **Harassment (or Cyber Harassment) of Race/Gender/Religion. (For Harassment of Gender, Title IX Procedures Will Also Be Followed.) (For Harassment of Race, Title VII Procedures Will Also Be Followed.) Acts of race, gender, and religious harassment can be verbal, nonverbal (placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability), or physical.**

Rule 27 **Intimidation, General Harassment, Bullying, Cyber-bullying (when it pertains to actions/threats that could take place at school)**

Rule 28 **Extortion/Sextortion - The use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.**

Rule 29 **Trespassing - Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.**

Rule 30 **Tardy To Class – Principal Discretion**

Rule 31 **Unauthorized Leaving of School or School Grounds (Truancy)**

Rule 32 **Truancy From Class/Class Cutting (Stayed in the Building or on Campus)**

Rule 33 **Computer Lab/Computer Damage**

**In regards to restitution, payment for complete restoration of the damage will be required. Court referrals will be made in cases where parent cooperation is not forthcoming. The policy extends, within the law, to the property of district teachers and employees.

Rule 34 **Unauthorized Downloading of Music, Videos, Software, Hardware, etc.**

Rule 35 **Theft of School Property/Staff Property (Given a Chance to Return)**

**In regards to theft, the complainant will also be encouraged to file charges against the individual who committed the theft. In instances of stolen school property, the theft, as outlined, will be reported to legal officials and charges will be filed unless special circumstances warrant a different action.

Rule 36 **Theft from the Cafeteria (Given a Chance to Return)**

Rule 37 **Theft of Student's Personal Property (Given a Chance to Return) (Note that personal property is the responsibility of the student and the administration is not obligated to recover lost/stolen personal items) (This is a step discipline issue depending on the severity and cost of the item stolen)**
**In regards to theft, the complainant will also be encouraged to file charges against the individual who committed the theft.

Rule 38 **Intentional Damaging/Vandalizing/Defacing (School/Staff Property) (This is a step discipline issue depending on the severity and cost of the item damaged)**
**In regards to restitution, payment for complete restoration of the damage will be required. Court referrals will be made in cases where parent cooperation is not forthcoming. The policy extends, within the law, to the property of district teachers and employees.

Rule 39 **Intentional Damaging/Vandalizing/Defacing (Student Property) (This is a step discipline issue depending on the severity and cost of the item damaged)**

Rule 40 **Accidental Damage (School/Staff/Student Property)**
**In regards to restitution, payment for complete restoration of the damage will be required. Court referrals will be made in cases where parent cooperation is not forthcoming. The policy extends, within the law, to the property of district teachers and employees.

Rule 41 **Unauthorized Use of School or Private Property (These consequences will be based on the severity of the action)**

Rule 42 **Trespassing or Being in an Unauthorized Area (Not Truancy)**

Rule 43 **Gambling/Gaming/Betting**

Rule 44 **Forgery of Notes/Signatures**

Rule 45 **Aiding and Abetting the Breaking of School Rules (Consequences Based on Severity)**

Rule 46 **Failure to Accept Discipline (Consequences Based on Severity)**
**Not serving a detention may result in double the detention time. Refusing to serve an ISA may result in OSS.

Rule 47 **Public Displays of Affection**

Rule 48 **Cheating/Plagiarism/Academic Dishonesty**

Rule 49 **Pornography (Possession, Sale, Distribution, Inviting Others to View, Internet or Social Media Viewing/Downloading [Self], etc.)**

Rule 50 **Child Pornography or Pornography of Self (Possession, Sale, Distribution, Inviting Others to View, Internet or Social Media Viewing/Downloading, etc.)**

Rule 51 **Lewd Acts**

Rule 52 **Horseplay (Excessive – Steps Depending on Severity)**

Rule 53 **Spitting**

Rule 54 **Snowballing (Throwing Snowballs Outside/Inside the Building)**

Rule 55 **Loitering Inside or Outside Building**

Rule 56 **Violation of Bus Conduct**

Rule 57 **Dance Activities**

Rule 58 **Sporting Events**

Rule 59 **Field Trips**

Rule 60 **Assemblies**

Rule 61 **Disruption of the Educational Process (Depends on Severity As Interpreted by the Administration~~/Teacher)~~**

Rule 62 **Dress Code**
**Per the Ridgedale handbook, students who refuse to change or amend clothing may be held in the office.

Rule 63 **Card Playing/Dice (Unless using for a class project)**

Rule 64 **Unauthorized Cell Phone/Other Electronic Device Usage**

Rule 65 **Videotaping/Video Capturing or Taking Pictures in the Classroom/ Elsewhere Without the Teacher's Permission**

Rule 66 **Gang Activity –** All gang activity gets referred to the courts and will be subjected to a step process in consequences dependent on the activity. Gang signs, symbols, paraphernalia, etc. won't be tolerated on clothing or otherwise.

Rule 67 **Classroom Disruptive Behavior, Insubordination, Disrespect, or other Behavioral Problems (Depending on Severity of the Case) (These consequences are assuming that teachers have tried other classroom means to correct behavior including, but not limited to, conferences, teacher-assigned detentions, parent contact, etc.)**

**These consequences also apply to all areas of the building including hallways, restrooms, bus area, playground, etc. and are based on the step process dependent on severity determined by the administration.

Rule 68 **Cafeteria Disruptive Behavior, Insubordination, Disrespect, Behavioral Problems**

Rule 69 **Throwing Food or Other Objects in Cafeteria**

Rule 70 **Skipping, Missing, or Avoiding Detentions – Students Who Do Not Serve Detentions Will Be Assigned Double the Detention Time per missed detention under "Failure to Accept Discipline."**

Rule 71 **Failure to Turn in Required Forms/Homework**

Rule 72 **Unsafe Driving**

Rule 73 **Tampering With Vehicles – (Step Consequences Dependent on the Severity/Cost of the Tampering/Damage)**

Rule 74 **Hazing** (Harass by exacting unnecessary or disagreeable ridicule or playing abusive or humiliating tricks by way of initiation) (Depending on Severity of the Hazing)

Rule 75 **Inciting Panic** (Depending on Severity)

Rule 76 **Fire Alarms (Tampering or false alarms)**

Rule 77 **False Reporting** – A student cannot make a false report, make a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member.

Rule 78 **Violation of the Acceptable Use Policy (These consequences will be based on the severity of the action and will come with a recommendation of consequences from the technology department).**

Rule 79 **Failure to Notify Nurse/Office Before Calling Home Due to Illness**

Rule 80 **Backpacks in Classrooms**

Rule 81 **Beverages (Other Than Water) In The Hall/Classroom**

Rule 82 **Misconduct Against a School Official or Employee or the Property of Such Person, Regardless of Where it Occurs**

Rule 83 **Possession of Electronic Equipment (i.e. Personal Computers)** - The school will supply any electronic equipment or devices necessary for participating in the educational program; therefore, it is unnecessary to bring such devices as personal computers from home unless authorized by the administration. Unauthorized electronic devices may be confiscated from the student by school personnel and the following disciplinary action will be taken.

Rule 84 **Burglary** - Entering a building or a specific area of a building or Board-owned property without consent and with the intent to commit a crime or entering a building without consent and committing a crime.

Rule 85 **Lighting Incendiary Devices** - Unauthorized igniting of matches, lighters, and other devices without permission.

Rule 86 **Unauthorized Use of Vehicles** - Occupying or using vehicles during school hours without parental and/or school authorization.

**It is the belief of the school and administration that when a student reaches approximately 10 office referrals for disruptive behavior, insubordination, disrespect or other behavioral problems and when all alternatives of consequences that are available to the school have been exhausted that the child has become unruly, and the administration reserves the right to file unruly charges on a student in juvenile court on behalf of the school district.

**It is also the belief of the school and administration that disciplinary measures are progressive with the goal of modifying inappropriate behavior. If a student has accrued a number of infractions spanning various rules either listed or unlisted, consequences may be stiffer than what is listed with each rule above.

**The administration reserves the right to add to the list of rules and assign appropriate consequences for behavioral situations not covered in the aforementioned rules.

**The administration and school district reserves the right to file appropriate criminal charges when necessary with the appropriate law enforcement officials

**The administration also reserves the right to bypass any step in the list of consequences depending on the nature and severity of the offense.

**It is also the belief of the administration that teachers have the right to assign more informal consequences in their classrooms that include, but are not limited to, change in seating, individual conferencing, parental conferencing, conversations during or before/after class, etc.

**The administration also reserves the right to assign appropriate consequences based on the severity of the incident that may depart from the step processes list above.

**The building principal has the right to full discretion on all disciplinary actions.

DRESS CODE

The Ridgedale Board of Education recognizes students' rights to express themselves through dress and appearance. This right is supported as long as it does not disrupt the educational environment, compromise safety, or infringe on the rights of others. Students are expected to dress in a manner that promotes a safe, respectful, and inclusive learning environment.

Section 1: Basic Principle
Certain body parts must be covered for all students at all times.
Clothing must be worn in a way that ensures buttocks, breasts, and midriff are fully covered with opaque (non-see-through) fabric. Clothing must not be excessively tight or revealing.
All items listed in the "Must Wear" and "May Wear" sections must meet this basic principle.

Section 2: Students MUST Wear
While following Section 1, students must wear:

- A shirt with fabric in the front, back, and sides under the arms
- Pants/jeans or equivalent (e.g., skirt, dress, leggings, shorts, sweatpants)
- Shoes

Note: Courses or activities (e.g., physical education, CTE, etc.) may require specific attire for safety or instructional purposes.

Section 3: Students May NOT Wear
The following are prohibited:

- Clothing with violent, vulgar, obscene, or profane language or images

- Clothing that depicts or promotes alcohol, tobacco, vapes, drugs, or illegal activities
- Hate speech or content that creates a hostile or intimidating environment toward any group
- Clothing that exposes undergarments or violates Section 1 coverage requirements
- Tube Tops
- Cut-off clothing (e.g., shirts, shorts, pants) that exposes pockets or undergarments
- Accessories or items that could be dangerous, used as a weapon, or conceal a weapon
- In the interest of safety, no slippers/house shoes, cleats, rollerblades, roller skates, or skate shoes.
- Face/head coverings that obscure identity (e.g., hoods up, sunglasses indoors, hats, bandanas), unless approved for religious or medical reasons
- Outerwear (e.g., jackets, coats, etc.) and blankets during the school day
- Spandex/bike/volleyball shorts worn alone during the school day
- Writing, drawing, or coloring on skin
- Any item associated with gang affiliation, including clothing, symbols, or gestures

Additionally, any clothing, accessory, or appearance that disrupts the educational process or presents a safety concern, as determined by administration, is not permitted.

Section 4: Students <u>MAY</u> Wear

As long as they meet all guidelines above, students may wear:

- Hooded sweatshirts (hood must remain down indoors)
- Leggings, yoga pants, jeggings, joggers, pajama pants
- Ripped jeans, as long as undergarments are not exposed
- Athletic attire
- Visible undergarment straps, if overall coverage requirements are met
- The dress code may be altered for certain "Spirit Days," but only after a request has been made by the advisor/supervisor and permission is granted by the administration.

Section 5: Student Reflection Guidelines

Students are encouraged to consider the following when choosing their attire:

- Does my clothing appropriately cover my body?
- Does my clothing avoid promoting prohibited substances or messages?
- Does my clothing respect others and the school environment?
- Is my outfit safe and appropriate for school activities and weather?

Section 6: Enforcement

Dress code enforcement will be consistent, equitable, and non-discriminatory.

If a student is out of dress code:

1. The student will be asked to change into appropriate clothing, if available.
2. The student may be provided temporary school clothing.
3. The student may call a parent/guardian to bring them appropriate clothing.

Students will not be removed from instruction unless necessary to resolve the violation. Repeated violations may result in disciplinary action, in accordance with school policy. Any missed instructional time due to dress code violations will be considered unexcused.

Final Note: The administration reserves the right to address any attire not specifically outlined here that is deemed disruptive or unsafe to the learning environment.

DRIVING TO SCHOOL

Driving to school is a privilege that can be revoked at any time. Any fees associated with the purchase of a parking pass will not be refunded if the student's driving privileges are revoked. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the school.

All students wishing to drive to school and park on school property during the school day must obtain a parking permit by completing the appropriate form that can be obtained in the high school office. 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 or observations concerning individual student's driving, the privilege of driving to school may be revoked or 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.

All drivers are subjected to the Ridgedale Local Schools drug testing policy.
Rules for driving on Ridgedale school grounds include:

I. Observe an extremely slow and cautious speed limit.
II. Park within the marked lines
III. Park only in students' designated lot
IV. Student drivers should enter and exit school property through their assigned 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 may be revoked.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search a student or student's property, including vehicles, of a student,

with or without the student's consent, whenever the administration reasonably suspects that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

Additional information on Board of Education Policy regarding student driving can be found on in Board Policy #5515.01.

DRUG TESTING POLICY

Students participating in co-/extracurricular 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 per Board of Education Policy 5530.01.

EARLY RELEASE/LATE ARRIVAL

The Ridgedale Early Release/Late Arrival (ER/LA) Program is available to high school students who have earned the privilege of either leaving school early or arriving late for either work or CCP purposes. Since this is a privilege, students may forfeit this privilege if they fail to follow school rules, procedures, and guidelines. A STUDENT'S SCHEDULE MAY NOT BE ALTERED TO ACCOMMODATE AN ER/LA REQUEST.

I. High school students may qualify for Early Release/Late Arrival if they are in an off-campus CCP course that would require that they drive to a college or university. Students in these instances must….

   A. Show proof of enrollment/college schedule to the associate principal prior to starting the course.
   B. Must either sign in or out at the front office desk depending on the time of the off-campus course.

II. High school students may also apply for Early Release/Late Arrival for work purposes. In these instances, students must…

   A. Be enrolled in a class with a work release program – i.e. CBI or Ag
   B. Have a signed note from a parent/legal guardian stating that they are aware of the work that students are doing.
   C. Sign and complete the Early Release/Late Arrival Form along with the signature of the employer. This will be done both through the cooperating teacher and the office of the associate principal.

III. Seniors only are eligible to apply for ER/LA if they work but are not in a CBI or Ag program, enrolled in online or physical CCP courses, or cannot fill a complete high school schedule. In these instances, the senior must fill out an ER/LA form prior to the beginning of the start of the senior year.

III. Conditions that apply to ER/LA:

A. ER/LA Forms must be completed prior to the beginning of the school year upon receipt of the student schedule. These forms can be obtained from the associate principal.
B. Students cannot leave then return to school during the academic school day. Exceptions may be made for band.
C. Students may leave early for CCP purposes and return after the academic school day for practices or competitions.
D. Students must have a 2.0 Cumulative Grade Point Average at the end of the junior year to be considered for this Program. Any GPAs lower than a 2.0 will have to be considered by the associate principal and principal of the building.
E. Students applying for ER/LA must have either met the competency and readiness graduation requirements or be on track to do so.
F. Students must complete 5 full credits during the senior school year. The reference to "senior year" means a school year that runs from the day after the final day of the junior year to the final day of school in the senior year.
G. Student-Athletes are reminded that the OHSAA has additional eligibility requirements.
H. If students are late arrival, they must not be allowed past the office area any sooner than five minutes prior to the start of their first class at Ridgedale.
I. If students are on early release, they must leave the campus in a timely manner. They are not to loiter around the building in any capacity. Habitual offenders will be denied early release and placed in an academic class.
K. All students arriving late or leaving early MUST sign in or out through the front desk in the main office.

IV. Loss of Privileges

A. Any out-of-school suspension or severe disciplinary consequence is at the discretion of the administration.
B. Cutting/Skipping class or school
C. Greater than 65 hours of absences excluding those excuses allowed by Board policy and the state of Ohio.
D. Greater than five (5) tardies to school for any given semester may result in the loss of ER/LA.
E. Receiving a failing grade in any class checked at each nine-week interval.
F. Loitering within the school during Early Release time.
G. Habitually remaining in parked cars on school grounds during Early Release time.
H. In regards to ER/LA for work purposes, if the student loses the job they had when he/she initially signed up for the program.
I. In regards to ER/LA for CCP purposes, if the student withdraws or is removed from the CCP course.
J. Failure to properly sign in or out of the main office.
K. If problems occur in the community during the time of ER/LA time.

Participation in the ER/LA program is a privilege. Students in violation of the above policies may have their ER/LA privileges suspended or terminated. Students must follow both school rules and the rules of the ER/LA Policy.

The district will carry no liability for a student's accident, injury, or actions while out of the school on the ER/LA program.

EMERGENCY MEDICAL AUTHORIZATION AND FORMS

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school's office. These forms are completed through Final Forms.

A complete Emergency Medical Authorization Form must be on file with the school or in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each year.

EMPLOYMENT

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, the students must first contact the high school office to discuss any legal requirements and to obtain any required documents.

ENROLLMENT

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the district's open enrollment policy. New students under the age of 18 must be enrolled by their parents or legal guardian. When enrolling, parents must provide copies of the following: 1.) birth certificate or similar document, 2.) court papers allocating parental rights and responsibilities, or custody (if appropriate), 3.) proof of residency, and 4.) proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about the documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Office secretaries will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the federal definition of homelessness may enroll and will be under the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the district with a grandparent and is the subject of a 1.) power of attorney designating the grandparent as the attorney-in-fact, or 2.) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the district the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the district with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the district, the student will not be admitted until the following records, which are required to be released by DYS to the superintendent, have been received: 1.) an updated copy of the student's transcript, 2.) a report of the student's behavior while in DYS custody, 3.) the student's current IEP, if one has been developed for the child, and 4.) a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EQUAL EDUCATION OPPORTUNITY

This district provides an equal educational opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or during a school activity should immediately contact the school district's compliance officer through the principal's office. The office phone is 740.382.6065 ext. 405. Complaints will be investigated in accordance with the procedures described in the Board of Education policy. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunities.

EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the principal prior to using any other

school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

EXAMS

Finals will be required for all academic courses as outlined in a published exam schedule made available to students prior to both midterm and final exams. Both midterm and final exams are meant to be comprehensive and shall be given on the day/days assigned. High school final exam grades will count for 20%, and junior high exams (grades 7 and 8 only) will count for 10%**.** Final exam exemptions may be given by individual teachers if the following criteria have been met:

- If the student is in a class that takes an Ohio State Test and the student scores proficient or higher on the test AND does not need the final exam to pass for the year, the student's teacher may exempt the student from the final exam.
- If the student is in a class that does not take an Ohio State Test, but the student does not need the final exam to pass for the year, the teacher may exempt the student from the final exam.

EXTRA- AND CO-CURRICULAR ACTIVITIES

Ridgedale provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes the following student groups that are sponsored by a staff member.

I. FFA
II. Jazz Band
III. Marching Band
IV.Yearbook Staff

Extracurricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

I. Art Club
II. Athletics (includes manager, etc.)
III. Spanish Club
IV. Leo Club
V. Musical
VI. National Honor Society
VII. Pep Band
VIII. Student Council
IX. Ensemble
X. Teen Board
XI. Teen Institute/Junior Teen Institute
XII. Fellowship of Christian Athletes

All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing, and/or appeal rights in accordance with Board
Policy 5610.05.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups may meet in the school building during non instructional hours. The application for permission to use school facilities can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not
interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non district-sponsored organization may use the name of the school or school mascot on any materials or information.

Academic Standards for Extra-Curricular Activities

The philosophy of The Ridgedale Board of Education, community, administration, directors, and coaches is that it is believed to be that scholastic endeavors are the most important part of the educational program. Therefore, minimum academic standards shall be established for students participating in extracurricular 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 extracurricular 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 in developing necessary skills and attitudes.

The definition of extracurricular activities is 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.

Extracurricular 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.

The definition of co-curricular activities is 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 a 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 Co/Extra-Curricular Activities

I. Participating in extracurricular activities sponsored by the Ridgedale Board of Education shall be determined by the academic standards set forth in this policy. Students in grades 7 and 8 must be currently enrolled and passing 5 classes. Students in grades 9 - 12 must be currently enrolled and passing in subjects that earn a minimum of 5.0 credits.

II. The terms of eligibility (or ineligibility) shall be by grading period. A grading period is equal to nine weeks and eligibility (or ineligibility) for an entire grading period shall be determined by O.H.S.A.A. rules and the Ridgedale Board of Education.

III. Credits earned in summer school, by tutoring, by correspondence, or any other means shall not in any way determine eligibility or ineligibility.

IV. 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.)

V. The aforementioned eligibility standards apply to ALL extracurricular activities as defined by The Ridgedale Board of Education Policy.

VI. 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.

VII. The eligibility standards may never be less than those mandated by the O.H.S.A.A.

VIII. 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.

A. INCOMPLETE: The student has three (3) weeks after the close of the grading period to make up missed work. After that amount of time has elapsed, the incomplete (I) becomes an F.

B. MISTAKES MADE IN CALCULATING GRADE: Under this circumstance, corrections will be made as appropriate and any adjustments to eligibility will be made accordingly.

C. MISSING WORK: No student work may be accepted after the last day of the grading period unless an incomplete has been assigned.

D. 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, CO-CURRICULAR, AND EXTRA-CURRICULAR CODES

(To be issued to all High School Athletic Participants)

General Regulations Governing All Participants This code applies to all student participants in all intra-curricular and extracurricular activities.

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

Individual Sports

I. 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.

II. No athlete may quit one sport in order to try out 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 number I above applies to the second sport involved.

III. 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's contests and practices first. Coaches should work together in this matter.

A. Sample order of priority
   1.) State sanctioned tournament
   2.) League sponsored event
   3.) Regulation varsity game
   4.) Reserve game
   5.) Practice

B. Refer to the section of the handbook with regard to Ridgedale Local Schools drug testing policy.

C. Academic Requirements for athletic participation will be in accordance with rulings of the Ohio High School Athletic Association and the Ridgedale Local Schools Board of Education.

D. Cheerleaders will be considered as participants in athletics as far as the application of these rules is concerned.

E. 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 OHSAA
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.

Student Conduct Code for Extracurricular and Co-Curricular Activities - The philosophy of the coaching staff of Ridgedale Local Schools is the belief 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.

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. Our objectives are…

I. To establish a productive pattern of living
II. To help the individual athlete obtain his/her full physical potential.
III. To help the athlete to become a positive influence on the school, community, family, and self.

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

Definitions

I. Co-curricular activity: This would be any activity that is directly related to a subject or course offered in our regular curriculum. Examples: 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, Student Council, etc.

Regular Student Conduct Code - All of the rules listed in the Student Conduct Code section in the student handbook also apply to extracurricular and co-curricular activities. Violations of these rules may result in a student being denied participation in an activity either temporarily or permanently. No notice or hearings are required for suspensions or appeals when a student poses a continuing danger in extra or co-curricular activities. 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. Students may be prohibited from participating in extra and co-curricular activities. The administration has the authorization to bar students from participating in extracurricular and co-curricular activities. This procedure may prohibit, rather than suspend, students from participating in extra or co-curricular activities. This policy may prohibit a student's participation.

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

I. 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.
II. Failure to participate in an activity or poor attendance.

III. Failure to pay dues or other charges involved in an activity.
IV. Violation of other school rules while participating in or being present at a school activity may result in denial of participation in all activities for an indefinite period of time.
V. In-school study, suspension, or expulsion from school.
VI. 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. Serious breach of sportsmanlike conduct prior to, during, or after an athletic contest.
B. Missing practice or game without gaining prior permission from the coach or supervisor.
C. Suspensions from school may result in additional denial of participation from a team or group upon the participant's return to school.
D. Violations of curfews established by coaches or advisors.
E. 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.
F. 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.
G. Any other training rules the head coach established for his/her sport.
H. Violation of the rules of the regular Student Code of Conduct in regard to the sale, use, possession, etc. of tobacco, alcohol, and drugs.
I. Violation of the rule of the regular Student Code of Conduct in regard to stealing.
J. Violation of the rule of the regular Student Code of Conduct in regard to the destruction of school or personal property.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

A. Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after notification of the parent:

1. The building principal, within twenty-four (24) hours, will notify the parent/guardian/custodian first, then the student and designated official of any positive results. A written notification from the building principal, by form letter, will be sent to the parent/guardian/custodian by certified mail. The building principal may keep all test results for a period up to one (1) year.

2. If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by

the Board of Education for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the building principal in writing within five (5) working days from first notification of positive test results.

3. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

B. First Positive Result

A positive result from the MRO or an altered sample will constitute a first positive. The student participant will forfeit 100% of their activity and/or driving, participate in a drug assistance program, or forty percent (40%) if they are enrolled in a drug counseling program and submit to three (3) follow-up drug tests at the parent/guardian expense. Failure to comply will result in indefinite suspension from activities and/or driving privileges. If at the time of the positive test, there is less than forty percent (40%) of the season left, the forty percent (40%) will roll to the next sport. For drivers the forty percent (40%) will be determined by the following seasons: Fall (Beginning of the School year through November 30), Winter (December through March 15) and Spring (March 15 through the end of the school year.)

C. Second Positive Result

A second positive result by MRO ruling or adulteration will result in the forfeiture of 100% or the rest of the school year of their activity and/or driving, complete a program recommended by a certified substance abuse counselor, and continue or repeat the three (3) follow-up drug tests at the parent/guardian expense. Failure to comply will result in indefinite suspension from activities and/or driving privileges.

D. Third Positive Result

A third positive result or ruling of adulteration, the student participant will be barred from participation in any athletic activity, extra-curricular activity and/or parking on campus at Ridgedale Local Schools. Prior to

reinstatement the student must show significant progress toward rehabilitation from a certified substance abuse program.

E. Self-Referral

A student who refers themselves prior to receiving a positive result from the MRO will comply with the requirements set in B above of this policy, except there will be no forfeiture of the activity and/or driving privileges. Self referrals may be used as a first offense only, subsequent positives following a referral will continue to actions stated in C and D above. A student may only self-refer one time while a student in the Ridgedale School District.

~~Procedures to Follow when a Violation Occurs~~

~~I. 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 the denial and a statement informing the student of his/her right to a hearing to state his/her side of the story.~~
~~II. 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.~~
~~III. 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's 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 extracurricular privileges.~~

~~IV. If an athlete is removed from a given sport, she/he may not participate in another sport for the duration of the season from which she/he is removed.~~

~~Emergency Removals for Less Than Twenty-Four Hours~~ ~~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. Notice of such a dismissal shall be transmitted in writing to the principal within the same twenty-four hours and contain:~~

~~I. The name of the advisor or coach~~
~~II. The name of the student~~
~~III. The date of dismissal~~
~~IV. The nature of the violation~~

~~The above presumes there is no intention to remove beyond the twenty-four hour period.~~

~~**Original or Repeated Violations, of Rules and Regulations that Pertain to Athletics**~~

~~I. The first violation of a rule may result in denial of participation from that sport or squad for the remainder of that sport season.~~
~~II. 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 take this recommendation to the principal.~~
~~III. 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.~~

The Athletic Director reserves the right to deny participation for violation of school rules. This can include conduct detrimental to the team and activities outside of the regular school day. Student athletes may appeal this decision with the Athletic Director and Principal.

FEES

Students will be provided with necessary textbooks for courses of instruction without cost. In accordance with state law, the school charges specific fees for various different texts, online texts, supplies, and/or technology. Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings and property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials.

Students must meet all financial obligations incurred before credit and grades will be granted and before transcripts will be released. Diplomas will not be awarded in the event a senior still has yearly or cumulative fees to be paid. It is the student's responsibility to see that these things are taken care of promptly.

Students, parents and/or guardians must pay either in full or make a down payment (then, continue with "regular" payments) on school fees by the fifth week of school or the student's PowerSchool account will be disabled. Disabling PowerSchool may also occur if regular payments are not received by the school after the fifth week, but not without notification by the school that the student/parent/guardian is delinquent in their payment.

FERPA

The Federal Educational Rights and Privacy Act deals, in part, with the privacy of student records and personal information (ORC 3319.321). Parents, including non-residential parents, have access to student records unless and until one of the following occurs: 1.) The student is no longer a dependent for tax purposes and either turns 18 or enrolls in a

postsecondary institution or 2.) The school receives a copy of a court order or other legally binding document that specifically revokes the parent's rights to access educational records. There is a Domestic Violence Exception when the child is under the care of a shelter for victims of domestic violence. Under FERPA and IDEA, when a student enrolls in a postsecondary institution (by correspondence, satellite, Internet, or other electronic means) or turns 18, the parents' rights regarding student records transfer to the student. All other instances of handling student records will comply with Board Policy 8330.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. The Board of Education recognizes that field trips, when used for teaching and learning, are an integral piece to the school's curriculum and are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

I. Supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools
II. Arouse new interests among students
III. Help students relate school experiences to the reality of the world outside of school
IV. Bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience
V. Afford students the opportunity to study real things and real processes in their actual environment.

Field Trips are educational experiences that take students outside the classroom and into the public eye. For this reason, teachers at Ridgedale reserve the right to not include students who have been proven, through their disciplinary history for that school year, to have behavior issues. Students who have served out of school suspensions may be eliminated from field trips through office notification to teachers. Teachers also have the right to use grades as a determining factor on those who may attend field trips as well, but grades should be based on a previous quarter and not necessarily a current grade level for the sake of consistency. If the current grade is a consideration, the teacher should demonstrate that monitoring of a student's grade has taken place over the current term and that assistance or explanations have been made to the student whose grade is being examined.

Students may be charged fees, including, but not limited to, admission fees, for district-sponsored trips, and students on all district-sponsored trips remain under the supervision of the Board and are subject to the district's administrative guidelines outlined in the Student Code of Conduct.

No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. While the district encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

FINAL FORMS

Because all students must have emergency medical as well as other pertinent safety information on file with the school, it is essential that all students and their parents complete Final Forms at the very beginning of the school year. Detentions may be issued after the second week of school if Final Forms are not completed by the student.

FIRE, TORNADO, AND LOCKDOWN DRILLS

Several times throughout the year, the school will conduct announced and/or unannounced fire, tornado, and lockdown drills as directed by state law. The purpose of these drills is to provide and practice the school's emergency preparedness plans. Teachers will provide specific instructions on how to proceed in the case of fire, tornado, or evacuations and will oversee the safe, prompt, and orderly evacuation or assembly of students during the drill. Students should conduct themselves as though a threat of either inclement weather or an intruder actually exists. Each classroom has either posted or supplied directions instructing staff and students on the proper procedures for each drill. Students are expected to be cooperative and **QUIET** during any emergency drill. The principal or his/her designee will signal when the drill has ended. Disciplinary action will be taken with students who do not follow proper etiquette and procedures.

FOREIGN EXCHANGE STUDENTS

Ridgedale does allow for a minimum number of foreign exchange students associated with an approved program to attend the high school in any given year. Hosting foreign exchange students in our district allows our own students to expand their vision of the world and to benefit from the cross-cultural experience.

If the foreign exchange student is a senior, he/she is allowed to receive an "honorary" diploma and "walk" at the graduation ceremony if they meet the following conditions:

I. Be enrolled for the full academic year at Ridgedale
II. Meet all Ridgedale attendance requirements
III. Maintain a full, academic schedule and pass all courses including TRECA and/or CCP (dropping coursework to avoid failing is not permitted).
IV. Complete state level academic testing as required
V. Adhere to all policies, rules, and regulations that apply to all other Ridgedale High School students during the year of attendance.
VI. Foreign exchange students cannot be included in class rankings.

FOSTER CARE

Students who meet the federal definition of "in foster care," including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the district. For additional information, see Policy 5111.03.

FUNDRAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

A. Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
B. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
C. Students may not participate in a fundraising activity for a group in which they are not members without the approval of the students' advisor.
D. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
E. Students may not engage in house-to-house canvassing for any fundraising activity.
F. Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

Students may not sell any item or service in school without the prior approval of the principal. Violation of this policy may lead to disciplinary action.

GANGS

Gangs that initiate, advocate, or promote activities that threaten the safety or well being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations, or related activities that are likely to cause harm or personal degradation are prohibited. Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership, or causing and/or participating in activities that are designed to intimidate another student, will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

GIFTED

The Board of Education shall ensure that procedures are established to identify all gifted students. The district follows the identification eligibility criteria as specified in R.C. 3324.03 and the Operating Standards for Identifying and Serving Gifted Students per Board of Education Policy 2464.

A Written Education Plan (WEP) will guide the gifted services based on the student's area(s) of identification and individual needs.

GO BUCK$ PROGRAM

Ridgedale, in cooperation with The Ohio State University-Marion, participates in the Go Buck$ program where vouchers are awarded to students who meet academic and attendance goals set forth by the school. Vouchers for tuition dollars to The Ohio State University- Marion are sent to students at the completion of the school year.

GRADES

Ridgedale has standard grading procedures, as well as additional notations, that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated necessary learning. In general, students are assigned grades based on test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

GRADING

The school year is divided into four nine-week grading periods, and with PowerSchool, student grades are accessible throughout each grading period for both students and families alike. Teachers are encouraged to have student grades updated on a weekly basis with the exception of lengthy projects. Report cards will be sent home with students or mailed to parents on the Friday following the end of the grading period. Parents are encouraged to contact teachers to schedule conferences to discuss grades when there is a concern.

GRADING SCALE

In order to promote unity on a system-wide basis, the following grading scale will be used by all junior high and high school teachers:

A = 100-93	A- = 92-90	
B+ = 89-87	B = 86-83	B- = 82-80
C+ = 79-77	C = 76-73	C- = 72-70
D+ = 69-67	D = 66-63	D- = 62-60
F = 59-0		

INCOMPLETES

Students who do not complete coursework for classes due to illness or extenuating circumstances at the end of a quarter or semester may be assigned an "I" for "Incomplete" by the instructor of the course. Any student receiving a grade of "I" (Incomplete) at the end of a 9-week grading period shall have three weeks to make up the incomplete work from the end date of the course. At the end of this time period, the grade "I" will be changed to an "F" if make-up work is not completed. If make-up work is completed by the end of the third week after the closing date of the grading period, the grade will be changed from an "I" to a letter grade that reflects the grading of the make-up work submitted. If extenuating circumstances exist, the building principal may adjust the timeline for compliance. A senior will not receive a diploma if he/she has an incomplete.

CLASS RANK/GPA

Only classes taken for high school credit will contribute to the GPA (Grade Point Average). All grades, GPAs, and class rankings are calculated on a semester basis. A

student's grade point average is determined using the final grade from each semester of classes taken for high school credit. The formula for calculation for a GPA, by example, is as follows:

Final Semester Grade

Sem. Grade	Type of Class	Class	Grade Value	Cred. Attemp.	Total
A	(Non weighted class)	Art III	4.000	x .5	= 2
B-	(Non-weighted class)	Env. Sci.	2.667	x .5	= 1.3335
C	(Weighted class)	CCP Gov't	2.333	x .5	= 1.1665
F	(Non-weighted class)	Choir	0	x .5	= 0
D+	(Ag class worth 1.25)	Ag Mech. Prin	1.333	x .625	= .833125
C	(CCP weight worth 1.0)	CCP West. Civ.	2.333	x 1	= 2.333
B	(CCP Non-weight - 1.0)	CCP Med. Term.	3.000	x 1	= 3.000
A	(Phys. Ed - .25)	Phys. Ed I	4.000	x .25	= 1.000

Total	11.666125
Divided by Tl. Cr. Att.	/4.875
GPA	2.393

There are two grade point averages calculated for each student. One uses the weighted grades for classes that are weighted. The second GPA does not use any weights for any class. This is the GPA that most colleges request. A student's GPA will be determined using the final grade earned for each semester of classes taken for high school credit. The following values will be used for all classes to determine a student's unweighted GPA:

	A = 4.000	A- = 3.667
B+ = 3.333	B = 3.000	B- = 2.667
C+ = 2.333	C = 2.000	C- = 1.667
D+ = 1.333	D = 1.000	D- = 0.667
F = 0.00		

The following courses will be weighted for class ranking purposes:

English: CCP English Composition I, CCP English Composition II
Math: Trigonometry/Pre-Calculus
Science: Anatomy
Social Studies: CCP American Government, CCP Modern American History, CCP Psychology, CCP Life Span Development
Foreign Language: Spanish III, Spanish IV, French III, French IV
CTE (CTAG): Medical Terminology, Intro. to Engineering, Agribusiness Management

Any CCP classes in the areas of English, Math, Science, Social Studies, or Foreign Language will use the following weighted scale.

	A = 4.333	A- = 4.000
B+ = 3.667	B = 3.333	B- = 3.000
C+ = 2.667	C = 2.333	C- = 2.000
D+ = 1.667	D = 1.333	D- = 1.000
F = 0.000		

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 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. Some CCP courses are weighted and some are not, therefore, those that are weighted could have a negative effect on class rank if scores are lower due to increased expectations and rigor of the CCP courses.

Students, who move into the RHS District who have completed college preparatory courses at their previous school, but these courses are not offered at RHS, may add weighted scale grades only to those courses offered at RHS.

Finally, class rank will be determined using weighted grading scales. All class rankings will be determined at the end of the school year. A candidate for valedictorian and salutatorian must have successfully completed at least 25 credits toward graduation and must have attended at least four complete semesters at Ridgedale High School immediately prior to graduation.

CREDITS - Credit will be earned by completing coursework, testing out of or demonstrating mastery of course content, or pursuing one or more educational options in accordance with the district's Credit Flexibility Program.

COURSE LOAD - All students must be enrolled in classes totalling five (5) credits
.

FINAL GRADES - Final grades for each semester will be determined through the use of the following formulas:

To determine the semester average in high school classes (which is what is used to determine the GPA), each quarter will count 40% with the semester exam counting 20%.

For junior high classes, the semester average each quarter will count 45% with the semester exam counting 10%.

For classes with no semester exam, each quarter will count 50%.

High School Example (with Exam):

Quarter 1 (40%)	Quarter 2 (40%)	Exam (20%)
78% (C+)	84% (B)	75% (C)

(78 x .4) + (84 x .4) + (75 x .2) = 79.8 B-

Junior High School Example-(with Exam):

Quarter (45%)	Quarter 2 (45%)	Exam (10%)	
78% (C+)	84% (B)	75% (C)	
(78 x .45)	+ (84 x .45)	+ (75 x .1)	= 80.4 B-

No Exam Example (JH/HS)

Quarter 1 (50%)	Quarter 2 (50%)	No Exam	
78% (C+)	84% (B)	N/A	
(78 x 5)	+ (84 x .5)	+ N/A	= 82.0 B-

GRADES FOR TRANSFER STUDENTS - Grades for students who transfer to Ridgedale High School from other schools during the school year are determined by combining grades from both schools. The student's counselor will provide teachers with grade information from the previous school as soon as it is available. If a student transfers during the middle of an estimate, the grade is based on the number of days spent at each school, the progress grade from the previous school and the grades earned at this school. Teachers should consult with the student's guidance counselor to determine a fair way of administering the final exams.

GRADING PERIODS - Students will receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at-risk of failure, notification takes place through these report cards or online via PowerSchool.

GRADUATION REQUIREMENTS

Students who enter ninth grade after July 1, 2019, must satisfy the following three requirements:

I. **Cover the Basics -** Students must earn a minimum of 20 credits (Ridgedale requires 21) in specified subjects and take required End-of-Course Exams. (These reflect only the minimum that the state requires. Additional state and/or Ridgedale requirements are in parentheses.)

A. English/Language Arts	4 credits	
B. Health	.5 credits	
C. Mathematics	4 credits	(Must include Algebra II or MMR)
D. Physical Education	.5 credits	
E. Science	3 credits	(Must include one Physical Science and one Life Science)

F. Social Studies	3 credits	(World History, American History, and Government)
G. Electives	5 credits	
H. Financial Literacy/Econ.	.5 credit	
I. Complete Two Semesters of Fine Arts		(Can Be Done in Grades 6 - 12)

II. **Show Competency** - Earn a passing score on Ohio's high school Algebra I and English II End-of-Course Exams. Students who do not pass the test will be offered additional support and must retake the test at least once. If testing is not a strength of the student, there are three optional ways to show competency:

A. Demonstrate Two Career-Focused Activities: (At least one of the two must be a foundational skill)

1. Foundational:
   a.) Proficient Scores on WebXams
   b.) A 12-point Industry Credential
   c.) A pre-apprenticeship or acceptance into an approved apprenticeship program
2. Supporting
   a.) Work-based learning
   b.) Earn the required score on WorkKeys
   c.) Earn the OhioMeansJobs Readiness Seal

B. Enlist in the Military

C. Complete College Coursework (Earn credit for one college-level math and/or college-level English course through Ohio's CCP program.

III. **Show Readiness** - Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give students the chance to demonstrate academic, technical, and professional skills and knowledge that align to the student's passions, interests, and planned next steps after high school. One of the two must be Ohio-designed.

A. Ohio Designed
   1. OhioMeansJobs Readiness Seal
   2. Industry-Recognized Credential Seal
   3. College-Ready Seal
   4. Military Enlistment Seal
   5. Citizenship Seal
   6. Science Seal
   7. Honors Diploma Seal
   8. Seal of Biliteracy
   9. Technology Seal

B. Locally Designed
   1. Community Service Seal
   2. Fine and Performing Arts Seal
   3. Student Engagement Seal

Students must meet all requirements as established by the State of Ohio's Department of Education. No student will receive his/her regular high school diploma until they have met these standards. Each student is personally responsible for periodically evaluating his/her past, present, and future program of students to ensure all minimum standards are met prior to graduation. The associate principal at the school will be able to assist. Additionally, athletes are required to monitor their academic program and progress to ensure eligibility. For special education students, the criteria for graduation and the extent of participation in the state-mandated assessment tests will be determined by their IEP team.

EARLY GRADUATION - Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

GRADUATION EXERCISES

Appropriate clothing for participation in graduation is as follows:

I. Boys: (Recommended) Shoes, socks, dress slacks, dress shirt, and tie.
II. Girls: (Recommended) Shoes, a dress that does not extend below the graduation gown. Girls are also permitted to wear a dressy pants suit for women and dress pants and a nice blouse.
III. No Jeans are Permitted
IV. Cap and gown will be worn by all graduates and all classes will use school-determined caps and gowns in an appropriate manner. Graduation exercises are a privilege and not a right: therefore, the privilege to take part can be denied. Students are required to attend graduation practice unless permission to miss is granted by the principal.
V. Caps, gowns, and/or shoes (or other garments) will not be decorated at graduation out of respect for the seriousness of the ceremony.
VI. Students must meet all state and local requirements to participate in graduation exercises.
VII. The only adornments that may be worn by graduates at the graduation ceremony include the following:

A. NHS and NTHS Cords
B. Honor Diploma
C. Valedictorian and Salutatorian Medals
D. Any Other Academic Medals/Cords/Pins Approved by the Principal

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have otherwise been deemed eligible to participate in such exercises. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. However, no student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure.

***For Graduation Requirements, please see Ridgedale's Course Description and Selection Guide available through the associate principal's office.

HARASSMENT

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the district, or by third parties, should contact the district's Anti-Harassment Complaint Coordinator(s) or the office.

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about unwelcome conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and/or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The Anti-Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the principal.

Each report will be investigated in a timely manner and as confidentially as possible. The district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim, or alleged harasser, and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost

candor whenever they present harassment and/or bullying/cyberbullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities. These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by state and/or federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior.

Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

HAZING

Hazing activities of any type are inconsistent with and disruptive to the educational process and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All incidents of hazing must be reported immediately to any of the following: school administration, teacher, school guidance personnel, coaches, advisors, supervisors, or the superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

HEAD LICE

Any student identified as having head lice (pediculosis) and/or nits (eggs) shall be excluded from school and school-related activities until proper treatment is received. Students may reenter school upon clearance from the school's health nurse.

HOMEBOUND INSTRUCTION

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician.

HOMELESS STUDENTS

Homeless students will be provided with free and appropriate public education in the same manner as other students served by the district. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on a lack of proof of residency. For additional information contact the Liaison for Homeless Students at 740.382.6065.

HOMEWORK

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

HONOR ROLL

The High School Honor Roll is determined after each grading period.

Summa Cum Laude	4.0 GPA or higher with no grade lower than a B-
Magna Cum Laude	3.75 – 3.99 GPA with no grade lower than a B-
Cum Laude	3.50 – 3.74 GPA with no grade lower than a B- in Regular classes, and no lower than a C- in any Weighted Classes

The High School Honor Roll for the entire year for students in grades 9 -11 will be based on a student's grade point average for the entire year, including exams.

For Seniors, the first semester grade point average (which includes the semester exam) will be averaged with the 3rd Quarter grade point average with the 1st semester counting as 75% of the average and the 3rd Quarter counting 25%

For the Junior High Honor Roll:

Summa Cum Laude	All A's	(Including NO A-'s)
Magna Cum Laude	No Grade Lower Than a B	(Including NO B-'s)

HONORS DIPLOMA

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any

additional criteria the State Board may establish. The current criteria for an Honors Diploma are listed below:

Math	4 credits	(Including Trigonometry)
Science	4 credits	(Including two advanced science - Either Physics or Anatomy)
Social Studies	4 credits	
Fine Arts	1 credit	
World Language	3 credits of one or 2/2 of two	

GPA: 3.5/4.0 cumulative
Remediation-Free ACT or SAT Score

The Ohio Department of Education also offers Honors Diplomas in the Arts and in Social Science and Civic Engagement with similar, but not the exact same, requirements. If interested, please see the associate principal or consult the Ohio Department of Education's website. On their site, search "Honors Diploma."

ILLNESS/INJURY

If a student is ill or becomes ill during the course of a school day, he/she should report to the office immediately. If warranted, a teacher will accompany the student to the office. The restroom is not a sickroom; again, students should report immediately to the office. If, in the judgment of the school nurse or her designee, the student is too sick to remain at school, arrangements will be made to send the student home after ONE PERIOD of observation if appropriate. No student will be released from school without proper parental permission. **The office will make the arrangements, not the student.**

All injuries must be reported to a teacher or to the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to, poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from state immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse, the principal, and/or the superintendent. Please see BOE Policy 5320 for further details on immunizations.

INSURANCE

Student accident insurance is made available to each student at the beginning of the school year. Each student will receive material explaining this insurance program

through his/her teacher either in first period, enrichment, or at an open house. This insurance is purely voluntary to take. If insurance is wanted, parents should sign and send the form back as soon as possible.

LOCKERS

Each student will be assigned a locker for the school year. Students are responsible for their own belongings while in the lockers. The school is not responsible for lost or stolen property. Any malfunctions with the locker should be reported to the office or directly to maintenance. Common sense precautions should always be taken to safeguard personal articles that are brought to school. Please keep lockers orderly and neat and keep them locked at all times. It is best practice to keep your combination private and not to tamper with the doors, locks, or latches. Questions about locker searches can be found under "Search and Seizure."

LOST AND FOUND

The lost and found area is on the table in the middle hallway. Some items are kept in the office as well. Students who have lost items should check in both places and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

LUNCH

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 trash cans and for leaving a clean table. Parents and visitors are not permitted to eat in the cafeteria with students. Students and parents are also responsible for any fees incurred from eating school-provided lunches here at Ridgedale.

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. For information regarding meal charging procedures, see Board Policy Administrative Guideline 8500D through the school's website. Applications for the School's Free and Reduced-Priced Meal Program are distributed to all students. If a student does not receive an application form and believes he/she is eligible, contact the Director of Cafeteria Services for the jr./sr. high school.

MEDICATION

While the dispensing of medication in school should be avoided if at all possible, certain isolated cases may exist where it is necessary. In these cases, the following guidelines MUST be followed:

I. The school nurse must receive permission via FinalForms, signed by the parent or guardian, that the drug be administered to the student.

II. The school nurse will receive a signed statement by the physician who prescribed the drug.

The statement must include the following information:

A. Name and address of the student
B. School and class in which the student is enrolled
C. The name of the drug and the dosage to be administered
D. The times at which the drug is to be administered
E. The date the administration of the drug is to begin
F. The date the administration of the drug is to end
G. Any adverse reactions that should be reported to the physician
H. Special instructions for the administration of the drug, including sterile conditions and storage.

III. There must be a notification to the school nurse if any information provided by the physician changes.

IV. The person authorized by the Board to administer the drug must receive a copy of the statement described above.

V. The drug must be delivered to the school in the container in which it was dispensed by the prescribing physician or licensed pharmacist. Pharmacists can make a duplicate bottle for school.

VI. Security precautions must be provided.

VII. Parents should be responsible for picking up all unused medicines at the end of the school year. Any medications left in the clinic will be discarded.

At no time should a student, without written and express consent from a doctor, be buying, dispensing, self-medicating, selling, attempting to sell, supplying, applying, using, possessing, transmitting, concealing, distributing, or be under the influence of prescription or over-the-counter medications outside the office area without supervision of designated office personnel. Doing so puts the student in violation with the student code. The only two exceptions to this policy are students who, with written parent and doctor's permission, carry an inhaler or an epinephrine auto injector. With this policy adopted by the Board of Education, no person who has been authorized by the Board to administer a prescribed drug, after all of the provisions of the policy have been followed, would be held liable in civil damages for administering or failing to administer the drug unless the person acted in a wanton and reckless manner.

All medication will be stored in and dispensed from the main office or nurse. Medications will be stored in a secure location. A copy of the physician's request (for the administration of medication by school personnel) and the parent's request (for the administration of medication by school personnel) should be on file with the office/nurse. These forms must be filed annually and as necessary for any change in the medications.

Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

The principal/nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

**Tylenol, Ibuprofen, Calcium Carbonate, Cough Drops, Orajel/Chloraseptic Spray, 1% Hydrocortisone/Benadryl Cream, Triple Antibiotic Ointment, and Benadryl dosed by age & weight (will always call parent prior to administration of benadryl) must also be dispensed via the Board approved office personnel. This can only be done with the consent of the parent/guardian. Forms are available via FinalForms to all students at the beginning of the school year, and if signed, students may be given the above medications at their request via the office. Students should not carry this medication on them and self-dispense.

Non-prescribed (Over-the-Counter) Medications:

By written notice, parents may also authorize that their child may self-administer non-prescribed medication and may keep non-prescribed medication in his/her possession. If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the code.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school, or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the principal's office. A person who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

MISSION CONTROL

Mission Control is our new innovative space designed to boost college and career readiness. In this space, students will be given the opportunity to explore potential careers and college opportunities. This space was designed in partnership with our Power Hours program. Mission Control is also the home of our new nursing pathway.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is based upon excellence in four areas:

I. Character
II. Leadership
III. Scholarship

IV. Service

Each category is judged independently and equally.

I. **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.
II. **Leadership** - Each student must demonstrate leadership in promoting school activities, handling school offices, being reliable and dependable in class and seeking out responsibilities by accepting them willingly. Candidates must participate in extracurricular activities in school, church, or the community.
III. **Scholarship** - must have the minimum of a 3.25 unweighted cumulative grade point average.
IV. **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.

NUISANCE ITEMS

Electronics, laser pointers, squishy toys and other nuisance items not meant for educational purposes are not to be brought to school. Such items will be confiscated and returned to either the student or parent at the administration's discretion.

NURSE

Ridgedale employs a school nurse who is stationed in the elementary clinic during school hours and makes trips to the jr./sr. high school upon request from school personnel. The nurse is on campus for assisting students with medications, maintaining the well-being of the students' health, and tending to students who do not feel well during the course of the school day.

**If a student is feeling ill, the student should report to the office first before calling home and arranging for the parent/guardian to pick the student up at school. The office will then contact the nurse who will give an assessment then make a recommendation to the student on whether to call home or not. Calling home first may result in disciplinary actions.

Students with specific health care needs should deliver written notice about such needs, along with physician's documentation to the school office/school nurse.

OFFICE TELEPHONES

The office telephone is a business phone. Students may use the office phone for emergency calls only (with permission from the secretary). Students will not be called to the phone during school time unless it is an emergency.

OPEN ENROLLMENT

The Ridgedale East Board of Education has adopted an Open Enrollment procedure for students and families who do not live within the confines of the district. The Board of Education shall permit the enrollment of students from any Ohio district in a school or program of this district, provided each enrollment is in accordance with laws and regulations of the state concerning inter-district open enrollment, the provisions of this policy, and the administrative guidelines established to implement this policy.

PARENT SQUARE

The ParentSquare system is an automated message delivery system used by Ridgedale Local Schools. It is used to disseminate information to groups and to all district families, potentially, who sign up to use the service. Parentsquare, too, will serve as the district's means of communication with students, families, and staff in the event of an emergency.

PASS SYSTEM

Students are required to have a pass from a teacher when in the halls during class periods. **The student and teacher will utilize the school-designated pass system reviewed at the beginning of the school year.**

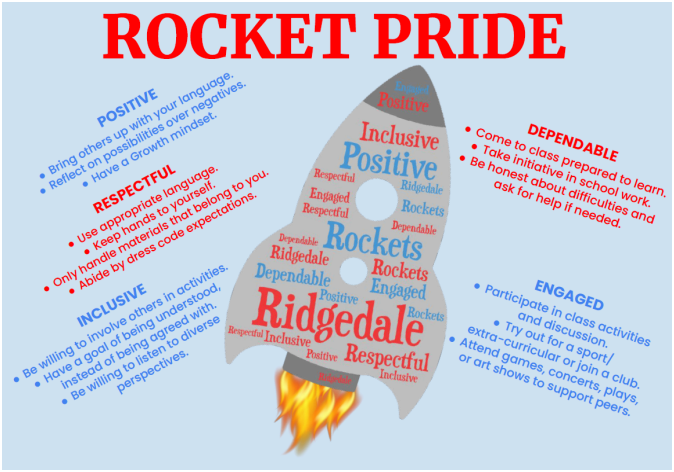
Passes will be used to excuse students from a class to go to their locker, restroom, other classrooms, or a drinking fountain. Students who abuse the use of passes may lose all privileges. Students found in the hall without a pass after the tardy bell may be considered truant or be sent back to class.

PBIS

PBIS is a behavior management framework intended to prevent the need for excessive discipline, restraint and seclusion in schools. This program seeks to be proactive as opposed to reactive in response to negative student behaviors. Research shows that behavioral improvements result when we acknowledge positive behaviors in students. Consequences still exist for behavioral errors; however, PBIS seeks to reduce the number of times behavioral errors occur for students.

A fundamental piece to the PBIS program is the teaching of expected behaviors. Students are taught Rocket "PRIDE" behaviors at the beginning of the school year and throughout the year as needed. Having Rocket "Pride" behavior means the student demonstrates a sense of Positive, Respectful, Inclusive, Dependable, and Engaged behaviors in what they do. PBIS works to create a predictable, consistent, positive, and safe school climate across all grade levels and building locations.

Below is an outline of the expectations the program has within the building:



PERSONAL PROPERTY

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

PHYSICAL EDUCATION

Physical Education is required by the State Department of Education, and all Ridgedale Jr./Sr. High School students are required to take part in physical education activities, or upon medical excuse, be allowed into a modified physical education activity. The state of Ohio has also granted a waiver status to the P.E. requirements if the student participates in athletics or marching band. Please see the associate principal's office for details.

PRECINCT WORKERS

In conjunction with the County Board of Elections, the Board of Education will permit high school students to apply and, if appointed by the Board of Elections, to serve as precinct officers at a primary, special, or general election.

To be eligible, a student shall be:

A. a United States citizen;
B. a resident of the county
C. at least seventeen (17) years of age
D. enrolled in the senior year of high school

As part of the application process, the student shall declare his/her political party affiliation with the Board of Elections. Any student selected shall be excused from school on the day of an election at which the student is serving as a precinct officer.

PROMOTION AND RETENTION (Grades 6, 7, 8 Only)

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made.

Promotion to the next grade or level is based on the following criteria:

A. Current level of achievement based on instructional objectives and mandated requirements for the current grade.
B. Potential for success at the next grade level.
C. Emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade.

Retention: A student may be retained at his/her current grade level based on the following criteria:

A. Failure to demonstrate proficiency in core subjects.
B. Failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level.
C. Scoring at the below basic level on any state-mandated assessment test.

A student may be retained if the student is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if the student fails in the preceding category, a student may be promoted if the principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the ninth grade unless he/she has completed a one-year course in American History.

PUBLIC ADDRESS SYSTEM

The public address system will be used at an absolute minimum. It will be used for the Pledge, announcements that have urgency where email is not a viable option, and for other announcements made for the good of the staff or student body.

PUBLIC SCHOOL CHOICE OPTIONS

If a school within the district has been designated as “persistently dangerous” as defined by state law, students have the right to transfer to another “safe” school in the district. If there is not another “safe” school in the district providing instruction at the students’ grade level(s), the superintendent shall contact neighboring districts and request that they permit students to

transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, he/she also has the right to transfer to another school in the district. If there is not another school in the district providing instruction at the student's grade level, the superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

RANDOM DRUG TESTING

Recognizing that observed and suspected use of alcohol and illicit drugs by Ridgedale School District students is a serious concern, a program of deterrence will be instituted as a proactive approach to a truly drug-free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program is fourfold: to provide for the safety of all students, to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs, to encourage students who use drugs to participate in drug treatment programs; and to prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Ridgedale Schools.

The program is designed to create a safe, drug-free, environment for students and assist them in getting help when needed. The procedure for initial and random drug testing of students in athletics, extra-curricular activities, and students wishing to obtain a parking permit is accomplished in conjunction with an independent drug testing vendor selected by the Board of Education. Following the initial testing, the vendor is provided by the designated official a list of eligible students and in turn randomly selects up to twenty percent (20%) of these students for drug testing at regular intervals. The vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the building principal or designated official by the MRO. For more information on Ridgedale's random drug testing policy, please consult the following webpage: https://go.boarddocs.com/oh/rdaleoh/Board.nsf/Public?open&id=policies#.

RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

1. Is obscene to minors, libelous, or pervasively indecent or vulgar
2. Advertises any product or service not permitted to minors by law
3. Intends to be insulting or harassing
4. Intends to incite fighting
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material

and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

SCHEDULES

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the associate principal's office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

SCHEDULE CHANGES

Due to commitments for staff employment/assignments, the ordering of material, and potential class balance issues, no schedule changes can be made after the first full week of the beginning of each semester. There are exceptions:

A. A scheduling error made by the office
B. Changes necessitated by failures
C. Class balancing/conflict
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
G. Administrative recommendation
H. Student decision on a different elective

SCHOOL COUNSELING DEPARTMENT/ASSOCIATE PRINCIPAL'S OFFICE

Ridgedale's guidance department involves the offices of Guidance, the Associate Principal of College & Career Readiness, and the Office of Social Work. Together, the professionals in these offices are here to serve our students not only with assistance regarding grades, post-secondary placements, and general support for scheduling (among many other things), but they are also here as people with whom students may personally conference concerning both problems stemming from home and school. Students should also feel free to talk to any of our professional staff members as well including the administration.

SCHOOL PICTURES (Grades 6-11)

These pictures will be taken in the early Fall. There typically is a make-up date for the initial picture date. School pictures will again be taken in the Spring. All pictures must be in compliance with the school dress code to be used in the yearbook.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, cars etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property must be conducted with reasonable notice. Student lockers are the property of the district, and students have no reasonable expectation of privacy in their contents or in the contents of any other district property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have no reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The district may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law and may be taken, held, or turned over to the police. The school reserves the right not to return items that have been confiscated.

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 he/she 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. 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.

SPECIAL EDUCATION SERVICES

Ridgedale Local Schools follows and complies with the general guidelines outlined in the Special Education Model Policies and Procedures ("Model Policies") identified in Board Policy 2460. Said guidelines shall be interpreted in a manner that is consistent and compliant with the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) and its implementing regulations, and the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities ("Operating Standards") set forth in the Ohio Administrative Code.

For a student to receive individualized services, the student must be referred for an Evaluation Team Report (ETR). To initiate a referral, please contact either the principal, associate principal, or the Director of Special Services for the district.

The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to students, but to all individuals who have access to the district's programs and facilities.

The laws define a person with a disability as anyone who 1.) has a mental or physical impairment that substantially limits one or more major life activities, 2.) has a record of such an impairment, or 3.) is regarded as having such an impairment.

The district has specific responsibilities under these two laws, which include identifying, reviewing, and if the child is determined to be eligible, affording access to appropriate educational accommodations.

Additionally, in accordance with state and federal mandates, the district seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess, and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA, A.D.A., Section 504) and state law. Contact Ridgedale's Special Services Coordinator through the district office at 740.382.6065 to inquire about evaluation procedures, programs, and services.

STUDENT ACHIEVEMENT RECOGNITION

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and office.

STUDENT COUNCIL (6-8 and 9-12)

Membership into the student councils will be by election run by the advisors of each group. As noted in the title, there will be separate student councils for the junior high and high school. The purpose of each Student Council shall be:

I. To serve as a liaison between the student body and the faculty
II. To develop attitudes of and practices for good citizenship
III. To promote harmonious relations throughout the school
IV. To provide a forum for student expression
V. To safeguard the customs and traditions of the school
VI. To provide for the orderly direction of student activities
VII. To promote the general welfare of the school and its students

STUDENT RECORDS

The school district maintains many student records including both directory information and confidential information.

Directory information includes those documents outlined in Board of Education policy 8330.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found on the school's website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in state and federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records.

Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the principal of the building. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.
Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district's curriculum, without the prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. Political affiliations or beliefs of the student or the student's parents
B. Mental or psychological problems of the student or the student's family
C. Sex behavior or attitudes
D. Illegal, anti-social, self-incriminating or demeaning behavior

E. Critical appraisals of other individuals with whom respondents have close family relationships
F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
G. Religious practices, affiliations, or beliefs of the student or the student's parents
H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Board of Education Office or the school to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The superintendent will notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose
B. The administration of any survey by a third party that contains one (1) or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov or PPRA@ED.Gov

STUDENT WELL-BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire, and tornado drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

STUDY HALL

For those who have a study hall in their schedule, a reminder that study halls are 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 study halls without proper permission will be considered truancy and dealt with accordingly.

SUMMER SCHOOL

Ridgedale does not offer a summer school program for credit recovery. Credit-deficient students, however, are encouraged to take summer courses through approved, online agencies. This will be at the discretion of the student/parents/guardians and at their expense. Arrangements for summer school options can be made through the office of the associate principal.

SURVEILLANCE CAMERAS

Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras. For the students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

TARDINESS

I. TO SCHOOL: Students tardy to school must report to the school office and get a tardy slip. Students who are tardy should have a note from their parent or guardian stating the date, the reason for the tardiness, and the parent's signature when applicable.
II. TO CLASS: Students will be subject to each teacher's individual classroom rules regarding tardiness.

TEACHER'S AIDE

Students may be able to schedule a period to be a teacher's aide. For this to be scheduled, students must meet with the selected teacher and ask permission to be an aide for the following school year, and the teacher will, in turn, contact the Associate Principal's office with the request. This does not guarantee that the student will be scheduled as a teacher's aide; there are variables to be considered including, but not limited to, availability in both the teacher's and the student's schedule.

I. Only two teacher's aides will be allotted per teacher in different periods in the elementary, junior, or senior high school. Teachers may not have more than one student as an aide per period (again, with a maximum of two during the day).
II. Teachers will not be able to have student aides during their preparation period unless they agree to that arrangement.
III. Students may only serve as a teacher's aide for one period out of their schedule.

TECHNOLOGY

The Ridgedale Board of Education adopted an Acceptable Use and Internet Safety Policy. Each student and parent/guardian will be responsible for reading, agreeing to, abiding by, and signing the Acceptable Use Policy to allow student computer access.

Students are expected to take care of the 1:1 devices that the school provides to them. Failure to abide by the Acceptable Use Policy or failure to take proper care of equipment may result in disciplinary procedures.

TESTING

No person shall release, cause to be released, reproduce, or cause to be reproduced any secure test materials pertaining to the Ohio End of Course Exams, WebXams, Work Keys, or any other standardized tests, ability tests, growth testing, or achievement tests through any means or medium including, but not limited to, electronic, photographic, written or oral. No individual who has served as a monitor or examiner shall produce, design, or review any samples of the testing materials. No unauthorized person shall have access to any secure test materials at any time such materials are in the school district or district buildings. No person shall cheat, accept assistance in cheating, or assist in cheating in any way, manner, or form. Cheating shall be defined as, but not be limited to, copying from the test of another or from a test not legally given to the pupil being tested at the designated time of the examination. Violations of these provisions shall be investigated and prosecuted under Section 3319.151 of the Ohio Revised Code 44.

TEXTBOOKS

Textbooks are loaned to the students by the school. Therefore, a student is responsible for the book should it become lost or stolen. A student is also responsible should the book become damaged. If any of the preceding should occur, the student must pay the cost of the replacement or repair. Fines for lost books, including library materials/books, will be determined at the end of the school year. School personnel will find the amount it costs to replace the text. Typically, this is done by searching related websites.

TITLE VII - RACE, RELIGION, COLOR AND NATIONAL ORIGIN HARASSMENT

Title VII protects students and employees on the basis of race, religion, color, and national origin. Board of Education policies 1662, 2260, 3362, 4362, and 5517 all address these issues in student behavior. The Title VII Coordinator is The Director of Special Services of the district, and in cases pertaining to Title VII, an investigatory process may result from disciplinary issues or referrals from other parties, including, but not limited to, students, parents, school employees, or otherwise.

TITLE IX—SEXUAL HARASSMENT

The Director of Special Services at Ridgedale is the Title IX Coordinator. The contact information for the Title IX coordinator is 3105 Hillman-Ford Road, Morral, Ohio 43337. The principal, as an investigator, may be reached by phone at 740.382.6065 or via email at dvogt@ridgedaleschools.org. The definition, coverage, and grievance procedures are outlined in Board of Education Policy 2266, which can be viewed on the school's website. Any resident of the Ridgedale Local School District who feels that sexual discrimination is being practiced at the school may make a written complaint specifying the nature of the discrimination and any supporting evidence to the district coordinator.

TRANSCRIPTS

An online Transcript Request Form is available online through Ridgedale's website. A student or graduate may also request transcripts from the Associate Principal or front office secretaries at any time provided that they submit any required information needed to acquire the transcripts. If the student or graduate owes fees, they must be paid at that time, or the request for the transcripts will be denied.

TRANSPORTATION

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 and that the parent may have to provide transportation to and from school.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal or transportation supervisor.

The principal or transportation director may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal or transportation supervisor stating the reason for the request and the duration of the requested change.

Students who are riding to and from school on district provided transportation must follow all basic safety rules. This applies to school buses and vans as well.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. The following rules have been adopted by the Ohio Legislature (Ohio Revised Code 3301.83.08):

BUS RULES

I. Students shall arrive at the bus stop before the bus is scheduled to arrive.
II. Students must wait in a location clear of traffic and away from the bus stops.
III. Behavior at school bus stops must not threaten life, limb, or property of any individual.
IV. Students must go directly to their assigned seat.
V. Students must remain seated, keeping aisles and exits clear.
VI. Students must observe classroom conduct and obey the driver promptly and respectfully.
VII. Students must not use profane language, racial or sexual slurs.
VIII. Students must refrain from eating and drinking on the bus.
IX. Students must not use tobacco and/or nicotine products (including e-cigarettes) on the bus.
X. Students must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student. Prescribed medications should be in a sealed bag and reported to the school secretary or nurse prior to carrying such medications on the bus.
XI. Students may not carry firearms, knives, or any dangerous substances or objects on the bus.
XII. Students must not throw or pass objects on, from or into the bus.
XIII. Students may carry on the bus only objects that can be held in their laps.
XIV. Students must not put their head or arms out of bus windows.
XV. Students must leave or board the bus at locations to which have been assigned unless they have parental and administrative authorization to do otherwise.
XVI. 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 and may give a recommendation to appropriate administration at the school.

The school bus driver is responsible for requiring the 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.

Students are not permitted to ride a bus to go home with another student unless each student has a note stating one student will be going home with the other student. Both notes have to be signed by the office in order for the students to be able to ride the bus.

Bus Suspensions - When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, principal (or associate principal or other administrator) will decide

whether or not to suspend the student's bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, the student and his/her parents will be notified, in writing and within one (1) day, of the reason for the suspension and the length of the suspension.

Penalties for Infractions - A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Transportation of Students By Private Vehicle - When transportation by district vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle available on the school's website under Board of Education Policies. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

Video Surveillance - The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the principal and may be used as evidence of misbehavior.

TRECA

TRECA is an online, educational delivery system that Ridgedale uses primarily for credit recovery, homebound instruction, and potentially for electives not offered here at Ridgedale. Students taking TRECA courses are still considered students here at Ridgedale in most cases.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not liable for any loss or damage to personal valuables.

TOXIC AND ASBESTOS HAZARDS

The school is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the school district's Preparedness for Toxic Hazard and Asbestos Hazard Policy and Asbestos Management Plan is available for inspection at the Board offices upon request.

VIDEO RECORDING

The policy governs the electronic recording made by students, faculty, and staff in a classroom or other official academic setting. Electronic recording is not permitted unless

explicit permission is granted and other students are notified. Students, except those who have an accommodation letter from disability support services (DSS), who would like to record a classroom lecture or activity or teaching sessions must obtain permission from the instructor prior to the recording. The instructor may choose to restrict or prohibit the electronic recordings of lectures and activities or teaching sessions except for those students who meet the eligibility criteria from DSS. This is in accordance with Ohio Revised Code 3357:15.

Furthermore, using electronic or other means to make an audio, video, or photographic record of any person in a location where there is a reasonable expectation of privacy is illegal. The storing, sharing, and/or distributing of such unauthorized records by any means are prohibited. This includes but is not limited to taking video or photographic images in showers/locker rooms, residence hall rooms, and restrooms. This is in accordance with Ohio Revised Code 3342-4-02.101.

VISITORS

All visitors are welcome to the school but must report to the office when they arrive. . Anyone entering the building who is not a student or employee of the Ridgedale Board of Education must report to the Main Office. Visitors will be given and are required to wear a building pass while they are in the building. Prospective students wishing to visit Ridgedale Schools must have their parents arrange this visit through the office. The parent must accompany the student during the visit. Ridgedale students are not to bring friends to visit unless permission has been granted from the principal's office. The superintendent or principal has the authority to prohibit the entry of any person to a school of this district.

Students and staff are expected to immediately report to a teacher or administrator an unrecognizable person without a pass, or any suspicious behavior or situation that makes them uncomfortable.

WEATHER EMERGENCIES

When extreme weather conditions are such that it is inadvisable to begin the school day at the regular time, a plan to delay the opening of school for two hours or to cancel classes for the day will be announced over Parent Square. For those who did not sign up to receive those notices, announcements will be made over several area radio stations, television stations and social media beginning at 6:30 a.m. In the event of an early dismissal due to a weather emergency, each family should instruct children in advance of what to do. In cases of weather emergencies, it is imperative that parents NOT call the school office number. The office phone is used to contact bus drivers, township road crews, radio stations, other schools, etc.

WITHDRAWAL

Withdrawal from school must be done in the office. All accounts must be settled before any grades will be forwarded. A student who desires to withdraw due to age or moving

from the district should see the building principal at least three (3) days prior to withdrawing and complete the appropriate paperwork.

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with state law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if he/she is under the age of 18.

Parents must notify the principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

In addition, when a student chooses to withdraw in order to continue his/her education in a home school format or with an online school, students may not withdraw from Ridgedale until proof can be given that home-school materials have arrived or proof can be shown that the student has the online materials and capability to log on and begin programming. Days missed in between withdrawal from Ridgedale and the start of a program elsewhere can accrue into truancy charges being filed if it is not proven that the student has, indeed, begun an alternative educational program.

WORK PERMITS

Every employed minor, 14 to 18 years of age, must be a holder of an Age and Schooling Certificate. This must be on file in the establishment where the minor is employed. Application forms may be secured in the high school office. When students change jobs, a new permit must be obtained. Students who are 16 or 17 and whose job begins after school is out and ends before school reopens in the fall, need not obtain a work permit.

YEARBOOK

The yearbook will be published annually and will be the official approved book for Ridgedale High School. Yearbook staff members will be selected in the spring and/or fall by the Yearbook Advisor to assist in completing the annual. The staff will be composed of students in grades 9-12. The content, lay-out, and features of the yearbook will be the responsibility of the staff and advisor, subject to approval of the high school principal. The expense of the yearbook will be covered by the sale of advertisements, patrons, and cost of the book to the students. The cost of the yearbook will be determined by the staff after review of the budget. The annual/yearbook is the official publication of the entire high school student body.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.