RIDGWAY AREA HIGH SCHOOL

1403 HILL STREET
RIDGWAY, PA 15853
(814)773-3164
http://www.ridgwayareaschooldistrict.com

Alma Mater

Oh hail to dear old Ridgway
We'll keep your banner high
Maroon and White we're with you
And we'll love you till we die
We'll fight for all your glory
We'll never pass you by
Wherever we go we'll always know
We're from old Ridgway High

District's Mission Statement

"Where students will discover
their purpose for today and their passion for tomorrow."

RASD Board Goals

(2010-2015)

1. RASD Students will become creative problem solvers with the ability to synthesize and analyze possible solutions to challenging problems.
2. RASD Students will receive comprehensive literacy skills that are based upon the most current research about learning.
3. RASD will provide a safe environment and (when necessary) students will receive appropriate intervention strategies.
4. RASD will communicate achievement progress with all stakeholders.
5. RASD will strive for 100% graduation rate.

District's - Statement of Nondiscrimination

The Ridgway Area School District is an equal opportunity educational institution and does not discriminate on the basis of ethnicity, race, religion, marital status, national origin, gender, sexuality, age, handicap or disability in its programs, activities, admissions, or employment practices, as required by Title VI, Title IX, Section 504, and Title II of the American's with Disabilities Act (ADA).

As a matter of policy the District enacts a grievance procedure for the prompt and equitable resolution of student and employee complaints alleging discrimination and/or harassment. This policy may be accessed at http://www.ridgwayareaschooldistrict.com and complaints may be directed to Dr. Thomas Butler, Office of the Superintendent, Ridgway, PA 15853 or phone (814)773-3146

HIPPA NOTICE

The Ridgway Area School District complies with its obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). For more information or questions, please contact the district's privacy officer at (814) 776-4255.

Student Handbook Disclaimer

The 2011-2012 RAHS Student Handbook is an interpretation and compilation of the policies of the Ridgway Area School District. To access complete policies, please reference the District policy manual at http://www.ridgwayareaschooldistrict.com

-A MESSAGE FROM THE HIGH SCHOOL ADMINISTRATION-

Dear Ridgway Area High School Parents/Guardians and Students,

We would like to welcome you to the 2012-2013 school year. Our student handbook has been revised this school year. The information contained in this handbook is specific to high school students and revisions have come from several sources including: faculty/staff, students, parents and community members. I want to thank all contributors for the thoughts and considerations you have provided for the 2012-2013 student handbook revisions.

The RAHS Student Handbook is a guide that offers specific information about District policies and regulations, building procedures, academic expectations, behavioral expectations and various services that are available to our high school students to help them be as successful as possible. It is the responsibility of the principal, faculty, and staff to provide all students with a safe school environment that is conducive to learning; to enable students to gain knowledge and acquire skills they will need in order to become responsible and productive citizens upon graduation; and to collaborate with students, parents and the community to insure that all students have the opportunity to achieve to their fullest potential. It is the responsibility of parents/guardians and students to read this handbook carefully, understand its contents, and use it as a resource throughout the school year. **Once you have read the handbook, please sign the student handbook acknowledgement contained in your student's back to school packet. Students must return the acknowledgement to his or her homeroom teacher on the first day of school.**

We wish each and every student a very successful school year. Any time throughout the school year, if you have any questions regarding the information contained in the Student Handbook, please feel free to contact me at (814)773-3164.

Heather A. McMahon-Vargas, Principal
Manuel Barbazzeni, Assistant Principal

RIDGWAY AREA HIGH SCHOOL ADMINISTRATION, FACULTY AND STAFF
(814)773-3164 (administrative office)
RHS OFFICE CONTACTS

Heather A. McMahon-Vargas	Principal
Manuel Barbazzeni	Assistant Principal
TBA	Athletic Director
Patricia Schaut	School Counselor
Michele Spence	School Nurse
Jessica Santiso	School Psychologist
Laurina Urmann	Food Services Manager
Dan Brocious	RASD Technology Director
Amy Goode	Secretary (General Operations)
Francine Thorwart	Secretary (Discipline/Athletics)
Laura Lynch	Secretary (Attendance/Accounting)

RIDGWAY AREA HIGH SCHOOL FACULTY

Mrs. Natalie Aiello, Chemistry
Mr. Bjorkquist, Art
Mrs. Broughton, Social Studies, Reading, Gifted
Mrs. Brown, English, Social Studies
Mrs. Buhite, Computer/Technology
Mr. Buhite, Biology
Mrs. Burford, Business, Computer
Mrs. Correll, Family and Consumer Science
Mrs. Cortina, Special Education, Gifted
Mr. Depanfilis, Alternative Education
Mrs. Egger, English
Mr. Gerber, Jr, Physics
Mr. Hinton, Math
Mr. Hofmann, Instrumental Music
Ms. Horning, Special Education
Mr. Kemick, Math
Ms. Kruse, Emotional Support
Mrs. Marche, Library
TBD, Speech Therapy
Mrs. Morelli, Physical Education
Ms. Olay, Math
Mr. Olson, Technical Ed./Business
Mr. Oknefski, Technical Education
Mrs. Palmer, Chorus
Mrs. Prugar, Foreign Language
Mrs. Schaut, English
Mr. Skellen, Art
Mr. Stenta, Physical Ed/Health
Mrs. Stitt, Foreign Language
Mrs. Viglione, Social Studies
Mr. Voss, Technical Education

RIDGWAY AREA HIGH SCHOOL SUPPORT STAFF

Mr. Amacher, Paraeducator
Mrs. Constable, Paraeducator
Mrs. King, Paraeducator
Mrs. D. Oknefski, Paraeducator
Mrs. Stark, Paraeducator
Mrs. Wolff, Paraeducator
Mrs. Skraba, Technology Aide
Mr. Konen, Maintenance
Mr. Delhunty, Maintenance
Mr. Caruso, Custodian
Mrs. Dietrick, Custodian
Mr. McDonald,Custodian
Mr. Menteer, Custodian
Mrs. P. Oknefski, Custodian
Ms. Wittman, Custodian
Mrs. Carson, Cafeteria
Mrs. Gardner, Cafeteria
Mrs. Parson, Cafeteria
Mrs. Renaud, Cafeteria

RIDGWAY AREA SCHOOL DISTRICT ADMINISTRATION

Dr. O'Brien, Superintendent
Mrs. Herzing, FSG Principal
Mrs. McMahon-Vargas, RHS/RMS Principal
Mr. Rhoads, Finance Manager
TBA, Supervisor of Special Education
Mr. Barbazzeni, RHS/RMS Asst. Principal

RIDGWAY AREA SCHOOL BOARD

Mrs. Lisa Connelly, RASD Board President
Mrs. Almquist, RASD Board Vice President
Mrs. Allegretto, RASD Board Member
Mrs. Bobby, RASD Board Member
Mrs. Holtz, RASD Board Member
Mrs. Lampan, RASD Board Member
Mrs. Lundin, RASD Board Member
Mr. Parsons, RASD Board Member
Mr. Seely, RASD Board Member
Mrs. Sidelinger, Board Secretary
Mr. Rhoads, Board Treasurer
Mrs. Jennifer Gornall, District Solicitor

STUDENT RESPONSIBILITIES

(Information contained in this section is referenced from Pennsylvania Code, Subsection 12.2, "Student Responsibilities".)

No society, community or school can operate without rules and regulations. No student has the right to interfere with the education of his fellow students or to disrupt the instructional day. As a student of the Ridgway Area High School, you are responsible for your actions while meeting your academic requirements.

Health, Safety, Security and Welfare Responsibilities:

- You are responsible for contributing to the safety and welfare of the school environment and for assisting school staff in operating a safe school. This includes volunteering information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- You are responsible for complying with the laws of the Commonwealth and the Borough of Ridgway while attending the Ridgway Area High School.
- You are responsible for exercising proper attention and care when using Ridgway Area High School facilities and equipment in order to insure longevity. The District has invested considerable expense in providing our students and faculty with the latest modern technology in labs and classrooms.
- You are responsible for sharing with the administration, faculty, and staff in the development of a school climate that is conducive to learning and student achievement.

Academic, Attendance, and Behavioral Responsibilities:

- You are responsible for coming to school every day on time; exhibiting a "conscientious effort" to learn; demonstrating diligence in the completion of class work and homework; and complying with school rules and regulations.
- You are responsible for making up your work when you are absent.
- You are responsible for respecting the rights of students, faculty, staff, administrators, and visitors, regardless of age, race, ethnicity, religion, sexual orientation and/or gender.
- You are responsible for dressing and grooming to meet standards of safety and health, and not to cause substantial disruption to the educational process.
- You are responsible for expressing your ideas and opinions in a respectful manner within the entire school community which includes students, faculty, staff and visitors; for reporting accurately in the student media; and for refraining from the use of obscene language in the student media or on school premises.
- You are responsible for exhibiting honesty and a respect for ethical standards when carrying out your academic assignments (academic integrity).
- You are responsible for being an active member of your school community, joining and participating in extracurricular activities, athletics, school clubs, and/or student organizations.

Every student has the opportunity to learn, and it is your responsibility to be accountable for what you do while you attend the Ridgway Area High School. The school has the right in individual cases to revoke the privileges made available to you. The Ridgway Area High School is your school. Take pride in our buildings, grounds, and equipment. If you meet your obligations both in and out of the classroom, you will have an enjoyable educational experience while attending the Ridgway Area High School.

TABLE OF CONTENTS

GENERAL INFORMATION

1. Admission and Enrollment Procedures
2. Withdrawal and Transfer Procedures
3. Attendance Procedures (Family Educational Trip Procedures)
4. Daily Schedule
5. Study Hall Procedures
6. Assemblies
7. Pep Rallies
8. Visitor's Procedures
9. Cafeteria Procedures
10. Restroom/Locker Room Procedures
11. Announcements
12. Deliveries
13. Messages
14. Use of Telephone
15. Reporting Student Accidents
16. Lost and Found
17. Fire Drill Procedures
18. Fund Raising Procedures
19. Memorials
20. Internet and Media Publishing Procedures
21. Military Disclosure Procedures
22. Grades On-line

ACADEMICS

23. Grading System
24. Graduation Ceremony and Graduation Requirements
25. Graduation Project
26. Scholarship Opportunities
27. Promotion Requirements
28. AP Courses
29. Dual Enrollment Courses
30. Honor Roll Recognition
31. National Honor Society
32. Homework Policy
33. Final Exams
34. Progress Reports and Report Cards
35. Class Schedule Changes and Scheduling Classes
36. Textbook Procedures
37. Movies/Videos

EXTRA-CURRICULUAR ACTIVITIES

38. Athletics
39. Eligibility Rules
40. Equipment and Uniforms
41. Sportsmanship
42. Student Managers
43. Student Activities
44. Student Government
45. Other Activities
46. School Sponsored Field Trips
47. Academic Eligibility
48. Attendance
49. Behavior
50. Attendance at School Dances
51. Alcohol/Tobacco/Drugs and/or Paraphernalia (At School Dances)
52. Student Attendance and Behavior at School Sponsored Activities
53. Riding Permission
54. Traditions

STUDENT RESPONSIBILITIES

55. Discipline Policy and Procedures
56. Dress Code
57. Personal Items and Technology Devices
58. Bus Regulations
59. Driving and Parking Regulations
60. Homeroom and Classroom Behavior
61. Cafeteria Behavior
62. Show of Affection
63. Hall Conduct
64. Hall Passes
65. Lockers
66. Computer Network Usage
67. Use/Possession of Drugs/Alcohol/Tobacco
68. Use/Possession of Weapons
69. Terroristic Threat/Acts
70. Fighting
71. Unlawful Harassment
72. Bullying

STUDENT SERVICES

73. Guidance
74. Screening and Evaluation Procedures
75. Student Assistance Team
76. Homebound Instruction
77. Alternative Education
78. General Education Development (GED)
79. Health Services
80. Judge Vernon “Buddy” Roof Memorial Library
81. Job Shadowing and School to Work
82. Peer Tutoring
83. Working Papers
84. Driver’s Education
85. Remediation Day
86. Campus Center
87. PSSA Prep and Remediation
88. Parent/Teacher Conferences
89. Surveys
90. ESL
91. Random Drug Testing
92. Special Education Services
93. Psychological Services
94. Student Records

GENERAL INFORMATION

1. ADMISSION AND ENROLLMENT PROCEDURES

A student who wishes to enroll at the Ridgway Area Middle School or High School and his/her parent or guardian must participate in an interview with the administration and school counselor (if available) prior to being enrolled. This interview will be scheduled in a timely manner, given the notification of the student's intent to enroll. This requirement shall not preclude a child from being permitted to attend school in a reasonable and timely manner. ~~on~~ Reasonable and timely manner is determined to be within five (5) business days of the school district's receipt of the all required documentation.

The student and parent must fully complete the "Ridgway Area School District Student Registration Form", which includes, but is not limited to providing the following information at the time of enrollment:

a. **Proof of the child's date of birth:** (Acceptable documentation includes birth certificate, baptismal certificate or transcript of the record of baptism – duly certified and showing the date of birth, notarized statement from parents indicating the date of birth, duly attested transcript of the birth certificate, or duly certified transcript of birth).
b. **Verified record of immunization as prescribed by state law.** This may include an assurance from the former school district or a medical office that the required immunizations have been done with a record to be sent.
c. **Completion of Parent Registration Statement (formerly ACT 26 Form)** attesting to whether the student has been suspended or expelled for offenses involving drugs, alcohol and/or tobacco; weapons and/or violence per 24 P.S. §13-1304-A. Falsification of information relating to this document may result in the Ridgway Area School District pursuing criminal charges.
d. Required proof of residency
    1. Students residing with people other than parents or legal guardians must secure and complete an affidavit form and return it to the respective office.

The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, laws and regulations. The district shall not inquire about the immigration status of a student as part of the enrollment process.

If there is a delay in the enrollment process that extends beyond five (5) business days, homebound instruction will be provided until all necessary transfer documents identified in paragraphs a-d above are received by the school counselor. Upon receipt, review, and acceptance of all necessary transfer documents, the new student would then report to the Guidance Office where a counselor will assist in preparing the student's schedule.

The Ridgway Area School District is not obligated or required to enroll students who have been expelled from other school districts for weapons, violence or drug offenses in the regular school setting.

2. WITHDRAWAL AND TRANSFER PROCEDURES

The Board affirms that while statute requires attendance of each student only between the ages of 8 and 17, it is in the best interest of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

WITHDRAWAL

A. If a student expresses the desire to quit school to the principal, faculty, and or staff person, that person should refer the student to the Guidance Counselor and/or Principal.

B. Guidance Counselor and/or Principal should meet with the student to discuss the potential reasons why the student wants to withdraw from school and provide recommendations and/or alternative solutions within the traditional school environment or within the nontraditional school environment. The Guidance Counselor and/or Principal shall discuss all options and benefits of each educational option with the student, including but not limited to: Regular Education Alternative Day Program, Alternative Education Program and/or GED programs. The Guidance Counselor and/or Principal shall emphasize long term effects of present decision with the student

C. A meeting should be scheduled with the student, parents, counselor, principal, and any other pertinent personnel, to review all information and options and to assist the student in making a clear, well-informed decision prior to the student withdrawing from the school environment.

D. The student should be reminded that he/she has the right to an education until the age of 21. Reinforce that if present plans do not work out that he/she is welcome to come back to school.

E. If student stands firm on decision to withdraw from school; parents, regardless of student age, shall be required to sign all forms. A follow-up letter shall be sent to the student, with a copy to his/her parents, summarizing discussion, outlining all options, extending an invitation to return to school Arrangements are made to have student clear out his/her locker and return all district-owned supplies and equipment immediately

TRANSFER

A. A student who is transferring from the Ridgway Area High School to another school district is expected to notify the District, complete the withdrawal form, turn in all books, materials, and property, and pay all debts owed to the District.

B. The student should report to the school that he/she is transferring to and complete their admission/enrollment procedures. At that time the receiving school will notify RAHS of the transfer.

C. RAHS staff will forward all official student records to the receiving school. This shall include, but may not be limited to an official transcript, PSSA Scores, discipline history, attendance history, health history and proof of immunizations.

3. ATTENDANCE PROCEDURES

Student attendance is a requirement of PA School Code (the laws of the Commonwealth of Pennsylvania). Student achievement and successful classroom participation in well planned educational activities under the direction of highly qualified teachers requires continuity of instruction and daily/regular school attendance. The development of good attendance habits prepares students to become responsible and competent employees/post-secondary students/service personnel and citizens.

Regular, daily attendance is the responsibility of the school, students and parents. It is essential for students and parents to know the attendance policies and procedures that are outlined in the District's policy manual (available at http://www.ridgwayareaschooldistrict.com) and the Student Handbook.

The school is responsible for your child, while they are in attendance:

1. During the instructional hours of the school day.
2. During the instructional hours of the school day on school district property
3. On school district vehicles (owned, rented, leased, or contracted)
4. At school district events held before, during, or after school hours and that are directly observed and supervised by school district staff (field trips, dances, etc.)

When a student is absent from school:

- Parents/guardians, notify the high school office before 8:30 am and inform them of the reason for the absence.

- Upon returning to school students must submit an acceptable excuse within 3 SCHOOL DAYS AFTER THEIR ABSENCE. When a student has not submitted an excuse the day of their return, the student is called to the main office and presented with a reminder note, which the student is responsible for taking home to his/her parent. **Excuses will not be accepted retroactively.**

- Acceptable excuses must include the student's name, the dates of the absence, the reason for the absence (see acceptable excuses, page 10), and should be signed by the parent/guardian.

- When a student's absence results from a medical appointment/court appointment the parent/student must secure the medical/court appointment excuse, from a physician, attorney, etc., at the time of the appointment AND submit it to the attendance secretary within 3 SCHOOL DAYS AFTER THEIR ABSENCE.

- In order for medical excuses to be accepted, a student must be seen by the physician on the day of the absence or the student must have a documented extenuating medical circumstance that the physician can verify hence being the reason for the medical excuse.

- It is the parent and child's responsibility to obtain an excuse and submit it; office personnel will not obtain medical excuses on behalf of students. Parents may request that medical excuses be faxed to the attendance office from the physician's office. The attendance fax number is (814) 776-4239.

- Excuses that are forged or altered will be deemed unexcused or illegal.

- The following list includes acceptable and unacceptable excuses:

ACCEPTABLE	UNACCEPTABLE
-illness/quarantine	-personal business (work/hair appointment/shopping)
-recovery from an accident	-oversleeping
-death in the family	-missing the bus
-impassable roads	-car problems
-court attendance	-hunting
-educational field trips	-senior skip day***
-family educational trips*	-senior pictures
-religious holidays	-general excuses****
-out of school suspension	-family emergencies
-school sponsored activities which cannot take place after school	-fitting for tux/dress; prom related appointments
	-work/job interviews
-permit/driver's exam	-taking course work outside RHS (during regular school day)
-college visit**	-out of town
-other reasons approved by the board	-babysitting
-kindergarten graduation ******	
-special events at FSG ******	

**College Visits: College visits are acceptable absences for students during their junior/senior year of high school. Juniors and seniors will be approved for no more than three college visits per year. It is advised to give prior notice to the attendance office for college visits. Students must submit official documentation within 3 school days of their return from the college that they are visiting in order for it to be excused.

***Skip Days: Skip days are not condoned by the principal and should be strongly discouraged by parents/guardians. When the principal is made aware of skip day activities, the local authorities will be notified. With your cooperation we may prevent a tragedy from occurring.

****General Excuses: When an excuse is submitted with a general reason such as "out of town", "an appointment", "family emergency", "personal business" etc., the building principal/attendance secretary will be contacting the parent/guardian to gain further explanation and information.

*****Kindergarten Graduation: At the request of the elementary school administration, high school students will not be released from school in order to attend their siblings/relatives kindergarten graduation. Kindergarten graduation is reserved for adults only.

******Special Events at FSG (this does not include peer tutoring): High school students are often requested to help the elementary faculty and staff at special events. High school students participating in such activities are required to inform the principal of the request and to submit a note of permission from their parent/guardian prior to going to the elementary school. If the student is driving himself/herself that should be indicated in the note as well. High school students who leave school property without informing the principal and without submitting a note will be marked as illegally absent.

- When absent, it is the student's responsibility to get the assignments they missed from their teachers. Homework will not be collected by the high school office until the student has missed 2 consecutive school days.

- Routine Medical Appointments (make every effort to schedule routine medical appointments after school hours):
  - ✓ For urgent appointments, you will be excused in accordance with travel time and the time of your appointment. For example if you have an appointment in Ridgway at 10:00 am, you are expected to report to school, be excused at 9:45 am and you are expected to return to school following your appointment, unless a doctor specifies otherwise.
  - ✓ The administration or an administrative designee does verify doctor's appointments. Forged or suspicious medical excuses will be returned to the medical provider.

- Early Release:
  - ✓ Early releases from school should be for urgent reasons such as medical appointments, court appointments, etc. To be excused early, the student must submit to the attendance office a written note from his/her parent/guardian that indicates the reason for the early dismissal, the time, the date, and be signed by the parent/guardian.

***Family education trips (This information does not pertain to religious activities/religious field trips.)** Special permission to take a family educational trip (up to five school days) during the school year must be presented in writing from the parent/guardian to the principal at least five days in advance of the trip. Upon receiving the written request, the principal will review the student's records (attendance, disciplinary and academic) to determine whether or not approval of the trip will be granted. Approved family educational trips up to five school days will not count towards a student's accumulated absences of ten school days, nor will they count towards a student's 85% attendance requirement. Approved educational trip absences (up to five school days) will be recorded as "other". A student's absences that extend beyond five school days, as a result of a family educational trip, will count towards a student's accumulated absences of ten school days and will count towards a student's 85% attendance requirement. Absences beyond five days for a family educational trip will be recorded as "excused" or "illegal", depending upon the students' records (attendance, disciplinary and academic).

After the principal has APPROVED the request for a family educational trip(which is based on a review of the student's academic history - attendance, disciplinary and academic) AND has SIGNED the Vacation Release Form, the student will be given the signed Vacation Release Form. The student is required to secure the signatures of all his/her teachers, his/her parents/guardians and sign it himself/herself. THEN he/she MUST return it to the office. THIS MUST BE DONE PRIOR TO THE STUDENT LEAVING for the family educational trip.

Students who have a history of attendance issues, discipline issues, and/or who are in academic jeopardy will not be approved by the principal to take a "family education trip". "Family educational trips" that are not approved administratively will be recorded as either "excused" or "illegal" absences depending on a case by case review of a student's academic history (attendance, discipline, and academic). These absences will count towards a student's accumulated absences of ten school days AND will count towards a student's 85% attendance requirement. **Students whose absences exceed ten school days because of a family educational trip that is NOT APPROVED, will lose privileges for the remainder of the school year. Students who take a family educational trip without administrative permission and/or after their absences have exceeded ten school days will result in the absences from the FAMILY EDUCATIONAL TRIP being marked as unexcused/illegal and they will lose privileges for the remainder of the school year.**

There will be NO family educational trips approved during final exams (the last two weeks of school) or PSSA testing dates.

The principal shall approve only up to five school days for family educational trip(s) per student per year. High school students are required to submit a written essay regarding their trip(s). The guidelines for the essays will be distributed to the student at the time of the vacation request. The essays are due back to the principal the day the student returns from the trip.

Tardy To/Truant From School: Students who are late are truant. Truancy is a violation of Public School Code relating to compulsory school attendance. Students may be considered EXCUSED LATE with an appropriate note indicating illness, accident, emergency situation, medical, dental, health related appointments, court appearances etc. All other excuses shall be deemed as illegal. Being tardy/truant from school results when a student arrives to school late. *Students who earn three tardies during a nine week grading period will lose privileges for the remainder of the nine weeks. Loss of privileges include but are not limited to: field trips, assemblies (including pep), dances (homecoming, sno ball, prom), special class activities out of the building, lunch outside, clubs.*

There are three levels of being tardy to/truant from school.

a. Level I (Tardy to Homeroom) is when a student arrives late to school during homeroom (High School 7:37-7:47 am). The student should report to homeroom and will be recorded as late. The first time a student is tardy/truant to school, he/she will receive a warning. student will earn a discipline referral equivalent to 1 strike, "tardy to homeroom".

b. Level II (Truant from School) is when a student arrives after homeroom at 7:47 am and before 11:00 am. Students who are truant to school should report to the office and get a blue slip. Based on the note the student submits, the office will determine whether the student's truancy from school is excused or unexcused. Such circumstances as oversleeping, missing transportation, non-emergency situations will be considered unexcused. Students who are truant and unexcused will earn a discipline referral for being "truant from school" which is equivalent to a Level I offense (30 minutes of detention.

c. Level III (Truant from School) is when a student arrives to school after 11:00 am. Students who are truant after 11:00 am should report to the office and get a blue slip. Based on the note the student submits, the office will determine whether the student's truancy from school is excused or unexcused. Such circumstances as oversleeping, missing transportation, non-emergency situations will be considered unexcused. Students who arrive late after 11:00 am will be marked absent for ½ day of school and the ½ day absence will be counted as either maroon or white. Students who arrive late after 1:00 pm will be considered absent for a whole day of school. Students who are late and unexcused earn a discipline referral for being "truant from school" which is a Level II offense (60 minutes of detention).

Truancy Elimination Plan:
The purpose of the Truancy Prevention Program is to encourage regular attendance at school and to reduce the number of truant students in the school district. The Program will attempt to prevent truancy by identifying students who have four (4) or more illegal absences, have six (6) or more unexcused absences, or have displayed a pattern of questionable absences (as determined by the school district), and/or have displayed a pattern of truancy. An illegal absence shall include absence of a day, a class, or any part of a class for the purpose of this program.

Once a student is identified as a potential truancy problem, the student will be listed as a member of the "target group". The Probation Department will be notified by the school district. A probation officer will call the parents to investigate the problem of irregular attendance and offer assistance through the program.

If the parents agree to participate in the program they will be offered services which may include a meeting with probation and school officials, notification of future absences, or other services offered at the school. If the student who is enrolled in the program continues to have illegal, unexcused, or questionable absences, a probation officer and designated school official will visit the student's home to offer further assistance and escort the student to school when possible.

Truant From Class/Lunch: The student is five or more minutes late to class or lunch without an excuse or pass. Students who are truant to class or lunch receive a warning on the first offense, which is documented via a discipline referral. For all additional offenses of being truant from class/lunch a discipline referral Level I (30 minutes of detention) will be earned.

Common attendance issues and what the notices mean: These notices are automatically generated by Prosoft in an effort to assist the District with meeting the compulsory attendance laws of Pennsylvania, School Code and School Board Policy. The attendance officer will mail one copy of the letter registered and one copy of the letter regular mail.

- **Three Day Illegal Absence Notice:** The District is required by law to issue such a notice to the parents of students of compulsory school age (under 17 years of age), when the student has been illegally absent ("I"- has not submitted an acceptable excuse) from school for three days (the three days may be consecutive or nonconsecutive). Once three calendar days have elapsed after this legal notice could have been received by the parent/guardian. If the student receives one additional illegal absence (and every illegal absence thereafter) a criminal complaint for violation to the compulsory attendance laws shall be lodged with the magistrate without further notice (School Code of Pennsylvania sections 1326-1338). To avoid the issuance of such a notice, students should attend school on a daily and regular basis and if absent the student must submit acceptable excuses in a timely manner (within three days of the absence).

  Students who earn 4 or more illegal absences will lose privileges for the remainder of the school year. Loss of privileges includes but is not limited to: field trips, assemblies (including pep), dances (homecoming, sno ball, prom), special class activities out of the building, lunch outside, clubs.

- **Six Day Unexcused Absence Notice:** The district issues such a notice to the parents of students who are enrolled at RHS but who are no longer of compulsory school age (17 years of age to 21 years of age), when the student 17 years of age or older has been unexcused ("U" – has not submitted an acceptable excuse) from school for six days (the six days may be consecutive or nonconsecutive). Because Board Policy requires students who are 17 years of age or older to attend school, the School Board attendance policy addresses the regular school attendance of students who are no longer of compulsory school age. Attendance Procedures for students 17 years of age and over:

Six Day Unexcused Absences Notice:

3rd unexcused absence:	letter is mailed to the parent/guardian informing them of their child's absences and future loss of privileges
6th unexcused absence:	letter is mailed to the parent/guardian informing them of their child's absence & future consequences. Student must meet with the principal and guidance counselor
7th unexcused absence:	parents/guardian and the student must meet with the principal and guidance counselor
8th unexcused absence:	student is referred to the superintendent for further sanctions which may include a referral to the school board for expulsion; a letter is mailed home to the parent/guardian

Students who earn 4 or more unexcused absences will lose privileges for the remainder of the school year. Loss of privileges includes but is not limited to: field trips, assemblies (including pep), dances (homecoming, sno ball, prom), special class activities out of the building, lunch outside, clubs.

**a student who is expelled from the school district for attendance violations may be re-admitted upon written request from the parent/guardian to the principal; a re-admittance conference is convened and an attendance contract is established. The written request must be received in the high school office within five days of the date of expulsion.*

To avoid the issuance of such a notice and the subsequent consequence of poor attendance, students should attend school on a daily and regular basis and if absent the student must submit acceptable excuses in a timely manner (within three days of the absence).

- **10 Day Absence Notice (All students enrolled in the District's schools):** If a student accumulates more than ten (10) absences during one school year, the school administration shall require that student to provide a medical statement or excuse from a physician for every subsequent absence. Failure to provide the requested medical excuse shall result in such absences being classified as unexcused or illegal depending upon the age of the student. Once a parent/guardian receives a ten day letter from the school district, a parent excuse regarding absences shall not be accepted and the child will be marked as illegally absent from school. SEE THREE DAY ILLEGAL ABSENCE NOTICE.

  Students that receive a 10 day absence letter will lose privileges for the remainder of the school year. Loss of privileges includes but is not limited to: field trips, assemblies (including pep), dances (homecoming, sno ball, prom), special class activities out of the building, lunch outside, clubs.

- **85% Attendance:** All students, in order to receive credits for course work, must be in attendance for 85% of the instructional time during each nine week grading period. The teacher's class roll book serves as the official class attendance record for the student. Students who are absent from school are counted as absent on a period by period basis.

  Students are permitted to be legally absent (provided that acceptable excuses are submitted) for three maroon days or three white days during a nine week grading period without penalty. When a student's absences on maroon or white days reach four or more he/she is required to submit a medical excuse for the fourth maroon or white day absence and each subsequent maroon or white day absence. Medical excuses must be submitted within three days of the absence.

  Students who are absent on four or more maroon days or white days and who have not submitted a medical excuse shall receive a grade of no higher than a 69%. **Medical excuses are only acceptable if the student was seen in the office by medical personnel. Medical excuses will not be accepted retroactively.** ***This is the maximum number of absences permitted during a grading period to prevent academic failure. This should not be confused with the 10 days absence notice per school year or the three day illegal notice.***

- **Appeal Procedures:** Students who have attendance issues relating to 3 day illegal notice, 10 day absence, and/or 85% attendance may file a written appeal to the School Attendance Committee. The attendance committee is comprised of two teachers, one from the middle school and one from the high school, a counselor and a school principal. Students who are absent for more than 15% of the instructional day and/or periods in a subject matter area may file a written appeal to the School Attendance Committee for credit and/or exemption from the 85% attendance rule due to extraordinary circumstances.

  If the initial appeal is denied the parent/student has the right to appeal the decision to the Superintendent and request being placed on the agenda at the next School Board Meeting. The decision of the School Board will be final.

4. DAILY BELL SCHEDULE

A separate insert will be provided prior to the distribution of student handbooks.

RIDGWAY AREA HIGH SCHOOL MORNING PROCEDURES

1. At 7:00 am students may enter the building via the cafeteria entrance only.

2. From 7:00-7:20 students have the opportunity to study, complete homework, watch television, eat breakfast and socialize with peers. During this time student may make individual arrangements with teachers to gain additional assistance, take tests/quizzes, and/or make up work that they could not otherwise do during the regular school day.

3. Students will remain in the cafeteria until 7:20 am.

4. At 7:20 am, students will be dismissed from the cafeteria at which time they will be able to go to their lockers, use the restroom, and/or get their passes signed for that day, if necessary.

5. Students entering the building at or after 7:30 am may do so through the front doors. Students may report to their lockers, use the restroom, touch base with teachers to get their passes signed for that day, if necessary. Students entering the building after 7:20 am, must do so through the main front entrance.

6. The warning bell will ring at 7:27 and students need to be in homeroom by 7:30 am.

7. To insure the safety and security of the students, faculty and buildings, areas inside and outside of the Middle/High School Complex are monitored by surveillance cameras and patrolled by police. All restrooms are monitored by flame and smoke detectors.

5. COMMON REMEDIATION PERIOD PROCEDURES

Students will have a 64 minute common remediation period on either maroon days, during which time they will be scheduled in their homerooms for study hall or they can go to another teacher to get assistances, provided their pass is signed. During this common remediation period all teachers will be available to offer assistance to students on maroon days. Effective use of common remediation time is an excellent way to help ensure a successful school year. Given this change, students are expected to plan accordingly and not procrastinate if they need help or have questions regarding assignments. Students who find they need additional assistance above and beyond what is available during common remediation should make plans with the teacher to meet with them before school hours (teacher arrive by 7:15 am), after school hours (teachers are at school until at least 2:55 pm), or students should make plans to attend campus center.

Common Remediation Expectations:

Teacher Expectations:

1. provide a quiet atmosphere conducive to learning
2. provide instructional assistance when possible

Student Expectations:

1. bring assignments, texts, writing utensils, and reading materials
2. respect other students' needs for a quiet atmosphere in which to study
3. ask for assistance when needed
4. complete assignments and homework related to your course of study
5. if you do not have work to do, you need to be reading quietly

General Guidelines:

1. Students arrive to study hall/common remediation period on time.
2. Students arrive to study hall/common remediation period prepared to study and work.
3. Students are not permitted to go to their lockers during study hall or common remediation time.
4. Students are permitted to go to another teacher to get help if they have a signed pass from the teacher during common remediation time. Students are not permitted to leave study hall for any reason other than with a signed pass.
5. Students are not permitted to use personal technology devices during study hall or common remediation periods.
6. Students are not permitted to be watching tv, sleeping, playing cards, etc. during study hall or common remediation periods.

6. ASSEMBLIES

Assemblies are a privilege offered to the students at the Ridgway Area High School. Students will be escorted by their respective teachers from their classes or homerooms to the auditorium. Students are to sit by grade level in assigned areas. Students are to comply with the Discipline Policy and Procedures and demonstrate courtesy at all times.

Any student creating a disturbance by violating the Discipline Policy or Procedures or being generally discourteous, will be redirected and/or removed. If the student's behavior is severe; if the student continues to create a disturbance; and/or continues to be generally discourteous, the student will be removed from the auditorium or gymnasium to the school office for disciplinary consequences and may forfeit the privilege of attending assemblies for the remainder of the school year.

7. PEP RALLIES

Pep rallies are a privilege offered to the students at the Ridgway Area High School. Pep rallies will be held at various times during the school year in order to provide opportunities for students to support extra-curricular related events. Compliance of the Discipline Policy and Procedures and courtesy to fellow students, faculty and guests is to be observed at all times. Students will sit in designated class areas. Students who are disruptive during pep rallies, engage in noncompliance with the Discipline Policy and Procedures, and/or are generally discourteous will be removed from the gymnasium to the school office for disciplinary consequences and may forfeit the privilege of attending pep rallies for the remainder of the school year.

8. VISITOR'S PROCEDURES

All visitors (including postgraduates) must enter through the main doors at the front of the high school and must register at the main high school office. Teachers and staff will be contacted before visitors are permitted to proceed to any part of the building. They will be issued a Visitor's Badge and will be asked to return to the office when leaving, for the purpose of signing out of the building. Parents of our students are welcome to visit the school at any time and are expected to register at the main office.

Visits by former students that are not directly related to the promotion of instructional goals and assessments (guest speakers, etc.) will be restricted by the administration for the purpose of maintaining safety, order and discipline within the school environment. Former students who wish to visit with faculty must make arrangements with the administration and the faculty member prior to being permitted to do so.

Students are asked not to bring students from another school. If a student comes to our school as a guest, he or she will be required to sit in the main office until the end of school.

9. CAFETERIA

Meal Purchase Procedures

1. A computerized, declining balance point-of-sale system is used for all purchases in the cafeteria. Ridgway School District subscribes to MyNutrikids.com. This is a website parents can use to monitor cafeteria accounts and make payments.
2. School meals cost: Please check the school website or call RHS cafeteria. At the time the student handbook went to print, meal prices were not board approved.
3. Deposits can be made in the deposit box or cafeteria. Deposits can also be mailed to the school or completed online at MyNutrikids.com. Returned checks will be assessed a $20.00 collection fee.
4. Cash withdraws from a student account can only be made for the purpose of closing the account.
5. The computer recognizes the status of students eligible for the free or reduced price meals program and charges the appropriate amount. Students eligible for free meals do not need to deposit money into their accounts for meals but must have money for a la carte purchases. Students eligible for reduced priced meals must deposit enough money into their account to cover their purchases.
6. The charge limit is set at $-10.00. This limit is for meals only. A la carte items, including milk, may never be charged. When the charge limit has been reached, a lunch of plain peanut butter sandwich, fruit, vegetables and unflavored milk will be provided and charged to the student's account. The breakfast, when the charge is limit is exceeded, consists of cereal, graham crackers, juice and unflavored milk. When the charge exceeds $-50.00, the account will be closed and the matter turned over to the magistrate for collection.
7. Cashiers remind students when balances are low. They will provide students with an "oops" card. Current balances and a 30-day transaction history can be viewed at MyNutrikids.com.

Procedures for serving students who require modified diets

The food service department will accommodate modified diets for students according to the following guidelines.

1. **Lactose Intolerance** – A reaction of the body's metabolic system to a component of milk products resulting in an interference with digestion. This and other food intolerances will be accommodated within the framework of the planned menu.
2. Food Allergies and disabilities (as defined in 7 CFR Subtitle A, Section 15b.3) will be accommodated according to the medical statement and federal/state regulations.
    a. Medical statements shall secured by the parent/guardian and be completed annually by a recognized medial authority.

10. RESTROOM AND LOCKER ROOM PROCEDURES

- The use of the restroom is a convenience that may be denied to one (1) individual or all members of the student body if such use is deemed destructive, dangerous or improper.
- Students should always use the restroom nearest their classroom.
- Students should be discouraged from leaving class to use restrooms; except for an emergency or illness.
- Restrooms are only to be used for their intended purpose.
- Loitering in restrooms or locker rooms is prohibited.
- Restrooms in the locker rooms are for use by students in gym class only.
- Locker rooms are off limits to all students except for students in a gym class scheduled for that time.
- The nurse's office restroom is off limits to all students, except students who are ill or who are experiencing a medical emergency.

11. ANNOUNCEMENTS

The TV/public address system is used for school communications and announcements. Announcements are made at the beginning of 1st period, between classes and during common remediation. All announcements to be made over the TV/public address system must be approved by the advisor and should be limited to those school affairs that cannot be announced in any other manner. Use of the TV/public address system for personal matters is prohibited. Morning announcements will be made over the school's television system. Announcements made throughout the school day will be made over the public address system

12. DELIVERIES

Floral deliveries to the school are strongly discouraged. If deliveries are made, students will be called to the office to pick them up at the end of the school day. Due to sports, school to work, peer tutoring at the elementary school, etc. students are not always here to get their delivery at the end of the day.

13. MESSAGES

Instructional time will not be interrupted for messages that are not an emergency. Emergencies include a death in the family and a change in appointment time for that day only. Parents are encouraged to go through the Principal or Guidance office in the event of a death in the family. All other messages are delivered to students at the end of the school day.

14. USE OF TELEPHONE

Classroom phones are for teacher use only. There is a phone available in the high school office for student use between classes or during common remediation time. Student cell phone use is prohibited during school hours (reference section #57). Students are encouraged to remember to bring important items needed for school, to school with them. This will limit the interruptions to not only the student's school day, but also to the daily routine of their parents.

15. REPORTING STUDENT ACCIDENTS

The following procedure is to be followed in the event of a student accident:

- The school nurse should be immediately informed.
- The school nurse shall determine the extent of injury and care for student.
- If necessary, the nurse will notify the student's parents and the principal.
- The nurse will contact the teacher after the student has been administered to and will complete an accident report.
- If the nurse is not in the building, the office should be contacted. Teachers are not to administer treatment.
- All serious accidents must be reported to the principal immediately.
- Only the principal, nurse or an appointed designee may send a student home.

- Students who have been injured at school must report the injury to the teacher and/or school nurse at the time the injury occurs. The school is responsible for investigating the injury and filing an accident report. However, if the student fails to report the injury, the school cannot complete a thorough investigation and file an accurate accident report.

- The school is not responsible for providing medical insurance for students in the event of an accidental injury at school. Parents/guardians are responsible for making sure that their child has appropriate medical insurance in cases of accidental injuries. Please contact the principal or guidance counselor to inquire about insurance options in the event that you do not have insurance for your child. These options may include, but are not limited to parents purchasing insurance through the school, CHIP, medical assistance, etc. Parents may also contact the local medical assistance office for help purchasing insurance for their child.

16. LOST AND FOUND

Books and personal belongings found in the school are taken to the custodial room. Items which have name tags or other identifying marks are returned to the owners. Unidentified items which are not picked up after a suitable time are discarded.

17. FIRE DRILLS

The ringing of the fire alarm is the signal for a fire drill. Pupils should be familiar with the proper procedure which is posted in each room of the school. When directed to do so by the administration and/or staff, students are to exit as quickly and quietly as possible. There are primary and secondary exits for each room. We are required to conduct (9) drills each school year. False fire alarms will be thoroughly investigated and appropriate disciplinary and legal consequences will be applied.

18. FUND RAISING

All school related organizations (booster clubs, PTO, etc.) must secure approval from the appropriate building principal and the Superintendent for any fundraising drive of any type where solicitation will take place within the school regardless of the purpose for which the funds are to be raised.

School organizations and school related organizations must acquire a fund raising form and submit to the building principal for approval. No fund raising activities within the school are to take place prior to principal and Superintendent approval.

19. MEMORIALS (board policy #714)

Memorials established upon school district property must be proposed to, reviewed by and adopted by the School Board of Directors. Proposal should be cognizant of concepts of equality, proper concern for all students and community members, appropriateness of memorials, and best use of available property. Memorials will be

considered for students who were enrolled in one of the district's schools at the time of their death. Written requests for the establishment of memorials shall be submitted to the Superintendent.

20. INTERNET & MEDIA PUBLISHING

The Internet is a vast network of computers that allows people from all over the world to access a variety of information and resources. Our school maintains a web site on the Internet, and also a local cable channel, which contain information about the school, the students, the staff, and community events.

The web site is located at: http://www.ridgwayareaschooldistrict.com.
The cable channel is located on Channel 18 of the Ridgway Cable System (Comcast)

As a part of the community, we wish to continue to use our web site and cable channel to highlight school activities, classroom projects, and student achievements. We would like to be able to publish individual student works, as well as photographs and videos of students at school activities, on our web sites, local newspaper, and our cable channel. In order to do this; however, we request parent permission for allowing work by and/or photographs of your child to be published on the web site and cable channel. A Parental Media Release Form is distributed to students on the first day of school.

21. MILITARY DISCLOSURE PROCEDURES

All school districts must provide to military recruiters or institutions of higher education, upon request, access to directory information on secondary students in grades 11 and 12 (20 USC 9528; No Child Left Behind Act of 2001; and the National Defense Authorization Act for Fiscal Year 2002). Directory information includes a list of juniors and seniors by name, home address, and phone number. Under the Family Educational Rights and Privacy Act (FERPA) the release of directory information is not considered harmful or an invasion of privacy. The names of juniors and seniors and their respective directory information is used by the armed services for recruiting purposes and for scholarship information.

At the beginning of the school year, the Ridgway High School Guidance Department will be compiling a list of RHS juniors and seniors, including directory information for release throughout the school year when requested by the military or institutions of higher education. As a parent of a RHS Junior or Senior or as a RHS Junior or Senior student, you may request that your child's name/your name, address, and phone number be excluded from the list being released and that the directory information will not be released without prior written consent of the parent or eligible student.

22. ON LINE GRADING SYSTEM

Parents can monitor their child's academic progress (grades and completion of assignments) by accessing their individual child's information at classroll.com. Parents will receive their classroll passwords at the beginning of each school year. Students are given separate passwords from their parents so that they too can access their grades on line. For lost or forgotten passwords, please contact Mrs. Goode at 773-3164 or goodeamy@ridgwayedu.com. Parents should not rely on classroll to monitor their child's attendance. The official data system for tracking student attendance is Prosoft. Questions regarding student attendance should be directed to Mrs. Lynch at 773-3164 or lynchlaura@ridgwayedu.com. Parents and students who feel the grade information on classroll is inaccurate should contact the teacher of record. If your concerns are not resolved after contacting the teacher, please contact Mrs. McMahon-Vargas at 773-3164 or mcmahonheather@ridgwayedu.com.

ACADEMICS

23. GRADING SYSTEM

At the end of an academic year, students receive four (4) nine weeks grades and a final exam grade, for a total of five grades. The five grades are averaged together for a final course grade.

Grades are earned in accordance with the following scale:

93 – 100 = A
85 – 92 = B
75 – 84 = C
70-74 = D
69 and below = F
Incomplete = I

A student progress report shall be issued by the teacher for an "I" grade no later than the completion of the marking period. The progress report will state the work to be done and establish a deadline which will not extend more than two calendar weeks (14 days beyond the end of the marking period). If the assignment(s) are not completed by the deadline, a grade of zero will be recorded for any work, quiz, or test not made-up. No "I" grades may be carried over the next school year except in the extreme case of a medical excuse. Seniors must have completed all work and have met all graduation requirements by the close of the day prior to the scheduled date of graduation in order to receive their diploma.

Report cards will be issued quarterly as directed by the Board. High School report cards will be mailed home upon the conclusion of each nine weeks.

24. GRADUATION CEREMONY and GRADUATION REQUIREMENTS

GRADUATION CEREMONY

The graduation ceremony is a monumental occasion. In order to insure that it is a memorable event for parents and students, there are specific expectations that students are required to follow. Often, a specific teacher, staff member or school employee has had a significant impact on a student's education and life. Students may select a maximum of two current or retired employee (teacher, custodian, aide, coach, guidance counselor, administrator, maintenance worker, board member, etc.) of the school district to present them with their diploma during the graduation ceremony. Employees who have resigned or are otherwise no longer employed by the District are not eligible for this honor.

a. Students are expected to arrive at the gymnasium 45 minutes prior to the start of graduation.

b. Students are expected to be dressed appropriately. Students are not permitted to wear jeans, sneakers, boots, or shorts. Student attire will be checked prior to the processional.

c. A photographer will be available to take a group photo prior to the students processing to the auditorium. Photos will be available to parents/students at cost. Parents are also welcome to go to the gym to take photos.

d. Students are not permitted to put silly string, confetti, gifts, flowers etc. on stage prior to the ceremony.

e. Student speech will be limited to the following: class president (3 minutes), valedictorian (3 minutes), and salutatorian (3 minutes).

f. Often, students who have asked a school employee to present them with their diploma feel obligated to present that individual with a gift/token. The employees believe that the presenting of a diploma is a gift in and of itself. That being the case, if a student feels compelled to give the presenter a gift, the exchanging of gifts must take place prior to the ceremony (at the senior banquet, the last day of school, in the gymnasium before the ceremony). No gifts will be exchanged on stage.

In order for students to be eligible to receive a diploma and to participate in graduation, students must meet the following requirements:

a. Successful completion of 28 credits

4 English	*2 pe credits (.5/.5/.5/.5)*
4 social studies	1 art/humanities/both
4 math	8 electives*
4 science	1 health/wellness (Health 1 @ .5 credit and Health 2 @ .5 credit)

*The following courses, if passed earn the student .25 credits toward elective requirements:
Driver's Training, Careers passing both courses will give the students a .5 credit towards graduation.

b. Successful completion of a state mandated graduation project

c. No outstanding debts with the District (detention, community service/job shadows fines for books, reimbursement for vandalism, cafeteria payments, etc.)

If above requirements are met, graduation is assured. A student may qualify for graduation by attending high school part-time when officially enrolled part-time in a postsecondary institution or when securing full time or part time employment.

Every student is to be scheduled for all nine periods. Any senior who is not on schedule to graduate because of credit deficiencies will be given the opportunity to make up credit deficiencies and graduation requirements via RASD VA at the students/parents/guardians expense, during their senior year. Underclassmen who are credit deficient may enroll in an RASD VA course as requested by the parent/guardian. Courses taken through RASD VA for credit recovery or early graduation purposes shall be at the parent/guardians expense.

(1). Any failed, required course must be made up either within the regular school day as the individual student's schedule allows or via RASD Virtual Academy (parent/guardian/student expense).
(2). Any elective, failed, does not need to be made up, but sufficient credits must be earned so the student can meet the requirements for graduation.
(3). Pre-requisites in courses must be met in order to advance in that discipline i.e. successful completion of Algebra I is required before the student can take Algebra II.

Scheduling Requirements and Students Studying Abroad

Scheduling requirements applicable to all students enrolled at RHS:

1. All courses offered via RHS faculty members as independent study and/or courses being taught by RHS faculty members via distance learning or through advanced technology is voluntary on the part of the faculty instructor and must be pre-approved by the administration.
2. Students enrolled at RHS are required to take courses offered as part of the School Board approved District curriculum.
    a. In the event that a significant and irresolvable schedule conflict occurs between a senior being unable to take the required courses necessary for graduation (not elective courses); in consultation with superintendent, the building principal may approve the student taking a course outside of the School Board approved District Curriculum. This is handled on a case by case basis. Note: the significant and irresolvable schedule conflict cannot be the result of academic failure.
3. Students are permitted to take courses from post secondary institutions for the purpose of personal growth and enrichment and/or for the purpose of earning college credits. However, these courses will not be counted toward RHS graduation requirements, will not count in the weighting process and will not appear on the student's high school transcript.

Scheduling requirements for Outbound Foreign Exchange Students enrolled at RHS (in addition to the above specified requirements):

1. Students who study abroad may take courses required for graduation from RHS via distance learning/advanced technology.
2. The RHS faculty must voluntarily agree to the requirements and the arrangement must be pre-approved by the building principal.
3. Students studying abroad are required to meet with the principal and guidance counselor no later than the last day of school prior to the school year the student will be studying abroad. During this meeting the student will develop a schedule of courses that they would have taken had the student not been studying abroad. This schedule will be compared to the courses being offered/available. The student will be notified both verbally and in writing regarding the course schedule.
4. Students studying abroad may take no more than nine courses during a school year. (e.g. if a student is taking five courses at a high school placement abroad, then he or she would be eligible to take 5 courses from his/her home school; given that those courses are offered via distance learning/advanced technology).
5. Courses taken abroad cannot duplicate a course that the student has already taken and earned credit for in his or her course of study.
6. Using an official transcript from the placement abroad, a committee will determine the weight of the courses taken abroad. This determination shall be made based upon a comparison of detailed course description/syllabus/course requirements with the District's course description/syllabus/course requirement.

Note: Students who choose to study abroad are considered in the class ranking process. Students who study abroad are not guaranteed to maintain their class rank.

Students with Disabilities

A student with a disability will be granted a high school diploma upon successful completion of school district requirements of graduation established by the school board or by the successful completion of the goals and objectives of his/her Individualized Education Program (IEP). For some students with disabilities, the meeting of graduation requirements or the goals and objectives of the IEP may occur several years past the twelfth year of school. A student in this situation will have the opportunity to be recognized as a senior during the twelfth year of his/her education. During that year he/she will be eligible to participate in all senior activities (trip, graduation, banquet, photo, yearbook listing, etc.).

The student can participate in graduation ceremonies but will not receive a diploma until they have successfully completed the graduation requirements. The parent and student will be provided an opportunity to participate in graduation ceremonies at the end of his/her twelfth grade year or delay participation until requirements are met or at the end of the school year in which the student turns 21 years of age. If a student chooses to participate in graduation ceremonies during his/her twelfth grade year, for each year beyond his/her twelfth grade year, the student will be listed in the yearbook as a continuing education student. Upon successful completion of the graduation requirements, a private ceremony with family and friends will be arranged during which the diploma will be issued.

25. GRADUATION PROJECT

Requirements

A student shall complete a graduation portfolio in one or more areas of concentrated study specifically related to post secondary goals. A portfolio is to be completed under the guidance and direction of a high school faculty member (advisor or mentor). The purpose of the portfolio, which shall include a senior resume, community service logs, job shadow reflections, a written research paper and an oral presentation is to assure that the student is able to apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding. Projects may be undertaken by individual students or groups of students.

Pennsylvania educational regulations require students to complete a high school graduation project by the end of their senior year. Requirements establish by a faculty committee must be followed and documented via a culminating portfolio. Graduation project benchmarks include the following:

Class of 2013 and beyond:

Community Service Hours Documented via a Log:	freshmen (5 hours)
	sophomore (15 hours)
	junior (15 hours)
	senior (15 hours)
Job Shadow Experience:	freshmen (0 experiences)
	sophomore (1 experience)
	junior (1 experience)
Written ~~report~~ Research Paper:	senior year
Oral Presentation/Committee Review:	senior year

All graduation projects will require a written research paper and an oral presentation. A faculty committee will be responsible for determining if the project has been successfully completed in accordance with the rubric presented to the students at the beginning of the school year. A list of graduation project activities, which the student may use to fulfill the requirements of their portfolio will be provided.

Job shadow/community service completed over the summer must be turned into the high school office by the Friday before Labor Day Job shadows and community service completed throughout the school year must be turned in 30 days after the date it was completed. All community services hours are due midpoint of the 3rd nine weeks and all job shadows are due at the end of the 2nd nine weeks.

*Homeroom advisors/faculty mentors/guidance counselor will monitor student's progress on their graduation projects.

26. SCHOLARSHIP OPPORTUNITIES

Seniors have the opportunity to earn many scholarships/awards from a variety of local, state, and national organizations and universities. Scholarship opportunities change from year to year. When scholarships and awards become available, they are posted on the District's website at www.ridgwayareaschooldistrict.com. Students and parents/guardians are encouraged to check the website regularly for updated scholarship information

Scholarships and awards (not all inclusive): Class Valedictorian, Class Salutatorian, Academic Big 30 Award, Laura Arnold English Award, Sonya Olson Memorial Award, Daniel Rouse Memorial Journalism Award, Creative Writing Award, McCloskey/Minteer Art Award, Grace Sutton Music Award(Vocal and Instrumental), Helene Bowley Scholarships, Footlighters Performing Arts Award, Concert Choir of Elk County, C/G Electrodes LLC Engineering Award, Ridgway Teachers' Association Education Scholarship, The Dr. Francis S. and Carolyn Grandinetti Educational Scholarship, Ridgway Lion's Club Scholarship, Horton-Brockway Lioness Club Award, Elks Club Scholarship, Jacqueline Renaud Memorial Scholarship, Judge Vernon "Buddy" Roof Memorial Scholarship, Frank Clark Memorial Academic Scholarship, Frank Clark Spirit Award, Timothy John Brown Memorial Scholarship, Dick Fava Memorial Scholarship, Justin Costion Memorial Scholarship, Frank Varischetti Memorial Scholarship, Perry G. Klein Memorial Scholarship, Herb Lenze Memorial Basketball Scholarship, Herb

Lenze Memorial Band Scholarship, James Dinardo Memorial Scholarship, Katheryn Kilhoffer Walsh Nursing Scholarship, Jones Family Scholarship, Joshua Launer Scholarship, Virginia Leighy Scholarship, Dr. Yohe Scholarship, Elk Regional Health Center Auxiliary Scholarship, Elk Regional Health Center Nursing Scholarship, John Philip Sousa Foundation Award, Army Reserve Scholar Athlete Award, U.S. Marine Corps Scholastic Excellence Award, U.S. Marine Corps Distinguished Athlete Award, U.S. Marin Corps "Semper Fidelis" Musical Excellence, Ridgway Moose Lodge Scholarship, Elk Diabetes Scholarship, St. Marys Nurses Study Club Scholarship, Gladys A. Tozier Scholarship, Dr. Les a. &Donna v. Shull Educational Scholarship, Ridgway Area High School Alumni

27. ACADEMIC PROMOTION and ACADEMIC FAILURE

Beginning with the 2010-2011 school year, students who fail two or more major courses will be required to participate in a credit recovery program offered through the RASD, at the students own expense. Students will no longer be retained within the grade level for which they failed two or more required major courses. Failure of a single required academic course will result in the student repeating the course the following school year. Students do not need to repeat failed elective courses, but do need to earn the elective credit. The flexible schedule provides students who experience minimal academic failure an opportunity to repeat failed courses while maintaining their grade level status. Students have the opportunity to get back on track to graduate on time with their class provided that they make up failed courses in a timely manner or participate in the RASD credit recovery program. One of several requirements for graduation is the earning of 28 credits. Students have the opportunity to take credits per year.

28. AP COURSE OFFERINGS

RAHS offers rigorous courses of study if the area of Advanced Placement (AP) coursework. All students taking AP courses are required to take the AP test. The school district assumes all costs associated with the administration and purchase of AP exams for students that are enrolled in our school district and enrolled in an approved AP course of study. Students wishing to take an AP exam for a course which they are not enrolled are responsible for assuming the associated cost of purchasing an AP exam. Students may enroll in AP courses during the high school career upon meeting all prerequisite requirements, if enrolling prior to their junior year, they must have parent, counselor and administrative permission. Students who complete the AP course and who score a 3, 4, or 5 on the official AP exam administered via College Board and proctored by an RHS faculty member, may be eligible to earn college credit. It is the responsibility of the student to verify with the post secondary institute that he or she plans on attending what their policy is on accepting AP courses/exams for credit. Ms. Schaut, RHS Guidance Counselor is available to assist students in this process. Student enrolled in AP courses are required to take the AP Exam (via College Board).

AP Course offerings for the 12-13 school year include: (AP Spanish will be offered as Spanish III which will be dual enrolled through Pitt Bradford; students interested in taking Spanish III for college credit will be responsible for tuition and fees associated with the program. These fees and costs will be at a reduced rate compared to post secondary credit expenses.), AP Physics (trig based), AP Biology, AP Chemistry, AP Calculus, AP Government, AP English (Literature), AP World Cultures and AP Art. RHS faculty members teaching AP courses are required to renew/recertify their AP course instructional training through professional development opportunities offered by the College Board. College Board requires all AP teachers to resubmit AP syllabi for approval, prior to teaching the course.

29. DUAL ENROLLMENT / COLLEGE IN THE HIGH SCHOOL COURSE OFFERINGS

RAHS offers dual enrollment courses that are articulated with post secondary institutions. Dual enrollment courses give high school students the opportunity to earn college credits at reduced tuition rates. Students are responsible for assuming the costs associated with dual enrollment courses as articulated with post-secondary institutions. The District regular researches grants to assist students and families with tuition costs, however at this time no grant opportunities are available.

30. HONOR ROLL RECOGNITION

The Honor Roll (overall average of less than 93% but greater than 85%) and the High Honor Roll (overall average of 93% or better) will be published at the close of each marking period. A student with one (1) or more incomplete grade(s) cannot be on the Honor Roll. A student with a 74% or lower, or an "I" in any subject is not eligible for the Honor Roll or High Honor Roll. All subjects will be utilized in tabulating the Honor Roll.

31. NATIONAL HONOR SOCIETY

The Elk Chapter of the National Honor Society creates an enthusiasm for scholarship as well as the desire to render service, promote worthy leadership, and encourage the development of character in high school students. Membership in this chapter is limited to members of the junior and senior classes. Candidates must maintain high standards of scholarship as well as service, leadership, and character. Students are selected to membership by the administration and faculty of the high school based on these four areas.

Scholarship- the candidate must maintain a weighted commutative grade point average of 4.0 for juniors and 3.7 for seniors.
Service- the candidate has to have demonstrated a willingness to contribute to the welfare and improvement of the school.
Leadership- the candidate has to have demonstrated leadership to groups with which that individual has been associated.
Character- the candidate must be a good school citizen and have demonstrated good personal characteristics.

32. RHS HOMEWORK GUIDELINES

Homework is important and is valuable to the learning process. Homework should be relevant to the standards being taught. Homework should not be busy work or punishment.

Purposes of Homework (Vattertott,2009):

- **pre learning** (introducing a topic or providing background information)
- **checking for understanding** (have the students write a summary to a chapter from the novel and select a couple to share in class)
- **practice** (once the teacher has checked for understand, assign distributed practice)
- **processing** (students reflect on concepts taught in class).

Considerations for Assigning Homework (Vattertott, 2009):

- a child may not have a quiet place at home to work
- may not have parents at home in the evening to provide assistance
- may not have parents capable of providing assistance
- may not have money for school supplies
- may not have access to materials such as glue, magazines, a calculator
- may not have access to the Internet.

These considerations are not excuses for why a student does not complete his or her homework. However, given these considerations, teachers should emphasize study hall and common remediation expectations that give students a quiet place to work, access to content appropriate assistance (common remediation or peer help), alternative activities which do not require the purchasing of expensive supplies and access to a computer in common remediation or study hall.

Teacher's Responsibility regarding Homework

In assigning homework, teachers will consider the amount of homework that is graded and the amount of homework that students are presented with high quality feedback. Teachers will attempt to control for student homework collaboration by avoiding the assignment of a grade to a homework assignment that the students could have collaborated on with peers; unless collaboration was the intent of the assignment.

- Teacher's will make every effort to develop homework tasks that promote student ownership by allowing for student choices, allowing students to create projects or presentations that enable them to personalize their work and to express opinions while at the same time demonstrating understanding and processing of knowledge. Teachers will not assign busy work or work as punishment for homework.
- Teachers will take every opportunity to differentiate homework as the opportunity presents itself.
- Teachers will collect and/or evaluate homework when it is due.
- Teachers will clearly communicate to students the homework assignment, its purpose, the due date, and the criteria by which they will be assessing it.
- Teachers will collect and/or evaluate homework with feedback being provided to the student either via a grade or written feedback, during class or the next class period; absolutely no later than one week from the date the assignment was due (this is dependent upon the nature of the assignment).
- Teachers will not provide students with an automatic homework grade at the beginning of the nine weeks and deduct points based upon complete/incomplete assignments submitted.
  Teachers will not award homework points for complete or incomplete assignments. Completion points = ≤ 5 (maximum points awarded). Points earned must be based on accuracy of work submitted.
- When calculating grades, teachers will count homework for a maximum of 20% (0%-20%) of the total nine weeks grade. The remaining nine weeks grade shall be calculated from Summative Evaluations (tests, quizzes, culminating projects) for a maximum of 50% and from Applications (formative assessments, labs, projects, reports, class work, active participation, performances) for a maximum of 50%.
- Teachers shall provide a minimum of one assessment per week toward a student's nine week grade and that assessment shall be posted in classroll every Thursday. Exceptions would include weeks when the class

has not met due to testing, sno days, unforeseeable circumstance, which are rare or that cannot be controlled for.

- Teachers will grade Summative Evaluations and Applications in a timely manner and submit to classroll within one week of their original due date. All assessment results shall be posted in classroll by the teacher of record on Thursday evening.
- Teachers will communicate with parents (and document the communication either via a phone log, email, paper notice), after a student's second incomplete homework assignment.

Student's Responsibility regarding Homework

- Students will complete homework assignments when they are due and they will put their best effort toward the completion of that assignment.
- Late Homework: (late means the students does not turn it in on the date it is due)
- Students shall earn no higher than 75% of the original homework grade for late work.
- Students who do not turn in homework the next class period will carry an "I" or 0% for the remainder of the nine weeks; students earning more than 3 "I"s/0's for incomplete homework in a class during a nine week period are not eligible to earn a grade higher than a 70% for homework or they earn what they actually scored (if less than 70%) toward the calculation of their final nine weeks grade.
    1. Students earn 0% (if graded) or Incomplete (if ungraded) if not turned in on the date due.
    2. Student is required to attend remediation with that teacher ~~;~~ student must turn the homework into the teacher at the end of remediation (prior to the next class); The teacher of record will mark late work accordingly (for example remove the I and replace with a C or give the student a grade which can be no higher than a 75% or what was actually earned).
- Students will record homework in their student planner on a regular basis.
- A student will not be able to pass a course for the nine weeks by solely relying on the completion of his or her homework grades.
- Students will not have the opportunity to "make-up" homework assignments or in class assignments for which they earned "0%" or a poor grade.
- Students are responsible for making up missed work. Students who are unexpectedly absent the day before an assignment is due, must inform the teacher of his or her absence at the time the assignment is being collected and she/he will have until the next class period to submit the assignment for credit.

Homework Support Programs

1. **CAMPUS CENTER:** Campus Center is a free service that gives student the opportunity to be proactive regarding the completion of homework and in class assignments. RHS will continue to offer Campus Center to all students in grades 9-12. Campus center is voluntary for the majority of students; but will be mandatory for students participating in extracurricular activities and athletics who are determined to be ineligible and for students with chronic academic failure resulting from disengagement from a course. A certified content teacher supervises Campus Center Monday thru Thursday from 2:45 to 4:30 pm. A schedule for campus center is posted 1 month in advance and is available on the school's website.
2. **ADVISORY/~~HOMEROOM~~**: Students will continue to have access to teachers for ten minutes in the morning for the purpose of turning in makeup work, getting missed work, signing into a class for common remediation and getting their passes signed.
3. **COMMON REMEDIATION:** Common remediation is an opportunity for students to be proactive about getting the help they need to complete assignments. Students must accept responsibility and access help during common remediation before the assignment is due, not after the fact. During common remediation, students (who have signed passes) will have access to teachers for assistance and remediation. At the student's request, changes have occurred to the schedule that will enable students to get passes signed in the morning, during class time and between classes.
4. **STUDENT PLANNERS:** In an effort to promote better student organization and responsibility, RHS will be providing all students in grades 9-12 with a student planner. Planners will include important building level information, a school calendar, a maroon and white calendar, a map, passes (located in the back) and a place to record homework for each class. The first copy is free, students' who lose their planners will be required to pay $5.

Parents can monitor their child's completion of homework by accessing classroll.com. If a parent/guardian has a specific questions regarding their child's homework expectations, please contact the specific teacher.

Short Term and Long Term Absences

For legitimate short-term absences that do not exceed 5 days, students will be given one day for each day absent (up to 5 school days) from their return to complete missed assignments. The subject teacher will determine the exact number of days for the completion of the missed assignments. For absences that extend beyond 5 days, assignments are to be completed in a reasonable time as determined by the subject teacher. Students who do not hand in homework assignments may receive a "0" for the assignments. All assignments must still be completed. Receipt of a "0" does not eliminate the need to complete the goals. Quarterly grade(s) will be reported as percentages.

33. FINAL EXAMS

Final exams are held at the end of the school year. Final exams are comprehensive and will focus on course content and academic standards covered throughout the year and will be based on course related state standards. Teachers have the authority to develop final exams that are reflective of the required course work in their individual classes.

We appreciate parents/guardians and students planning accordingly. Students will not be excused for family educational trips during final exams. Make up finals at the high school will be limited to students with medical or approved excuses only. Student absences as a result of a medical/approved excuse during final exam week will result in the student being required to take the final exam on the first work week day (M-F) after the school year has ended. Academic work will continue in each class even if the final exam has been administered. Final exams count for 20% of the end of the year grade. This is the equivalent of a 9-weeks grade.

34. PROGRESS REPORTS AND REPORT CARDS

Any student who appears to be substantially below expected levels of achievement in a marking period will be sent a Progress Report. It does not necessarily mean the student is failing; it could mean the student is not performing adequately. Progress reports can be issued at any time; however, they are regularly scheduled to be given at the mid-point of each nine-week grading period. Teachers are required to issue Progress Reports to students who are failing. Teachers are also encouraged to issue Progress Reports to students who have "D's".

Report cards are mailed to parents at the conclusion of each nine weeks. Report cards may be held if students are in debt to the District at the end of a nine week grading period. Being in debt to the District may include, but is not limited to: fines for acts of vandalism, cafeteria accounts, library fines, failure to turn in athletic uniforms/equipment, failure to turn in extra-curricular materials, etc.

35. CLASS SCHEDULE CHANGES AND SCHEDULING OF CLASSES

Students can begin picking up back to school packets Monday, August 6, 2012. Schedule changes for the upcoming year must be made between August 13, 2011 through August 17, 2011 from 8:00 am to 2:30 pm. Changing course selections after the school year begins in the fall will be limited and will require permission from the principal, guidance counselor, teacher(s) and parent. Plan carefully. Know the requirements and pre-requisites for each course you schedule to make sure you qualify. All schedule changes must be made by Friday, September 21, 2012. Students who elect to withdraw from a full year course after this date will have a withdrawn (WD) recorded on their transcript.

Freshmen, sophomores, and juniors will be scheduled for the next academic year in late January through early March. The guidance counselor will meet with students during designated class periods and discuss required graduation credits, scheduling, pre requisites, course availability and the weighted grading scale. Eighth grade students will be scheduled during an evening parent/student session to be held in mid-February. Scheduling information and pre-requisites will be mailed home to 8th graders and their parents at the beginning of their 8th grade school year.

36. TEXTBOOK PROCEDURES

Textbooks are furnished at no cost to the students. Students are expected to take care of their assigned textbooks. Lost or defaced textbooks will be charged to the student who was assigned the textbook. Students will be assessed the value of replacing the book. Diplomas will not be issued until all debts are paid. Students returning in the fall will lose privileges until all debts are paid. It is the responsibility of the student to report lost or damaged textbooks to the high school office immediately.

37. MOVIES/VIDEOS

The Board recognizes movies as an appropriate reinforcement of educational and programmatic concepts. Attendance at or showing of movies should be guided by the following directive:

G Rating	-Teachers prerogative
PG Rating	-Teacher prerogative
PG13	-Teacher prerogative and parental permission.

All Other Ratings-Specific permission from the Ridgway Area School Board. The showing of any video in class that is not related to course content is a violation of copyright laws (board policy #814).

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities include both competitive and noncompetitive activities.

Competitive (include but are not limited to)	Noncompetitive (include but are not limited to)
1. Athletic competitions, programs, etc. 2. Cheerleading 3. Marching band 4. The Scholastic Scrimmage Team 5. Mock Trial 6. Environthon 7. Choir 8. All programs that participate in PDE competitions 9. All programs that are funded via grant awards	1. Student Government 2. Student Council 3. FBLA 4. Homecoming, Sno Ball, Prom Committees 5. School Clubs (held during activity mod)

38. ATHLETICS and COMPETIVE EXTRA CURRICULARS

The purpose of interscholastic athletics in the Ridgway Area School District is to afford maximum opportunity for any student to participate on a team in competition and is to promote physical, mental, social, emotional, and moral wellbeing of the participants. Interscholastic competition is a natural extension of many lessons learned in the classroom. The athlete is forced to make decisions and live with the consequences immediately. Nowhere else in our curriculum are decision making skills more evident. Although winning is not the most important objective of Ridgway sports, it should be noted that varsity teams participate in District IX, as well as competitive local program leagues (such as the Allegheny Mountain League) making it necessary for coaches to field the best teams possible for league competition. Choosing the best talent and properly preparing them for varsity competition is one of the purposes of varsity athletics in Ridgway.

According to state law, the high school principal is the official head of the athletic program in each high school in Pennsylvania. He/She is ultimately responsible for smooth operation of all interscholastic competition.

The Athletic Director handles the daily routine of athletic affairs. His/Her responsibilities are far reaching. They include being responsible for scheduling events, hiring officials for matches and games, arranging for transportation to away contests, evaluating coaches, conducting all aspects of home athletic contests, scheduling facility use, monitoring the eligibility of all athletes, publicizing and promoting the athletic program, and representing Ridgway at meetings of P.I.A.A., P.S.F.C.A, P.S.A.D.A., and the A.M.L.

Presently, Ridgway fields the following teams.

Fall	**Winter**	**Spring**
Football	Boys Basketball	Boys Track
Girls Volleyball	Girls Basketball	Girls Track
Boys Soccer	Wrestling	Junior High Track
Jr. High Girls Basketball	Gymnastics	Baseball
Golf	Jr. High Volleyball	Softball
Girls Soccer		
Junior High Football		
Boys Cross Country		
Girls Cross Country		
Jr. High Cross Country		
Jr. High Co-ed Soccer		

Any eligible student in grades 7-12, who meets academic and attendance standards, can participate in one of these sports. Ninth graders are permitted to join a varsity or junior varsity team in any sport not available at the junior high level. All students are welcomed and encouraged to participate in a sport.

A student may not represent Ridgway Middle/High School in athletics if he has:

1. Been in attendance more than 12 semesters beyond the 6th grade.
2. Played four seasons beyond the 8th grade in any one form of Interscholastic Athletics.
3. Completed the work of grade 9,10,11 and 12 inclusive.
4. Student is eligible for Interscholastic Athletic Competition until reaching the age of 19. If the pupil reaches the age of 19 on or after July 1st, the pupil shall be eligible to compete through that school year.

Parents should never interfere but support the high school, the athletic department, the coaches, and you. The Ridgway School District hires qualified coaches and personnel to run the athletic program. Student athletes and parents should trust and understand that everyone connected with the Ridgway School District athletic program desires success, sportsmanship, and a good experience at all times. We strive towards those goals in everything we do. Parents should be reminded that the success of the entire program and the "team concept" are far more important than individual performances and laurels.

If an athlete has a problem with a coach, he/she should talk with that coach. If the situation is not resolved, the athlete should consult the Athletic Director. If the situation is still not resolved, the athlete should bring the matter to the attention of the Principal. An attempt will be made to fairly judge the issue and solve the problem for the benefit of all concerned. Parents will be notified of the solution to the problem. We hope that parents support the Ridgway athletic program by being supportive and by being good fans. We thank them for their positive actions and patience.
All athletic programs at the Ridgway Middle/High School are governed by the regulations promulgated by PIAA and school board policies.

Earning Credit for Extra Curricular Activities

I. PE Credit for Participating in PIAA/Board Approved Athletic Programs

Juniors and Seniors participating in a PIAA/Board approved athletic program offered in the Ridgway Area School District are eligible for academic credit by:

1. Completing the Physical Education Credit for PIAA/School Board Approved Athletic Program Form; completing all PIAA Physical Requirements and returning them to the Principal's Office two weeks prior to the start of the season.
2. Abiding by the process and all team/program requirements.
3. Completing and returning the School Affiliated Sport(s) Time Sheet within two weeks of the completion of the sport.
4. Maintaining academic and physical eligibility for the duration of the official season. Students cannot practice or competition due to academic ineligibility or injury.

Ridgway Area School District Procedure

PHYSICAL EDUCATION CREDIT
FOR PARTICIPATION IN PIAA/BOARD APPROVED ATHLETIC PROGRAMS

The Ridgway Area School District recognizes the challenges of scheduling elective classes for students who want to enrich their educational experience while attending high school. In an effort to provide scheduling flexibility to high school students, RHS juniors and seniors may earn physical education credits required for graduation by participating in a PIAA/Board approved athletic program subject to the following conditions:

1. All RHS freshmen and sophomores are required to enroll in a physical education class during 9th and 10th grade. RHS freshmen and sophomores must have successfully passed both physical education classes with at least a "C" or better, earning 1 credit by the conclusion of their sophomore year.
2. Juniors and Seniors who have passed both physical education classes with at least a "C" or better , earning 1 credit of physical education by the conclusion of their sophomore year are eligible to earn 1 credit of physical education through participation in a PIAA/Board approved athletic program.
3. Juniors and Seniors can elect to earn a maximum of 1 physical education credit by:
   a. participating in two different PIAA/Board approved athletic programs during one school year (e.g. football =.5 credit and wrestling = .5 credit).
   b. participating in one PIAA/Board approved athletic program for two consecutive seasons/ school years. (e.g. football as a junior = .5 credit and football as a senior =.5 credit)
4. Students earning physical education credit through participation in a PIAA/Board approved athletic program will be awarded credit toward graduation as pass/fail.
5. Physical education credits earned toward graduation through participation in a PIAA/Board approved

athletic program will be clearly designated on a student's transcript as "Team Sport Pass/Fail".

6. Juniors and Seniors who choose not to participate in a PIAA/Board approved athletic program can earn 1 physical education credit by:
   a. enrolling in a physical education class during their junior and senior year.

II. Elective Credit for Participating in School Board Approved Extra-curricular Activities

Juniors and Seniors participating in a Board approved extra-curricular program offered in the Ridgway Area School District are eligible for academic credit by:

1. Completing the Extra Curricular Credit for Board approved Extra Curricular Program Form; completing all Pre-requisite Requirements and returning both to the Principal's Office two weeks prior to the start of the school year.
2. Abiding by the process and all extra-curricular program requirements.
3. Completing and returning the School Affiliated Extra-Curricular(s) Time Sheet within two weeks of the completion of the extracurricular activity.
4. Maintaining academic and physical eligibility for the duration of the extracurricular program. Students cannot practice or compete due to academic ineligibility or injury.

Ridgway Area School District Procedure

ELECTIVE CREDIT
FOR PARTICIPATION IN BOARD APPROVED EXTRACURRICULAR PROGRAMS

The Ridgway Area School District recognizes the challenges of scheduling elective classes for students who want to enrich their educational experience while attending high school. In an effort to provide scheduling flexibility to high school students, RHS juniors and seniors may earn elective credits required for graduation by participating in a Board approved extracurricular program subject to the following conditions:

1. All RHS freshmen and sophomores are required to enroll in elective courses during 9th and 10th grade which are taught within the traditional school day. RHS freshmen and sophomores must have successfully completed 6 elective classes with at least a "C" or better, earning 6 credits by the conclusion of their sophomore year.
2. Juniors and Seniors who have passed 6 elective classes with at least a "C" or better , earning 6 elective credits by the conclusion of their sophomore year are eligible to earn 2 elective credits through participation in a Board approved extracurricular program.
3. Juniors and Seniors can elect to earn a maximum of 2 elective credits by:
   a. participating in two different Board approved extracurricular programs during one school year (e.g. marching band =.5 credit; concert band = .5 credit; show choir = .5 credit; concert choir = .5 credit; musical production = .5 credit).
   b. participating in one Board approved extracurricular program for two consecutive seasons/ school years. (e.g. marching band as a junior = .5 credit; marching band as a senior - .5 credit for a total of 1 elective credit). Students earning elective credits through participation in a Board approved extracurricular program will be awarded credit toward graduation as pass/fail.
   c. Elective credits earned toward graduation through participation in a Board approved extracurricular program will be clearly designated on a student's transcript as "Extra Curricular Elective Pass/Fail".
4. Juniors and Seniors who choose not to participate in a Board approved extracurricular program can earn the balance of their elective credits by enrolling in traditional elective classes during the regularly schedule school day/year.

39. COMPETITIVE EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY RULES

(For more specific rules and regulations governing PIAA/School Sponsored Athletic Programs, please reference the 2010-2011 Student Athlete Handbook available in the high school office.)

Athletics

Each prospective athlete must have a physical examination, parental permission and show evidence of health insurance coverage before he/she may practice or play. A pupil shall be eligible to represent Ridgway Middle/High School in any sport only when there is on file a certificate of consent, which is signed by his/her parent or guardian. In accordance with the PIAA recommendations, the Ridgway School District provides physical exams in the summer before the school year. Physical offered at this time will be valid for the duration of the 08-09 school year. This examination is given free by the school doctor or contracted agency at stated times. School officials announce dates and times for physicals. A student may choose to be examined by his/her family doctor, if that is more convenient and comfortable, however the cost of this option is to the parent/guardian's expense.

Before an athlete is deemed eligible by the Ridgway Area School District administration, he/she must have the following forms on record in the appropriate offices:

1. A completed and signed PIAA Comprehensive Initial Pre-Participation Physical Evaluation (Nurse office)
2. A signed consent form for the student to participate in "Random Drug Testing of Students Participating in a Competitive Extra-Curricular Activity". (AD Office)
3. A completed and signed "Authorization for Transportation and Treatment" Form (AD Office)
4. A signed "Student Athlete Handbook" Statement by the student and parent/guardian (AD office)

Drug Testing of Students Who Participate in Competitive Extra-Curricular Activities (Board Policy 227.1)

Includes: All students, who participate in competitive extracurricular activities at the Ridgway Area Middle/High School, consent to a random urine screen during the period that the activity in which s/he participates throughout the school year is in session. Policy #227.1 defines competitive extracurricular activities to include, but not be limited to the following: athletic competitions and programs; cheerleading; band; choir; The First Robotics Team; Computer Fair Participants; Scholastic Scrimmage Team; Stand Tall etc.

Purpose: The Ridgway Area School District has the responsibility to enact broad discretionary authority to maintain safety, order and discipline in school and during school sponsored activities. The administration recognizes that substance abuse among the student population is becoming increasingly more predominant. Administrators, teachers and coaches recognize that drugs have a deleterious effect on the motivation, memory, judgment, reaction time, coordination, and performance of students participating in competitive extra-curricular activities. Administrators, teachers and coaches also recognize that students participating in competitive extra-curricular activities increase their exposure to intense physical demands on their bodies and intense mental strain on their minds. Students participating in extra-curricular activities must endure the responsibility of taking an active role in ensuring their personal health, safety, and welfare, as well as the health, safety, and welfare of their teammates with whom they engage in extra-curricular activities. Student participation in middle and high school athletic programs requires that students increase their level of physical exertion and requires that students are physically interdependent on teammates. Being under the influence of a body or mind-altering substance has the potential to impact an individual athlete's health. Substance use/abuse by student athletes also decreases the expectation of safety that all students who are participating in athletics are entitled to. It is important to understand that random urine screens are not being used for disciplinary purpose. They are being used to ensure that all students participating in competitive extra-curricular activities have the opportunity to do so in an environment that is safe and conducive to exhibitions that maximize athletic skills and intellectual capabilities.

Selection: The selection of students, who shall be required to submit to a urine screen, is done so in a random and confidential manner by the middle/high school administration. Administration shall use the computerized random selection program. Two percent of the total number of students participating in an activity will be selected one time per week. When a student is selected, the parent will be notified on the date the test will take place. Student and parent must sign a testing consent form or be dropped from the activity. Students will be transported either by parent or administration to Elk Regional Health Center Occupational Health at the specified time scheduled by the administration. Students who fail to report to Elk Regional Health Center Occupational Health for a random urine screen will be dropped from the activity. Testing results are held in the strictest of confidence. The urine screening will continue to be supervised by Occupational Health personnel. All legal rulings for chain of custody will be observed at both the collections sites and the analysis site. *(Chain of custody refers to the security of handling the obtained urine sample from the point of collection to the final destination of the laboratory. This includes identification, labeling, sealing, and testing).* Occupational Health will notify the school administration of the test results.

Results: If the test is negative, no further action is taken. The administration will receive a CONFIDENTIAL report of the positive test results, when confirmed by Occupational Health. The administration will promptly notify the parents of the student athlete.

Students who test positive will be notified by the building principal and will be:

1. required to meet with the building principal and his/her parent(s)/guardian(s).
2. offered the opportunity to meet with their family physician at the parent(s)/guardian(s) cost
3. required to participate in the RHS student assistance program – REACH and complete a drug and alcohol assessment.
4. required to comply with the drug and alcohol counselor's recommendations based upon the assessment.
5. dismissed from the athletic program or extra-curricular activity if he/she fail to comply with the counselor's recommendations.

6. informed of the disciplinary action that will follow should the student be noncompliant with the policy:
    - 1st offense – suspended from athletic participation for 5 weeks
    - 2nd offense – suspended from athletic participation from the season.
    - 3rd offense – banned from any future athletic competition, unless reinstated by RASD Board or their designee
7. required to be retested after 8 weeks or before the start of another sports season, in which he/she will be a team participant and test negative prior to his/her return to athletic competition.

If anyone has anyone questions regarding this policy, please contact Heather A. McMahon-Vargas, Principal at (814)776-4203.

Should any student, who participates in competitive extracurricular activities, at any time, refuse to submit a urine sample for testing, it shall result in the student's suspension from the activity for the remainder of the time that the activity is in session.

A positive test result, does not reasonably lead the administration to believe that the student was in possession of and/or distributing the unauthorized and/or illegal substance in school and/or at school sponsored activities or events. Therefore it would be arbitrary and capricious to implement any disciplinary sanctions (strikes, discipline referral, suspension, and/or expulsion) upon a student for a positive test result.

School Board Policy No.227, "Drug Awareness", concerning the use, possession, or distribution of illegal and/or unauthorized substances on school premises shall remain unaffected by this policy.

40. EQUIPMENT AND UNIFORMS
Please reference the Student Athlete Handbook that is available in the High School Office.

41. SPORTSMANSHIP
Please reference the Student Athlete Handbook that is available in the High School Office.

42. STUDENT MANAGERS
Please reference the Student Athlete Handbook that is available in the High School Office.

43. STUDENT ACTIVITIES
Participation in student clubs and activities is an essential part of a student's high school experience. It gives the students social opportunities to become more well-rounded individuals. Participation also teaches students life lessons, that they may not necessarily learn otherwise or that reinforces what is being taught in the classroom setting. These life lessons include but are certainly not limited to communication skills, problem solving strategies, collaborative/cooperation, organization, and intrinsic motivation.

RAHS offers a variety of clubs and activities that students can participate in. These include: choir club, show choir club, drama, school play, environmental awareness team, FBLA, French club, Spanish club, National Honor Society, science Olympiad, ski club, student council, WRHS-TV club, Model UN and Mock Trial.

44. STUDENT GOVERNMENT
Each class establishes class officers and has advisors that are responsible the yearly organization of class meetings, fundraising, and class activities. Each class elects a president, vice president, secretary and treasurer to advise the class. In addition, student council representatives from across grade levels are also elected by members of the student body. The primary responsibility of student council is to organize fundraisers, community service activities, and school wide events. The principal will meet with class officers and student council representatives on a regular basis.

45. OTHER ACTIVITIES
As a part of the basic philosophy of Ridgway Middle/High School, students are encouraged to participate in extracurricular and co-curricular activities associated with the school. Clubs are an important segment of these activities. In order to determine requirements, activities and functions please check the club list that is available at the beginning of the school year. New clubs may be formed providing there is enough student interest and a faculty advisor is found. New clubs must be approved by the administration.

46. FIELD TRIPS

An educational activity that takes place outside the school environment can be an integral part of and a complementary accent to the school district's curriculum. Field trips are utilized as instructional tools to enhance the meaning of instructional activities. Field trips give students the opportunity to experience activities that cannot be offered in the regular instructional setting of the classroom. Field trips require the chaperones, advisors, and school personnel to be responsible for students in an environment that is often times less controlled and less structured than the school setting. As a result, chaperones, advisors, and school personnel must exercise a heightened sense of professionalism and due care in order to ensure the safety, security and welfare of all students in their care. Although students are responsible for their own behaviors and actions, chaperones/advisors are responsible for establishing the environmental antecedents that will increase the opportunity for students to engage in appropriate and acceptable behaviors while they are participating in the school sponsored field trip.

In order to set the stage for a successful field trip, chaperones, advisors, and school staff are responsible for implementing district discipline policies and all school board policies relating to student behavior. Chaperones, who are not a parent of a child participating in the field trip and who are not school district employees, are required to submit Act 34, DPW, and FBI clearances prior to being approved as a chaperone. The chaperones and advisors have been given the authority, by the school board and Superintendent of the Ridgway Area School District to implement all policies and procedures of the Ridgway Area School District. Failure to comply with chaperone directives will result in disciplinary action for insubordination (minimally). Chaperones and advisors are reminded that consumption of alcoholic beverages and/or use of tobacco products while acting as chaperones of the RASD are prohibited. The nurse or nurse designee (which may be a chaperone or advisor) will provide such services.

Parents of students participating in a school-sponsored field trip can expect the following information, well in advance of a field trip:

1. Student costs for the trip must be communicated to student and parents. These include, but are not limited to transportation, hotel, admission to sights, minimal spending money, and meal money. This must be communicated well in advance.
2. Fundraising activities to be completed by the students to earn money for the trip must be completed prior to the students going on the trip. The final amount of money a student owes in order to participate in the trip must be paid prior to the student being permitted to participate in the field trip.
3. A trip agenda must be clearly written and presented to the students and parents prior to departure. This should include, but is not limited to date/time/location of departure; itinerary for the trip (include sights to be seen and time lines and specify that these may be subject to minor changes); and date/time/location of return.

Parents are required to sign all field trip associated documents, releases and the field trip acknowledgement form (formerly the field trip contract, which pertains to information regarding eligibility and reimbursement) and return those documents as specified by the chaperone or their child will not be able to participate in the field trip.

Once the school board has approved the field trip proposal, parents of students participating in a school-sponsored field trip can expect a field trip contract. The field trip contract must be completed and presented to students and their parents. Each student and his/her parents must sign and return the contract prior to the student being eligible to participate in the field trip.

While participating in the field trip, students are required to comply with the student handbook regulations, school board policy and all Public School Codes related to student discipline and behavior. These are all specified in the field trip contract.

Eligibility: Field trips are privileges. Students participating in school sponsored field trips are expected to meet eligibility requirements regarding grades, attendance (reference attendance section of the student handbook), and discipline. Students who are not in good standing (have unserved detentions, more than 3 tardies/truants per nine weeks, more than 3 maroon day or 3 white day absences during a nine weeks that are not medically excused, 10 or more absences cumulative in a school year, failing more than one class, earning less than a 75% overall) will not be permitted to participate on the field trip and will be required to complete an alternative assessment. An eligibility determination is completed the Friday before the field trip is scheduled to depart. Students will not be given time during the following week to put themselves into good standing. Students who contributed to the cost of the field trip and who become ineligible will not receive reimbursement (full or partial).

General Information: Students may confer with the chaperones at any time to converse, express concerns and/or to report injuries or policy violations.

Luggage must be brought to the designated school area 24 to 48 hours in advance of the departure time. All luggage will be searched by chaperones prior to being loaded on to the buses or vehicles. All carryon luggage will be searched prior to the students boarding the bus. No luggage will be permitted on the bus if it has not been searched. Only administration, faculty, staff, chaperones and advisors are permitted to search luggage. Only sealed items will be permitted on the bus. No glass items will be permitted. Only factory sealed items can be brought by the students. Any contraband found in a student's luggage or on a student's person will result in the student being suspended from the trip, with no refund being provided to the student or his/her parents, disciplinary actions being taken by the district, which may include suspension and/or expulsion..

Transportation information must be clearly written and presented to the students and their parents prior to departure. When transportation is involved, a "Parent Consent Form" shall be signed by the parent or guardian and on file with the student's building principal prior to the day of departure. This form is available on the website.

Medication: For Students who must take long-term and/or short-term medication a parent/guardian must bring the medication to the school on the day of the trip. All medication must be brought in its original container with a physician's authorization for dispensing the medication. The original container must include the name of the physician, the student's name, medication name, medication dosage, and the time to be administered. The parent/guardian must provide the school with written authorization for designated school personnel to administer the medication. At the discretion of the nurse designee, approved, over the counter medications listed on the standing orders provided by the school physician, may be dispensed for the following: headache/body ache, upset stomach, heartburn, superficial skin wounds, irritations, minor eye irritations. Students who are prone to motion sickness should make arrangements with their doctor before the trip to receive medication for such sickness. This medication should be incompliance with the specifications previously identified and given to the nurse designee prior to departure. A student's failure to comply with these expectations regarding medication will result in the implementation of disciplinary action, after an immediate conference with the administration. A more thorough investigation will be conducted by RASD administration upon the student's return the school.

Behavioral Expectations (while off campus): Students are expected to comply with the timelines set forth by the chaperones with regards to departure times from the hotel and sights, as well as check-in times while at the sights. Failure to comply with the time lines will result in disciplinary actions. Students are expected to be in assigned rooms no later than 10:30 pm. Advisors and chaperones will be conducting room checks at 10:30 pm and at least two times thereafter. Students are expected to have "lights out" no later than 11:30 pm. RHS advisors and chaperons will be conducting room checks at 11:30 pm. Chaperones and advisors may conduct random room checks at any time during the field trip. A student's failure/noncompliance with a room check will result in the advisors having reasonable suspicion to conduct a more thorough room check and search of the student's possessions and person. Female students, chaperones, advisors are not permitted in male student's rooms with the doors closed. Male students, chaperones, advisors are not permitted in female student's rooms with the doors closed. Only those students assigned to the rooms may occupy the room between 11:30 pm and 6:30 am. Violation of these room expectations will result in immediate disciplinary action by the advisors, with a more thorough investigation being completed when the student returns to school. Students are not permitted to leave the sight or hotel grounds, unless accompanied by a chaperone or advisor. Failure to comply with this expectation will result in the student being suspended from all trip activities for the remainder of the trip. Students are expected to comply with the dress code policy as specified in the student handbook. Students are expected to comply with behavioral code of conduct and the discipline policy and procedures as specified in the student handbook on pages 28-32. There will be no drinking of alcohol, no use of tobacco products and/or no use of illegal substances on the trip. This is a rule of the Ridgway Area School District and will be strongly enforced.

<u>ANY STUDENT VIOLATING THIS RULE WILL BE DISCIPLINED IN ACCORDNACE WITH RASD SCHOOL POLICY AND MAY BECOME INELIGIBLE TO PARTICIPATE IN RASD FIELD TRIPS FOR THE REMAINDER OF HIS/HER ENROLLMENT IN THE RASD. THE STUDENT WILL BE IMMEDIATELY SUSPENDED FROM ALL TRIP ACTIVITIES AND THE PARENTS WILL BE NOTIFIED IMMEDIATELY. THE STUDENT WILL BE SENT HOME AT PARENT EXPENSE. THE STUDENT MAY BE SUSPENDED UPON HIS/HER RETURN TO SCHOOL.</u>

Students are expected to keep the bus clean and students are expected to keep their hotel rooms clean. Vandalism and damage to either will result in the students who are assigned to the room being responsible for paying for the damages in addition to disciplinary action being taken. Inspect your hotel room upon arrival. Report any damage to the chaperone immediately. Inspect your hotel room prior to leaving; remember to check that you have all items and belongings.

The only excuses accepted for not attending the school sponsored educational fieldtrip are medical or parental refusal. In the event a student does not attend the fieldtrip for the excused reasons given, he or she will be required to demonstrate their understanding of the contents of the trip by creating a culminating experience selected by the sponsoring instructor(s).

47. ACADEMIC ELIGIBILITY (all Competitive Extra-Curricular Activities)

Since extracurricular activities are a privilege in the Ridgway School District, a student must maintain a satisfactory academic standing in order to participate. To be eligible for interscholastic competition, a student must maintain a satisfactory attendance and academic record. He/She must maintain a weekly average of 75% and cannot be failing more than one (1) subject. An incomplete (I) grade will be interpreted as a 60% unless otherwise noted by the instructor. Teachers will complete athletic eligibility each week using the school's computer network. Any student not meeting the above requirements will be automatically ineligible to practice/participate for a period of one (1) week. The suspension lasts from Monday thru and including Saturday. Ineligible High School students must attend Campus Center after school during their ineligibility period. He/She may resume practice and participation if academic eligibility has been regained by the next report. If the student is deemed ineligible at the end of a grading period the student will not be permitted to practice or participate for a period of fifteen (15) school days from the day report cards are mailed/issued. At the end of the school year if the student has not met requirements to go on to the next grade, the student will not be permitted to practice or participate for a period of fifteen (15) school days after school begins and then the student must have had five (5) days of practice before he/she is eligible to participate in a contest. Students who are declared academically ineligible cannot attend practice, cannot appear in uniform at either home or away events and cannot ride team transportation to away events. Students who are declared academically ineligible must attend Campus Center at least three (3) after school sessions during the week of ineligibility.

48. ATTENDANCE:

All students participating in competitive extra-curricular activities should have excellence in their attendance habits. A student may not represent Ridgway Middle/High School in an athletic practice, athletic contest, extra-curricular practice, extracurricular event if he/she has not been in attendance for the full day (7:30-2:24) of school on the day the event is scheduled. Permission to deviate from this policy must be obtained in advance from the Principal. (Ex: student has a medical appointment the day of a game). Every effort should be made to attend school each and every day and to always make practice and events. Participation in two (2) sports at the same time is most difficult. Head coaches are as understanding as possible; however, if a student is not at practice the day prior to an event, the athlete may still be permitted to play, but he/she may not start. Students must inform the coaches, directors, advisors, etc. ahead of time if unable to attend practice. Family and school obligations should take precedence over athletics; however, many appointments can be taken care of other than during practice times. Habitual absence or tardiness will result in your being declared ineligible. Three (3) unexcused absences may result in dismissal from the team. The P.I.A.A. states that a student who has been absent from school during a semester for a total of twenty or more school days, shall not be eligible to participate in any athletic contest until he has been in attendance for a total of sixty school days following his/her twentieth day of absence. A student should report to school and each class on time. Students who have been assigned out-of-school suspension may not attend or participate in extracurricular activities.

Students who participate and travel to any out of District extracurricular activity, sport, or field trip are expected to be in school on time the following day. If the student comes in to school late, they will be considered tardy unexcused unless a medical excuse is provided. The only exception will be when students involved in a scheduled event arrive at the school after midnight. In such situations, the sponsor/coach must request and receive prior approval from the principal for the students to arrive late to school. If such prior approval is not obtained, then the students will be listed as tardy unexcused.

49. BEHAVIOR

When you become a member of any Ridgway Area School District competitive extracurricular activity; you automatically assume the role of representative of our school at every event you attend. By playing by the rules and by demonstrating good sportsmanship and appropriate behavior, everywhere you travel, your actions will positively reflect upon the school district and you. This proud tradition is being passed down to you today. This is a great responsibility and you should take it seriously.

Students representing our school at home and away events are expected to behave in a calm, rationale manner at school, at practice, on buses, during games and matches, at program, at activities and in general. Expected student behavior at school activities or athletic contests is the same as during the school day and students will be disciplined as indicated by school procedures and policies. All negative actions reflect on Ridgway Middle/High School and are personally degrading to you. The High School Principal and/or Athletic Director will address all inappropriate behaviors by implementing the student discipline policy. Some of your fondest memories of high school will undoubtedly center on your participation in the athletic pro1rams and competitive extra-curricular activities. So make the most of it. Have a great time. Do your best. Wear the maroon and white proudly and represent us well.

50. ATTENDANCE AT SCHOOL DANCES

Middle school students are not permitted to attend high school dances. Students in grades 10, 11 and 12 will be permitted to attend the Prom and Snoball. All other dances can be attended by those in grades 9, 10, 11 and 12. In order to attend a dance, students must be in school the day of the dance (if the dance is held on a Friday evening) or the day before a dance (if the dance is held on Saturday). Students not in attendance are required to submit a physician's excuse in order to be admitted into the dance.

Only students in grades 10, 11and 12 will be permitted to invite guests to the Prom and Snoball. Students in grades 9, 10, 11 and 12 will be permitted to invite guests to Homecoming and other school dances, except for the Prom and Snoball. Invited guests must be at least in the 9th grade. Guests who have graduated may be invited as long as they are under the age of 21. Students must fill out a **Guest/Sponsor Agreement** form and have it returned to the teacher in charge of the dance at least five school days prior to the dance. Guests are required to present photo identification in order to be admitted to the dance. Students and guests must arrive at the dance by 9:00 pm or they will not be admitted.

51. ALCOHOL POLICY AT SCHOOL DANCES

The Ridgway Area High School has taken a proactive position against alcohol. Students and guests, who attend a school dance, may be required to participate in a random test for alcohol. A student/guest who attends the dances and does not use alcohol will not be affected by this policy. It is the desire of the administration that, with the cooperation of the students/guests attending, school dances will be enjoyable evenings to remember.
The Borough Police Department will provide the security for the dances as they do for all extracurricular activities at the high school. In matters involving law enforcement, the principal and other school officials will defer to the police. If a student/guest acts in a manner that indicates intoxication, the police may advise a different course of action.

52. STUDENT ATTENDANCE AND BEHAVIOR (AT SCHOOL SPONSORED ACTIVITIES)

Students are expected to comply with the guidelines set forth in the student handbook while in attendance at all school sponsored activities and events.

53. RIDING PERMISSION

Students participating in competitive extra-curricular activities are required to ride to and/or from away events via the transportation provided by the school district. Students are NOT permitted to drive themselves to and/or from away events. The school district does not provide transportation to and/or from athletic practices, home athletic events, or other home practices/programs. Any student who violates this directive shall face serious disciplinary sanctions. Students may ride home with a **parent/legal guardian** if the Event Transportation Permission Slip, in possession of the head coach, is filled out and signed by the **parent/legal** guardian at the event. Violation of this policy will result in the student earning a Level IV discipline referral (120 minutes of detention) on the first occasion and removal from the team/squad for any subsequent violations. Students may not ride home with someone else's parent/legal guardian.

54. TRADITIONS

Students have the opportunity to select two current or past employees/board members of the District to present the student with his or her diploma at graduation. Students are encouraged to select an individual who had a significant impact on him or her during the 13 years of education in the Ridgway Area School District. It is not necessary for students to present individuals with gifts upon the presentation of their diploma. The presenters believe that the honor of being asked to hand a student his or her diploma is a gift in and of itself.

55. DISICPLINE POLICY AND PROCEDURES
STUDENT RESPONSIBILITIES

Participation in certain activities such as field trips, assemblies dances, special class activities outside of the building, clubs, athletics, are privileges available to students who are in good academic standing. Students can lose these privileges if they are not responsible. Note: after each absence students are called to the office and given a reminder to bring an excuse, students have three school days from the date of their return to bring in an excuse. Reasons for losing privileges may include:

Listed below or ways in which students may lose privileges:

4 illegal absences	a letter is sent home at 3 illegal absences; this serves as a warning a letter is sent home at illegal absences; this serves as a notice that a student's privileges have been lost for the remainder of the school year
10 day absences	a letter is sent home at 7 absences; this serves as a warning a letter is sent home at 10 absences; this serves as a notice that a student's privileges have been lost for the remainder of the school year.
3 tardies	**a letter is sent home when a** student earns 3 tardies (unexcused or not accompanied by a medical excuse) during a nine week grading period; this letter advises that the student has lost privileges for the remainder of the nine weeks
Owed Forms	a loss of privileges can result from not turning in forms to the office or nurse's office (for example state mandated dental exams, physicals, immunizations.
Failure to Pay Debts (Invoices)	unpaid invoices for items lost, damaged, unpaid fundraisers, or vandalism
Academics	failing more than one class or an overall average of less than 75% at the time eligibility is taken.

Purpose of Discipline Policies and Procedures

The administration has broad discretionary authority to enact disciplinary policies and procedures for the purpose of maintaining safety, order and discipline within the school environment, during school sponsored activities and at extra-curricular events. The behavioral code of conduct is designed to provide students with specific, clear, and consistent expectations regarding the behaviors that they are expected to engage in across all educational environments and during all school sponsored activities and events. All educational environments are defined as, but not limited to bus stops, school buses, district transportation, school grounds (including but not limited to the football field, the practice field, the tennis courts, the parking lot and the sports complex), and within the physical structure of the school buildings, (Ridgway Area Middle/High School). All school sponsored activities and events are defined as, but not limited to athletic events, social events, dances, assemblies, concerts, field trips, class trips, plays, and graduation ceremonies.

The administration, faculty, and staff acknowledge that situations will occur that have not been specifically addressed in either policy or procedures. Situations that occur, which have not been specifically addressed in either policy or procedures will be dealt with on an individual basis by the respective administrator or the administrative designee.

Ridgway Area High School Discipline Procedures

A. Classroom Management Procedures

When a student engages in inappropriate behavior within the educational environment and/or during school sponsored activities and events the individual instructor, who is responsible for the student at the time the student engages in the inappropriate behavior, will implement his or her classroom management procedures. Each individual instructor's classroom management procedures will include specific, clear, and consistent expectations regarding students' behavior in their classroom, that are reflective of the expectations identified in the Behavioral Code of Conduct, and the consequences for the students' inappropriate behavior. An instructor's classroom management procedures will be implemented at the discretion of each individual classroom instructor, prior to utilizing the behavioral code of conduct and discipline procedures. The following inappropriate behaviors may be addressed via classroom management procedures, prior to the instructors utilizing the discipline procedures.

- Minor Class Disturbances; Disrespectful to Teacher; Insubordination; Unprepared for Class

B. Behavioral Code of Conducted (promulgated by SB Policy 218)

When a student engages in inappropriate behaviors, across the educational environment and/or during school sponsored activities and events, that are a clear violation of the Ridgway High School behavioral code of conduct, the following discipline procedures will be implemented depending upon the nature of the student's violation. **Administrators reserve the right to implement alternative disciplinary procedures based upon the frequency, intensity and/or duration of a student's behavior.** This determination may be made based on, but not limited to, any one of the following: results of a disciplinary investigation, a review of the student's school records, a review of information from the student's instructor and parental input.

RHS implements an after school detention program in lieu of Saturday Remediation. Based upon valuable input from teachers and students, it was determined that Saturday Remediation as a consequence for violating the discipline policy/earning strikes was no longer as effective as what it had been in the past. Students especially believed that there needed to be a more immediate but yet reasonable consequence for students who were earning strikes and being assigned to Saturday Remediations. Through the collaboration of the administration, dean of students, teachers and students the following consequences will continue to be implemented.

After an instructor has attempted to remediate the student's behavior through his or her classroom management procedures as found in the teachers 2012 -2013 syllabus and in the event that the classroom management procedures have not been effective in eliminating the student's inappropriate behavior the instructor shall issue the student a discipline referral based upon the nature of the student's behavior. Each discipline referral will indicate the level of the referral, which corresponds to a specific number of minutes of after school detention the student has earned as a result of his or her behavior.

1. Students who accumulate 60 or more minutes of after school detention are required to attend detention within 24 hours from the time of accumulation. Students may also attend detention on the same day that they earn 60 or more minutes of after school detention if they choose to. For example, if a student earned 60 or more minutes of after school detention on Monday before 2:30 pm, they would be required to serve the detention on Tuesday at 2:45 pm. 24 hour advanced notification to the student is sufficient notice to enforce the expectation of their attendance. Every effort will be made to notify the parents either by phone person to person, conference, or by leaving a message.

2. Our inability to notify the parent due to the phone being busy, the number being disconnected, inaccurate demographic information, or a parents lack of availability is not an excuse for the student not attending the after school detention within 24 hours of accumulate 60 or more minutes. Likewise, a student's work schedule, practice schedule, after school activities, or personal plans etc. are not excusable reasons to miss after school detention. The only acceptable reasons for missing after school detention: The student has a court appointment (court administrator must sign the note), the student was absent from school, the student had a doctor's appointment (a doctor's note is required to be excused without penalty) or the student had a death in the family.

3. Students who do not attend detention within 24 hours will be penalized by a X 2 multiplier. This means….
   *If you were scheduled to attend 60 minutes of detention and you failed to do so, you would be required to attend 120 minutes of detention the very next day (the original 60 minutes plus an additional 60 minutes).

4. Repeated failures to attend after school detention:
   *First Offense = x2 multiplier (if detention was 30 minutes the student is required to attend 60 minutes); student is required to attend the next day(s) and the student loses privileges (assemblies, extracurricular, lunch outside, athletic, dances, field trips, etc.) until detention is served.
   *Second Offense = x2 multiplier (if detention was 30 minutes the student is required to attend 60 minutes), student is required to attend the next day(s) and the student loses privileges (assemblies, extracurricular, lunch outside, athletic, dances, field trips, etc.) until detention is served.
   *Third Offense = x2 multiplier (if detention was 30 minutes the student is required to attend 60 minutes); behavioral committee meeting (parent, student, administrations); loss of privileges (until all detentions are served); the student will attend an in school suspension.
   *Students who skip detention more than three time will be required to serve an in school suspension and will be required to serve the detention time they owed, after school, immediately following their in school suspension.
   *After serving one (1) in school detention for skipping after school detention, students who

continue to "skip" their after school detentions will lose all privileges for the remainder of the school year and will be assigned to alternative education (for no less than nine weeks).

Students who accumulate 15 or more hours of after school detention from isolated disciplinary incidents shall be referred to the behavioral committee, which shall consist of a meeting (parent, student, administration); loss of privilege and the student is assigned to alternative education (for no less than 9 weeks). Students who accumulate 30 or more hours of after school detention shall be referred to the Superintendent for an Administrative Council Hearing.

1. Parent(s) or Guardian(s) will be notified via mail, after each discipline referral that their child receives.
2. When a student earns/accumulates 60 or more minutes of after school detention; he or she will have 24 hours to serve his or her after school detention. After school detention will run Monday through Friday from 2:30 to 4:30 pm (excluding holidays, vacation days, in service days, snow days, etc.). After school detention is supervised by a high school faculty member.
3. Loss of privileges for discipline related issues include but are not limited to: field trips, assemblies (including pep), dances (homecoming, sno ball, prom), special class activities out of the building, lunch outside, and practice/participation in athletics.
4. When a student is referred to the Superintendent for an Administrative council hearing, the Superintendent may present additional disciplinary recommendations, these recommendations may include but are not limited to a referral to regular alternative education, e learning options (BSN), the Ridgway School Board for possible expulsion from the Ridgway Area School District.
5. It should be noted that the disciplinary consequences in which a student is required to participate in an administrative council hearing are dependent upon the nature, intensity and frequency of the disciplinary infraction. Disciplinary infractions that threaten the safety, security, and welfare of students, staff and visitors and/or disrupt learning and teaching may result in an immediate Behavior Committee Review or Administrative Council Hearing.
6. Students must complete all detentions, as scheduled, by the end of the school year. Failure to do so will result in the student's report card or diploma being withheld until such time as the student has completed all detention hours.

Students have the right to appeal all disciplinary sanctions enacted by faculty, administration and the Superintendent. Students disagreeing with the disciplinary sanctions enacted by a faculty member should appeal the sanction to the Principal. Students disagreeing with disciplinary sanctions enacted by the Principal should appeal the sanction to the Superintendent. Students disagreeing with the disciplinary sanctions enacted by the Superintendent should appeal the sanction to the School Board or the Courts of Elk County.

Leaving School Property Without Permission

Students who leave school property without permission will face an automatic in school detention the following day. Students who have left school property without permission will earn a 0% for class work missed (the day they left). A student's absence for the day they left without permission will be unexcused or illegal. Students who leave school without permission on a regular basis face a loss of hall pass privileges, charges being filed with the magistrate, academic failure and a referral to alternative education.

Suspensions and Expulsions

Students who engage in significant violations to the discipline policy (level III or level IV on discipline referrals form); who engage in behaviors that endanger the safety, security, health and/or welfare of students, staff, or visitor; and/or who engage in serious acts of vandalism to school property may be suspended (out of school or in school) and/or may be referred the School Board for expulsion. For additional information regarding suspensions and expulsions, please refer to school board policy #233, "Suspension and Expulsion".

Additional and more specific information regarding behavioral support services and student discipline can be found in the Ridgway Area School District's Policy Manual, which is available on the District's website www.ridgwayareaschooldistrict.com . Behavioral Support Services can be referenced in Policy No. 113.1 and Student Discipline can be referenced in Policy No. 218. Please direct questions regarding behavioral support services and student discipline to the Assistant Principal at the Ridgway Middle/High School.

56. DRESS CODE (Board Policy #221)

The administration, faculty, and staff respect the right of each and every student to express himself and herself in unique and individual ways. The dress code is one of many expectations that assist in maintaining an environment that is conducive to high standards of academic performance and appropriate social interactions between students.

The administration, faculty and/or staff may question a student's dress (not specifically covered in the following guidelines) and take necessary action to conform such student's dress to this policy. If a student's appearance is a disruption to the educational process, constitutes a health or safety hazard or is not in compliance with this policy, the student will be issued a discipline referral, the parents will be notified and the student will be asked to change. If a change is not made, the student will be detained in the office, until such time that appropriate arrangements can be made. Students who refuse to change will be subject to disciplinary procedures which may include suspension and their attendance in classes they miss (as a result of sitting in the office) will be impacted because they will be deemed illegally absent. Coats and jackets designed for outdoor wear are not to be worn during the school day and must be kept in the student's locker. Book bags, backpacks, sports bags, and purses must be kept in the student's locker during the school day.

ATTIRE	ACCEPTABLE	UNACCEPTABLE
SHIRTS	T-shirts and Polo Shirts	See-through garments and Mesh Shirts
	Blouses	Bare Mid Drifts (must reach waistline)
	Sweaters	Halter Top-Tube Tops-Bare Backs-Spaghetti Straps
	Sweatshirts	Shirts that are too tight and/or too small
	Hooded Sweatshirts (must keep hood down at all times)	Shirts that reveal undergarments, underwear, bras, cleavage, etc.
	Tank Tops, racer backs, spaghetti strap tanks/halter tops/mesh tops/muscle shirts all must be worn under another sleeved shirt that covers the wearers shoulders, for example an over blouse.	Tank Tops, racer backs, spaghetti strap tanks/halter tops/mesh tops/muscle shirts may not be worn without another sleeved shirt covering it. Under no circumstance are camisoles, negligee tops or tops that resemble negligees permitted.
	Shirts must come to the top of the pants/shorts/skirts	Pajama Tops
	Necklines cannot exceed below the arm pit of the wearer	Shirt that depicts drugs, alcohol, sex, obscene, profane or lewd language
PANTS	Jeans/Dress Pants/Slacks	Low rise jeans that expose undergarments
	Khaki/twill pants/Cords	Pants that are too tight and/or too small
	Cotton/Linen Pants	Pajama Bottoms
	Sweat/Wind Pants	Pants with holes above the knees
	Cropped Pants	
SHORTS	permitted all year long must be to the mid-thigh of the wearer	cannot be too tight and/or too small
SKIRTS	Must be to the mid-thigh of wearer or longer	cannot expose undergarments (miniskirts)
SKORTS	Must be to the mid-thigh of wearer or longer	Daisy Dukes
DRESSES	Must be to the mid-thigh of the wearer or longer	Spaghetti Strap Dresses/Strapless Dresses
		cannot expose undergarments, underwear, bras, cleavage, etc.
SHOES	Sneakers	Bare feet
	Sandals with back strap, flip flops	Slippers
	dress shoes	
ACCESSORIES		Jewelry that can be construed as a weapon (chains, spikes, etc.)
		Hats/Bandanas/Dew Rags
		Non-prescription Sunglasses/Contact Lenses
HAIR	Normal hair color shades	Hair styles, body piercings and body art which is disruptive to the educational process and/or which constitutes a health or safety hazard
HATS/HOODS	Wear hats/hoods outside the building	Wear hats/hoods inside the building

57. PERSONAL ITEMS/TECHNOLOGY DEVICES (Board Policy #237)

The following items may be brought to school, but must be kept in lockers and turned off at all times during the school day (7:20-2:24 pm and 2:45-4:45 pm). The district is not responsible for the damage or loss of the following items brought into the school.

1. Backpacks/book bags
2. Cell Phones
3. CD Players
4. Game Boys
5. MP3 Players
6. I-pods
7. Beepers
8. Laser Devices
9. Playing Cards
10. Cameras
11. Gaming Devices

Devices that have the capability to take photographs or to record audio or video shall not be used for such purposes while on district property or while a student is engaged in school-sponsored activities, unless expressly authorized in advance by the building principal or designee.

Failure to comply will result in the following actions:

1st Offense – item will be confiscated. Student can pick the item up in the principal's office at the end of the school day. Student will earn a discipline referral for a Level II (60 minutes of detention) for "insubordination".

2nd Offense – item will be confiscated. Parent must pick up the item in the principal's office. Student will earn a discipline referral for Level III (90 minutes of detention) for "repeated offenses".

3rd Offense – item will be confiscated. Parent must schedule a meeting with the principal in order to pick up the item. Student will earn a discipline referral for Level IV (120 minutes of detention) for "repeated offenses".

4th Offense and all subsequent offenses – item will be confiscated. Parent must schedule a meeting with the principal in order to pick up the item. Student will earn a discipline referral for Level IV (in school suspension) "repeated offenses from level III".

58. BUS REGULATIONS

Students in grades 9-12 will depart their bus in the morning at the side cafeteria entrance. Students will meet their bus after school at the auditorium. Bus, van and suburban drivers, are responsible for maintaining firm disciplinary control over students assigned to their vehicles. The driver shall report on the proper school form to the Dean of Students, any student misconduct, no later than the next day. The following disciplinary action with respect to the student's misconduct will be taken:

a. On the first incident of bus misconduct, the Assistant Principal will give a warning to the student on the first incident of bus misconduct. A letter to the parents will be sent ,describing the misconduct.

b. On the second incident of bus misconduct, the Assistant Principal will refer the student to the Principal. The Principal will suspend the student from riding the school bus for two days. A letter to the parents will be sent and will include:
   1.) description of second instance of bus misconduct
   2.) date of first bus misconduct
   3.) dates of bus suspension

c. On the third and any future incidents of bus misconduct, additional days of bus suspension will occur and a parent letter, described in Item b, will be sent for each occurrence.

The Principal reserve the right to add additional sanctions or disciplinary consequences, at the time of each occurrence, depending on the severity of the misconduct. Disciplinary action for incidents of dangerous or harmful bus misconduct will supersede bus suspension procedures.

Students who need to ride a bus other than their assigned bus must submit a note from his/her parents granting their permission and must receive written permission from the principal.

59. DRIVING AND PARKING REGULATIONS

Student parking on school property is a privilege and may be revoked as a result of a student not complying with the Discipline Policies and Procedures and Parking Regulations. Students parking improperly (ex: not parking in a stall, parking in faculty area, parking on the rocks, parking in front of the building, etc.) will receive a discipline referral for 2 strikes for "insubordination" and students who engage in repeated offenses will lose the privilege of parking on school property.

Students who choose to drive to school and who park their vehicles on school property (in parking lots or on other school grounds) should be aware that their vehicles may be subject to:

1. Search if the administration has reasonable suspicion that the student's vehicle contains contraband as defined in the student handbook and school board policy.
2. Random and confidential searches by canine units certified and trained to detect weapons and/or narcotics.

If the vehicle is not registered to the student, but is owned by another party, such as a parent or guardian and the registered owner wishes to be present during the search, he/she should contact the Principal at the beginning of the school year. If the registered owner fails to contact the administration his/her consent to search the vehicle without being present shall be implied.

Student parking is available in the following areas:

a. Upper parking lot (above the auditorium)
b. By the tennis courts (open from the end of football season to the end of the school year)
c. Parking stalls beside the Heindl Sports Complex
d. Any legal area off school property

Parking is restricted in the following areas:

a. Circle area by the gymnasium is restricted to vehicles with handicap permits only.
b. Circle area in front of the building is reserved for visitors (10 minutes).

Students are not permitted to leave the building to go to their vehicles during the school day. Should a student need to go to his/her vehicle, he/she must contact the high school office for the purpose of being escorted to his/her vehicle. Failure to do so will result in a discipline referral for 2 strikes for "insubordination".

60. 1st PERIOD/CLASSROOM BEHAVIOR

At the 1st period warning bell, students are to clear the halls. By the 7:30 am bell, all students should be seated quietly and be prepared for the opening exercises and announcements. As a sign of respect, students are to stand during the National Anthem and the Pledge of Allegiance and remain standing for a moment of silence. Quiet should be maintained so that the students and teachers can hear the announcements.

Students should go to their assigned seats when they enter the classroom. Students should not sit on the ventilators, windowsills, bookcases, and desktops, etc. Students are not permitted to wander around the room or visit friends.

The consumption of gum/ food in a classroom by the students is left to the discretion of the individual teacher. If this privilege is abused, the teacher or building administrator will take appropriate action. **All beverages must be purchased and consumed in the cafeteria. No beverages will be permitted in the hallways or classrooms**

61. STUDENT BEHAVIOR AT LUNCH TIME

(1) The lunch period is closed. Students are not permitted to leave the school.
(2) Students are expected to pick up all paper (napkins, bags, wrapping paper), food and utensils before taking trays to the dish room.
(3) Students are not permitted to stand around the tables or put their feet on the chairs or tables in the cafeteria.
(4) There is to be no physical contact such as arm wrestling, pushing, slapping, skipping line, etc.
(5) Students are expected to wait in line in an orderly fashion. Failure to do so will result in the violator being moved to the end of the line. Continued misbehavior in line will result in the student earning a discipline referral, Level II for insubordination (60 minutes of detention).
(6) Absolutely no throwing of food or other objects.
(7) No excessively loud talking, shouting or screaming.

(8) Students must have permission to leave the cafeteria to go to the restroom or other designated areas.
(8) Eating in the cafeteria is a privilege. This privilege may be revoked as a result of a student not complying with the Behavioral Code of Conduct, while in the cafeteria. Any inappropriate behavior will be punished by a discipline referral being issued. If a student loses the privilege of eating lunch in the cafeteria, the student will be provided with lunch in an alternative environment (i.e. the office).

Beverages and food (Ala Carte items) may be purchased in the cafeteria beginning at 7:00 am. **All beverages must be purchased and consumed in the cafeteria. No beverages will be permitted in the hallways or classrooms**. Beverages and food purchased outside of the school are not to be brought into the building. Pop machines in the building will continue to be turned off during school hours. Possessing or consuming beverages outside the cafeteria will result in a discipline referral.

No food is to be ordered and/or delivered to the Ridgway Middle/ High School without prior approval of the principal. Approved orders are to be delivered to the office not individual rooms. Teachers will be notified when approved orders arrive. High school students may not purchase food, beverages, and/or be in the cafeteria during middle school lunch periods.

62. SHOW OF AFFECTION

No public display of affection will be permitted in school. School is a public place and appropriate manners and modesty are expected.

63. HALL CONDUCT

All movement between classes shall be orderly and reasonably fast. Students in the halls during the playing of the National Anthem are to stop and remain silent until its conclusion. There shall be no loitering in the halls or outside of the classrooms and other areas of the building at any time--before school, after school, during changing of classes, etc. Students are to move directly to scheduled areas, enter, and be seated.

A four (4) minute interval is provided at the end of each class period. Students may go to the restrooms and drinking fountains during this time. They should go directly to their next class and should not loiter or congregate in the hall during class change.

HIGH SCHOOL STUDENTS are not to be in the Middle School hallway or Middle School restrooms at any time. If a high school student needs to report to the office area, he/she is to use the middle stairs or the stairs by the library.

64. HALL PASSES

Students who are requesting to leave their assigned class to go to their locker, the nurse, the office or another teacher's class must have a signed RIDGWAY HIGH SCHOOL PASS located within their student planner. Students who need to go to the restroom during class, the printer, or the office must use the classroom pass located in each classroom. Only one student can leave class at a time on the class pass. All students leaving a class regardless of the reason are required to sign out and sign in.

Students who do not have a hall pass located within their student planner will not be permitted to leave the classroom that they are assigned to (according to their schedule).

RIDGWAY HIGH SCHOOL PASS procedures:

1. When a student needs to leave class for any reason, the student asks the teacher's permission.
2. With teacher permission, the student completes his/her pass or secures the class pass, depending on the destination. The student presents the pass to the teacher.
3. The sending teacher briefly reviews the pass and signs his/her name.
4. The student signs out of class on the sign out sheet and reports directly to the area that he/she requested to go.

65. LOCKERS

Students are not permitted to go to their lockers during class. Materials needed for classes should be accessed between classes.

Student Responsibilities:

Every student at the Ridgway Middle-High School is assigned a locker, in which they are permitted to keep books, bags, coats, hats and other belongings. Students are permitted to store only those items that are necessary for them to

complete their schoolwork and those items that are necessary for participation in extracurricular school sponsored activities. Decorating the inside of your locker is permitted provided that you follow these rules:
you are not permitted to write directly on the locker surface; use paper for signs and notes, etc.; you are not permitted to use profanity and vulgarity either written or pictorial; you must remove all decorations at the end of the school year;
you must use magnets and/or putty when decorating your locker; you are not permitted to use tape of any sort.

Student are not to give combinations/keys to other students; to share lockers with other students; to store items of contraband in the locker; to jam locker for easy access. If a locker becomes jammed or the lock no longer functions properly, it is the students responsibility to report the malfunctions to the office immediately. A locker that does not work/lock is NOT AN EXCUSE FOR CARRYING CELL PHONEs ON YOUR PERSON DURING THE SCHOOL DAY.

During the previous school year, locker vandalism was on the rise. Most vandalism was due to students not taking the time to properly open or close their lockers. Maintenance staff devoted many hours and materials to repairing lockers that were not being properly opened. Students who are observed to be attempting to open their locker (jiggling the handle up and down vigorously) without using the combination or jamming their locker or otherwise opening a locker improperly will earn a discipline referral for vandalism and will be responsible for paying the maintenance cost of labor and parts to repair the locker.

Each locker has a combination lock. Your combination lock is given to you and you are responsible for keeping that combination confidential. It is your responsibility to keep your locker locked. You are not to keep valuables in your locker. All valuables and large sums of money should be left at home. The RASD will not be held responsible for any item(s) of value that is stolen from or damaged, while it is being stored in the locker.

Administration's Responsibilities:
Your locker is the property of the RASD. Administrators of the RASD have the broad discretionary authority to maintain safety, order and discipline in the school environment and therefore the administration reserves the right to conduct periodic random searches of student lockers. A school wide locker search may be done by the administration and by trained canine units and their handlers, at any time during the school year.

An individual locker search may be conducted on the basis of the administration having reasonable suspicion that the contents of the locker may include contraband that is detrimental to the health, safety, security and welfare of the student body, faculty and staff. The following personnel are permitted to search your locker: school principal, assistant to the superintendent for special education, school psychologist, guidance counselor and/or school personnel designated by the administration may search your locker if they have reasonable suspicion. Prior to individual locker searches, the student may be notified and given the opportunity to be present; however, if there are safety issues, the student will not be present. Consideration of a student being present during a locker search will be given on a case-by-case basis. Any student who is found to be in possession of contraband either on his or her person and/or in his or her locker will face disciplinary consequences in accordance with the student handbook, school board policy and PA school code.

A locker assignment is a privilege. In order to access such a privilege, you must be willing to accept these terms.

66. COMPUTER NETWORK USAGE
All students of Ridgway Area Middle-High School are required and expected to abide by the Acceptable Use Agreement (AUA) which must be signed by both the student and his or her parent/legal guardian. Acceptable Use Agreements are distributed to students on the first day of school and are promulgated by Board Policy #815.

Purpose: All use of the Internet and computer network must be in support of education, instruction, and research and it must be consistent with the purposes of the Ridgway Area School District. The Internet and computer networks will be used to support the district's curriculum, the educational community, communications and research conducted by the District's students, faculty, staff, and administrators for legitimate purposes that relate directly to the purpose of the Ridgway Area School District.

Authority: The Ridgway Area School District reserves the right to log internet use, to monitor fileserver space utilization, to review files and communications by District users while respecting the privacy rights of both School District users and outside users. The Ridgway Area School District reserves the right to permit the unblocking of blocked sites for legitimate educational, instructional, and/or research purposes when requested by a faculty member. A blocked site is a site that contains content that could possibly expose the user to obscenities, pornography, and/or other material that is deemed harmful to the user. However, many blocked sites are of significant educational value and are also blocked when taking these security measures. For example, if a

health teacher wanted students to conduct research on breast cancer, all breast cancer sites would be blocked simply because of the reference to the word "breast". The Ridgway Area School District reserves the right to deny the unblocking of blocked sites as requested by a faculty member when the blocked site is determined to be a security risk to the District's network and technological infrastructure and/or is determined to potentially have a detrimental effect on our students, faculty, and/or administration (for example those sites containing obscenities/pornography and/or other material that is deemed harmful to the user). The Ridgway Area School District reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity.

Procedures: Only the authorized owner of the account will use network accounts for authorized purposes. Network users shall respect the privacy of other users on the system and all communications and information accessible via the network should be assumed to be private property and shall not be disclosed except for District purposes which are consistent with the objectives of this and related policies. Use of Ridgway School District's computer hardware, software, network, Internet or e-mail requires the signing of the UAU form by all users. If the user is under the age of 18 and/or is a student living with a parent or guardian, the signature of the parent or guardian is also required. The district, at its sole discretion, may waive the signature of young users or those unable to read or fully comprehend these policies and the AUA. (Parent or guardian is still required.)

Prohibitions: The use of the Internet and computer network for illegal, inappropriate or unethical purposes by students, employees or other authorized users is prohibited. More specifically:

- Use of the network and/or the Internet to facilitate illegal activity is prohibited.
- Use of the network and /or the Internet for commercial or for-profit purposes is prohibited.
- Use of the network and/or the Internet for non-work or non-school related communications is prohibited.
- Use of the network and /or the Internet for product advertisement or political lobbying is prohibited.
- Malicious use of the network and/or the Internet to develop or install programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system is prohibited.
- The creation, use or sharing of computer viruses is prohibited.
- Hate mail, harassment, discriminatory remarks, and other illegal communications on the network and/or the Internet is prohibited.
- The illegal installation, distribution, reproduction or use of copyrighted software on district computers is prohibited.
- Use of the network and/or the Internet to access material that is obscene or pornographic, material that advocates or condones the commission of unlawful acts or material that is harmful to minors (i.e. pictures or visual depictions which, taken as a whole appeal to a prurient interest in nudity, sex or perverted or lewd acts is prohibited.
- Use of the network and/or the Internet intentionally to obtain or modify files, passwords or data belonging to other users is prohibited.
- Use of the network and/or the Internet to misrepresent other users on the network and/or the Internet is prohibited.
- Use of school technology, the network and/or the Internet for fraudulent copying, communications or modification of materials in violation of law is prohibited and will be referred to appropriate authorities.
- Loading or use of unauthorized games, programs, files or other electronic media is prohibited.
- The network and/or the Internet shall not be used to disrupt the work of others; and the hardware or software of other users shall not be destroyed, modified or abused in any way.
- Use of the network and/or the Internet that results in any copyright violations is prohibited.
- Students are not permitted to have open beverage containers near computers.
- The use of computer floppy disks is strongly discouraged by the district. Students, teachers, and staff are to store data in their personal user files – not on floppy disks. If disk material is absolutely necessary, the disk must be scanned for viruses prior to being introduced to network files.

Students are advised that the school district has implemented a technology protection measure that blocks or filters Internet access to the above categories of materials or information, as well as other categories or materials or information with the school district has deemed inappropriate for viewing by students in the educational setting.

Consequences: Ridgway Area School District may implement disciplinary consequences and/or may terminate accessibility to the Internet and/or network at its sole discretion. Additionally, criminal charges may be pursued.

Inappropriate Use- The network and/or the Internet user, whether student, employee or other user, shall be responsible for damages to the equipment, systems or software resulting from deliberate or willful acts.
Failure to follow the procedures and prohibitions listed above will result in the loss of privileges to utilize the network and/or the Internet for a period of time to be determined by the building administrator who's decision shall be the result of an investigation into the nature of the violation, the extent of damage, the frequency with

which the user has violated the AUA and policy, and the potential for destruction that the user's action may have had on the security of the network and technological infrastructure.. Other appropriate disciplinary procedures may be chosen as needed, for students, employees or other authorized users. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. In no event shall the Ridgway Area School District be liable for damages, whether direct, indirect, special or consequential arising out of the use/abuse of its hardware, software and network technologies. This includes any interruption of user access.

67. USE/POSSESSION OF DRUGS/ALCOHOL/TOBACCO (board policy #227 & #222)

Being under the influence, consuming, using, or possessing alcohol, drugs, drug paraphernalia, and/or tobacco products in school or at any school sponsored function home or away, by any student whether a spectator or member of an extracurricular or co-curricular group is prohibited. Students should be aware that discussions with faculty, staff, and/or peers, within the school setting, that are specific to an individual's substance use/abuse may meet the standard of reasonable suspicion and may result in the administration conducting a thorough investigation of the subject(s) of such discussions. Based on a thorough investigation and safety assessment if the students is determined to be in possession of or under the influence of drugs, alcohol, tobacco, the student risk suspension/expulsion from school, suspension/expulsion from their extracurricular group, (such as but not limited to sporting events and competitions, awards ceremonies, dances (Prom, etc.), graduation and fieldtrips) as well as referral to the appropriate law enforcement agencies. Repeat offenders will be referred to the Board of Education for expulsion from school.

Alcohol abuse, underage drinking and substance abuse are community problems that affect individuals without regard to age or economic status. We call upon the entire community to realize the insidious and destructive nature of the inappropriate use of alcohol or substances.

The administration defines drugs and drug paraphernalia as the following. Drugs include but are not limited to any illegal substances, unauthorized substances and/or prohibited substances.

Illegal substances are defined as those substances that cannot be obtained via a prescription. Illegal substances include, but are not limited to, marijuana, heroin, club drugs (ecstasy), cocaine, crack, crystal meth, crank, hash, Special K, inhalants (chemical solvents and glue), air dusters, whip its, dxm, hallucinogens (acid, pcp, mushrooms), capsule, and methamphetamines. Students found to be under the influence of, in possession of, using, and/or consuming illegal substances during the school day, on school property, during school sponsored activities or events will face a disciplinary investigation that includes the involvement of school administration and local law enforcement.

Unauthorized drugs are substances that are prescribed by a physician and/or health care professional AND are being used by a student(s) inappropriately (not as prescribed) and/or by a student(s) who is not the intended recipient (as indicated by the prescription) of the substance. Students who use unauthorized substances are essentially using illegal substances. Unauthorized substances include, but are not limited to, anti-anxiety medication (xanax, Valium, benzodiazepines), amphetamines/stimulants (Ritalin, ephedrine), narcotics (opium, opiates, oxycotin, morphine, codeine, heroin, darvon, Demerol, methadone, and fentanyl), barbiturates (Seconal, Amytal, Nembutal), anti-depressants (Wellbutrin, lexapro, prozac), buprenorphine, asthma medication, and epi pens. If a student must take a prescription medication during the school day, the student's parents must contact the school nurse regarding the appropriate procedures or consult school board policy #210, "Use of Medication". Students found to be under the influence of, in possession of, using, and/or consuming unauthorized substances during the school day, on school property, during school sponsored activities or events will face a disciplinary investigation that includes the involvement of school administration and local law enforcement.

Prohibited substances are defined as substance that can be obtained over the counter (OTC) from local pharmacy and grocery stores. Students are not permitted to have prohibited substances on their persons and/or in their lockers. Students are not permitted to use, consume, possess or dispense prohibited substances. Prohibited substances include, but are not limited to, aspirin, Tylenol, cold and cough medications, benadryl, and/or sinus medication. If a student is in need of such medication he/she should seek medical attention from the school nurse. Students found to be under the influence of, in possession of, using, and/or consuming prohibited substances during the school day, on school property, during school-sponsored activities or events will face a disciplinary investigation that includes the involvement of school administration.

Drug paraphernalia is defined as any mechanism, item, object and/or material that is used by a student to consume and/or use any illegal, unauthorized, and/or prohibited substance(s) while in school, on school property and/or while

participating in school sponsored activities or events. Drug paraphernalia includes, but is not limited, to roach clips, bongs, rolling papers, mirrors, razor blades, pipes, straws, syringes, eye droppers, spoons, plastic tubing, and /or cards (credit, driver's licenses, etc.), Students found to be in possession of drug paraphernalia during the school day, on school property, during school sponsored activities or events will face a disciplinary investigation that includes the involvement of school administration and local law enforcement.

The administration has broad discretionary authority to maintain safety, order and discipline in the school environment, on school property and during school sponsored activities and events. In the event that the administration has reasonable suspicion that a student (enrolled in the Ridgway Area School District) is present in school, is present on school property and/or is present at school sponsored activities/events AND is under the influence of, in possession of, using, selling and/or consuming illegal, unauthorized, and/or prohibited substances and/or drug paraphernalia a disciplinary investigation shall be conducted that will involve school administration and may involve local law enforcement. Students and parents should be aware that the investigative process may include students being required to participate in a urine screen at a health care facility. The first option is Med Express facility in Ridgway and the second option is Elk Regional Health Center in St. Marys. A urine screen required as part of a disciplinary investigation that has resulted from reasonable suspicion is separate from the mandatory random and confidential urine screens required for students participating in competitive extra-curricular activities.

Parents and students should also be aware that Ridgway Area School District's administration, faculty and staff recognize that substance abuse among the student population is becoming increasingly more predominant as indicated by the frequency of drug related policy violations, as well as the frequent drug related crimes committed within the community. A student's abuse of illegal, unauthorized, and/or prohibited substances prior to, during and/or after school hours adversely impacts their academic, social, emotional, and physical well-being. In addition, the Ridgway Area School District's administration, faculty and staff recognize the deleterious effects that substance abuse has on the motivation, memory, judgment, reaction time, coordination, and performance of students engaged in instructional activities within the school environment.

As a result, the Ridgway Area School District's administration has authorized that the halls, lockers, restrooms, locker rooms, grounds, and parking lots (including vehicles parked in school parking lots and/or on school property) are subject to random, confidential searches by canines certified and trained to detect narcotics and weapons.

If any student, parent, and/or community member has any questions regarding the need for or the scope of the use of canines to conduct random and confidential searches within the Ridgway Middle High School, please contact the building principal.

Thank you for your continued cooperation with the Ridgway Area School District in their ongoing efforts to make the Ridgway Middle/High School a safer and drug free environment.

Students are reminded that the use of tobacco is prohibited within one thousand (1,000) feet of school property. Possession/use of tobacco products for the first offense subject the student to fines and court costs of no less than $50.00, or to be assigned to an adjudication alternative. Each subsequent offense will carry the same fine plus three-(3) days suspension from school and referral to the S.A.P./R.E.A.C.H. program.

Possession or use of tobacco products or smokeless tobacco by a student in a school building, van or other vehicles or on school property owned by, leased by or under the control of a school district is prohibited and a summary offense. Tobacco use or possession on buses, vans or other vehicles, owned by, leased or under the control of a school district is also prohibited by teachers, coaches and drivers. School districts must initiate prosecution. Conviction of this offense cannot be placed on a criminal record.

The Ridgway Area School District resolves to:

1. Continue to support drug and alcohol programs within the school's curriculum activity agenda. Furthermore, to provide the necessary resources to the school principals so that drug and alcohol progress can be continued and expanded.
2. Prosecute to the fullest extent of the law any individual that brings drugs or alcohol onto or into the facilities of the Ridgway Area School District.
3. Prohibit the use of alcohol by any adult engaged in a banquet activity sponsored by the Ridgway Area School District. Furthermore, request all booster clubs to consider alcohol free banquet activities. We believe that this request can be accomplished in our local restaurants, however, if not, we offer our facilities at no charge.
4. Require school principals, and support their efforts, to enact policies that prohibit student absence for reasons

other than illness or personal necessity.

5. Require school principals to immediately notify the police and parents when student absentee patterns suggest possible gathering of minors engaged in the consumption of alcohol or inappropriately using substances.

68. USE/POSSESSION OF WEAPONS (board policy #218)

Weapons and replicas or look-alikes of weapons are forbidden on school property, at any school-sponsored activity or on any school-provided transportation to school or a school-sponsored activity. Weapons shall include, but are not be limited to, firearms, knives, metal knuckles, razor blades, straight razors, matches, lighters, explosives, noxious, irritating, or poisonous gases including mace and pepper spray. Poisons or any other object designed for protection or designed to harm others, or any object intended by the student to do bodily injury or threat of bodily injury to another or other items fashioned with the intent to harm, threaten, or harass students, staff members, parents, and patrons.

Any weapon possessed on or about a person while on district property is subject to seizure and forfeiture.

Students are prohibited from possessing, bringing unto or using weapons on school property, school-sponsored activity or on any school-provided transportation to school or to a school sponsored activity. Any violation of this policy will be reported to the student's parents and to the police. An immediate suspension followed by a recommendation for expulsion and/or legal action will be taken against students who violate this policy and with students who assist in the violation of this policy in any way. An expulsion period of one (1) year minimum for any student who brings a weapon onto school property, school-sponsored activity or on any school-provided transportation to school or to a school-sponsored activity will be imposed. The Superintendent may recommend modifications of such expulsion requirements for a student on a case-by-case basis. Students may be required to participate in S.A.P./R.E.A.C.H. upon their return to school.

The Superintendent shall in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., and Pennsylvania law regarding exceptional students.

Weapons under the control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons in school buildings consistent with the requirements of 24 P.S. 13.1317.2 and any other relevant Pennsylvania law. The Superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

69. TERRORISTIC THREATS/ACTS (board policy #218)

The Board recognizes the danger that terroristic threats and acts by students present to the health, safety, security, and welfare of the district's students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat -- shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act -- shall mean an offense against property or involving danger to another person.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.
When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal may immediately suspend the student AND/OR report the student to law enforcement officials.

2. The Superintendent may recommend expulsion of the student to the Board.

If a student is expelled or suspended for making terroristic threats or committing terroristic acts, the Board or Administration may require, prior to readmission, that the student does not pose a risk of harm to others, including but not limited to counseling, psychological evaluation, SAP (REACH) Team referral or other appropriate sanctions.

If a student is expelled for making terroristic threats or committing terroristic acts upon return to school, the student shall be subject to random searches.

In the case of the exceptional student, the District will take all steps necessary to comply with the Individuals with Disabilities Education Act.

Students must be empowered with accepting responsibility for their own safety. Reporting violence is not "squealing" but rather a mature persons response to anyone who threatens the disruption of a secure environment.

Administrators and personnel cannot take threats of violence lightly. Threats of violence or suicide must result in an immediate action that includes but is not limited to the following:

A. An immediate conference with the student.
B. Parental involvement.
C. An immediate referral to the psychologist or behavioral therapist.
D. An immediate referral to an outside agency.
E. Police involvement.

70. FIGHTING

Physical altercations have no place in our schools. All fights will be investigated by the principal. Students who have been found to engage in a physical altercation shall face serious disciplinary sanctions. A high school student's 1st offense shall result in a minimum 3 day out of school suspension and charges of disorderly conduct being filed with the local law enforcement. A high school students' 2nd offense shall result in a minimum 5 days out of school suspension and charges being filed with the local law enforcement.

71. UNLAWFUL HARASSMENT

Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonable interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a Student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of inappropriate sexual behavior which could rise to the level of sexual harassment includes but are not limited to :

1. Sexual flirtations, advances, touching or propositions.
2. Verbal abuse of a sexual nature (teasing, jokes, remarks, or gestures).
3. Graphic or suggestive comments about an individual's dress or body (pin-ups; calendars; objects; graffiti).
4. Vulgar statements; abusive language; innuendoes; references to sexual activities.
5. Pressure for dates.
6. Letters, phone calls, or material of a sexual nature.

7. Sexually explicit or suggestive gestures.
8. Deliberate touching, fondling, cornering, or pinching.
9. Pressure for sexual favors.
10. Actual or attempted rape or sexual assault.
11. Being a victim of sexual rumors.
12. Having one's clothes pulled off or down.
13. Overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

Consequences of Unlawful Harassment:

Socially
Other students may laugh at unlawful harassment, but for the most part they will avoid people who participate in such behavior. At the very least they usually consider harassers perverted or crude.

Educationally
It will be the policy of the Ridgway School District that any student involved in the unlawful harassment of another student shall receive no less than a seven-day out-of-school suspension. Depending on the severity of the incident perpetrators may be recommended for expulsion.

Criminally
When the victim or their family presses criminal charges a court case will ensue. If found guilty, punishments range from large fines to incarceration. Whatever the result the convicted harasser carries a criminal record for life.

Civilly
Unlawful harassment lawsuits have resulted in settlements in the millions of dollars.

Any suspected incident of unlawful harassment must be reported to the administration immediately. All complaints must be referred to one of the following administrators:

Dr. O'Brien	Mrs. McMahon-Vargas
Superintendent	High School Principal
PO Box 447	High School Office
Boot Jack Road	1403 Hill Street
Ridgway, PA 15853	Ridgway, PA 15853
(814) 773-3146	(814) 773-3164

*For further clarification of the unlawful harassment policies of the Ridgway School District log on to www.ridgwayareaschooldistrict.com. Go to "Office of the Superintendent" then "Policies of the Ridgway Area School District". Reference policies 103, 104, 248, 348, 448, and 548.

72. BULLYING

BULLYING – intentional electronic, written, verbal or physical act, or a series of acts:

a. Directed at another student or students;
b. Which occurs in a school setting;
c. That is severe, persistent or pervasive; and
d. That has the effect of doing any of the following:
    1. Substantially interfering with a student's education; or
    2. Creating a threatening environment for any specific student or groups of students; or
    3. Substantially disrupting the orderly operation of the school.

"School setting" shall mean in the school, on the grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Bullying is prohibited in the school setting. Bullying may also rise to the level of "Unlawful Harassment" (see 71 above) Students are encouraged to report incidents of bullying to school officials. Students shall report incidents of bullying to the Administration in each school.

Prohibited bullying acts could also occur outside of the school setting if those acts are directed at another student or students and meet the requirements of paragraphs c and d above. Prohibited bullying acts occurring outside of the school setting specifically include, but are not limited to, a student's use of his/her personal computer or other electronic device outside of school.

Students are also on notice that school officials need not wait for substantial interference with education, the actual creation of a threatening environment or the substantial disruption of the orderly operation of school to occur. School officials may discipline students when it is reasonably foreseeable that the student's bullying acts pose a realistic threat of crating this substantial interference, threatening environment or disruption.

The disciplinary consequences for violating the bullying policy shall vary depending on the seriousness and pervasiveness of the bullying. Students who violate the bullying policy may be referred to the SAP program for counseling and/or peer mediation and shall also be subject to discipline ranging from detention, in school suspension, out of school suspension, to referral to the Board of Directors for expulsion. Notification of the police may occur depending on the severity of the behaviors.

Copies of this Bullying Policy shall be posted in each classroom in the District, on the District's website, and shall be posted at a prominent location within each school building where such notices are usually posted.

STUDENT SERVICES

73. SCHOOL COUNSELOR SERVICES

All students in the Ridgway Middle/High School will be scheduled for individual or group conferences at some time during the school year. Seniors and juniors will be individually interviewed to discuss graduation projects and future plans. In addition to the scheduled conferences, students should feel free to consult their counselor at any time concerning individual problems that may arise.

In the Career and Counseling Center for both the middle school and high school, students will find an extensive supply of resources, college catalogs, nursing school and trade school bulletins and a rather complete file of occupational information. All pupils are encouraged to make use of this information. Students will be informed of upcoming college representative visits and SAT/ACT application deadlines.

In addition to discussing individual problems with students, counselors assist them with course selection based on their interests, abilities, and future vocational plans. It is important for you to realize that the guidance staff is a service for you to use. Your guidance counselor is trained to help you cope with any academic, social, or emotional concerns you may encounter throughout the entire school year.

Students are also assessed through an extensive testing program provided under the direction of the middle school and high school guidance counselors. The PSSA Writing Assessments and Science Assessments are administered in Grades 8 and 11. The PSSA Reading and Math Assessments are administered in 6th, 7th, 8th and 11th grades. All high school students can take the PSAT and SAT/ACT. Sophomores and Juniors are encouraged to take the PSAT. Sophomores, Juniors and Seniors are strongly encouraged to take the SAT. The Armed Services Vocational Aptitude Battery (ASVAB) is administered to all juniors.-The Ridgway High School complies with the Pennsylvania Department of Education's regulations and guidelines regarding the administration of Keystone exams and will continue to do so in accordance with state regulations and school board policy (which will be developed during the 2011-2012 school year).

Careercruising.com is a tool that is used by the high school counselor both in career exploration classes and individual meetings with students. Each student sets up an account which creates and online portfolio that they can change or add to over their high school career and beyond. They are able to use this resources to research careers, complete career inventories, match careers with their interests, research colleges/trade school that have their major, save a resume, etc.

Another career exploration tool is the Career Café which was piloted during the 11-12 school year. This is an informative session where a community member volunteers to come into the school to discuss their career in a small group setting. Students are personally invited to these sessions based on what career interests they have saved on their career cruising portfolio. Therefore it is important to keep their portfolios updated. For more information, please contact the high school counselor at (814)776-4209.

Students are eligible to participate in a work study program as juniors and seniors, provided that they are on track to graduate, maintain passing grades, are in good standing, and have a job. To participate in this opportunity, students

and parents/guardians should meet with the administration and school counselor to discuss scheduling options and to fill out the appropriate paperwork.

A student will be permitted to drop a subject only under the following conditions:
- Written parental permission if the schedule change involves a major academic course
- A class may be dropped or added within the first two weeks of the class.

WITH THE EXCEPTION OF EMERGENCY NEEDS, ALL STUDENTS ARE REQUIRED TO SECURE A PASS BEFORE REPORTING TO THE GUIDANCE OFFICE DURING CLASS TIME.

74. SCREENING AND EVALUATION PROCEDURES

Assessments
The Ridgway Area School District has developed the following schedule for testing/assessing our students' performance at strategic grade levels at the high school:

Grade 9 & 10
a. Preliminary Scholastic Aptitude Test (PSAT), Scholastic Aptitude Test (SAT), and American College Testing (ACT) tests are available, but not mandatory
b. 4 Sight Assessments

Grade 11
a. Pennsylvania System of School Assessment (PSSA)
b. Armed Services Vocational Aptitude Battery (ASVAB)
c. Preliminary Scholastic Aptitude Test (PSAT), Scholastic Aptitude Test (SAT), and American College Testing (ACT) tests are available, but not mandatory
d. 4 Sight Assessments
e. AP Exams for students enrolled in all AP courses (required)

Grade 12
a. AP Exams for students enrolled in all AP courses (required)
b. Pennsylvania System of School Assessment (PSSA) - retakes
~~c.~~ Scholastic Aptitude Test (SAT), and American College Testing (ACT),

Students with disabilities will participate in statewide and district-wide assessments in one of the five ways as determined to be appropriate by the IEP team:
- PSSA without accommodations
- PSSA with appropriate accommodations*
- PSSA modified**
- PSSA modified with accommodations*
- PASA (Pennsylvania Alternate System of Assessment**

*Accommodations provided must be allowable by the test given and be part of the student's educational routine.
**To participate in the PSSA – Modified (PPSA-M) or the Pennsylvania Alternate System of Assessment (PASA), students must meet the specific criteria as established by the Department of Education's Bureau of Special Education. Contact the Office of Student Services at (814)776-4255 for more information.

The Board shall also grant parents whatever legal rights they have to excuse their child from formal district and statewide assessment tests upon receipt, by the school district, of written request from the parents. The results of assessments shall be made available to the professional staff so that they may better understand the strengths and weaknesses of their particular students. Additional educational/psychological testing is available through the school psychologist with parental permission. The assessments to be given are determined by a team of individuals familiar with the student. This team shall make reasonable efforts to include the student's parents.

Additional Assessments
For students eligible for special education services under Chapter 14 or for students thought to eligible, the district may provide the following assessments for transition planning purposes at the particular grade level listed or as needed.

Grade 9

a. Future Planning Inventory
b. Talent Assessment Program (TAP)
c. Parent Questionnaire

Grade 10

a. Transition Planning Inventory (TPI) – Student, Parent, and Teacher Questionnaires
b. Talent Assessment Program (TAP)
c. Assess Your Interests
d. The Quick Screen Student Worksheet

Grade 11

a. Self-Assessment
b. Guidance Input Form
c. Teacher Questionnaire
d. Talent Assessment Program (TAP)
e. Psycho-educational Assessment (intellectual assessment, academic assessment, visual-motor screening)
f. Parent Questionnaire

Grade 12

a. Final Transition Review Meeting (held in conjunction with IEP team meeting)
b. Psycho-educational Assessment (intellectual assessment, academic assessment, visual-motor screening)

Other screening measures such as curriculum-based assessment can be conducted by teachers and/or other support staff as needed or upon request. These assessments do not require parental permission.

School – Aged Screening Procedures
In compliance with state and federal law, Notice is hereby given by the Ridgway Area School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). The School District, prior to any referral of a student for evaluation, utilizes one or more of the following methods to identify possible exceptional school age persons.

1. Annual survey of exceptional children ages 3 to 21.
2. Participation in the intermediate unit child find system or hotline service.
3. Analysis of school district achievement test results
4. Parent or guardian initiated referral.
5. Referrals to and from other public and private agencies. This includes referrals from the warden of the Elk County Prison.
6. School district staff referral.

Screening methods may vary based upon need, and do not require parental approval. Parental involvement is encouraged.

If your child is identified by the district as possibly in need of a formal evaluation, parents will be notified of applicable procedures. The procedures used by the district will be in compliance with state and federal law. If a parent believes that their school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available at no cost to the parent, upon written request. Written request should be provided to the building principal or supervisor of special education.

Gifted Education Screening and Identification is available for students in the Ridgway Area School District. Students can be identified as potential candidates for an Individualized Gifted Education Plan (GIEP) by classroom teachers, parents/guardians, or other school personnel via a written referral to the building principal or supervisor of special education services. The school psychologist, within 10 calendar days of the receipt of the written request, shall acknowledge the referral in writing to the student's parent/guardian and notify designated staff to begin the Level I screening process. Specific criteria as outlined in the District's Annual Public Notice, have been established to advance the students through three levels of the screening process to determine if the student meets the criteria for being Mentally Gifted. Parent/guardians are kept informed throughout each stage of the screening process and

their input is actively sought in making the determination. Parents/guardians have the right to contest the determination made as a result of the screening process.

Individuals in need of additional information regarding child find, screening and evaluation procedures, provision of special education services, and/or rights of parents and children can consult the District Website at www.ridgwayareaschooldsitrict.com or contact the supervisor of special education, the school psychologist, the building specific administrator or school counselor.

Supervisor of Special Education	(814)776-4255
School Psychologist	(814)776-4255
Middle School Administration/Counselor	(814)773-3164
High School Administration/Counselor	(814)773-3164

At the High School level, referrals are usually processed through the R. E. A. C. H. (Ridgway Educators Assisting Children's Health) program. A parent or staff member may initiate this process by completing a referral form or contacting the high school guidance counselor, school nurse, or principal. Screening information will be used by the R. E. A. C. H. team to generate a plan to meet the student's specific needs or to refer the student for further evaluation.

The district provides for the development and continual analysis of student achievement via the analysis of various data. Data analysis may include: written work by students; other demonstrations or performances by students related to specific student performance standards; examinations developed by teachers to assess specific student performance standards; diagnostic assessments; other measures, as appropriate, which may include standardized tests. Data is available to parents at conferences or by appointment.

PLEASE NOTE: Screening activities do not serve as a bar to the right of a parent to request a formal evaluation, at any time, including prior to or during the conduct of screening activities.

75. STUDENT ASSISTANCE PROGRAM (SAP)/RIDGWAY EDUCATORS ASSISTING CHILDRENS HEALTH (R.E.A.C.H.)

This group of specially trained staff stands ready to help those with special problems dealing with alcohol, drug, or mental health concerns. Students and parents are encouraged to contact the Guidance Office if they need assistance with such issues or if they are aware of friends who need assistance with such issues.

76. HOMEBOUND INSTRUCTION

The District provides homebound instruction for individuals confined to home or hospital for a physical disability, illness or injury; urgent reasons or when such confinement is recommended for psychological or psychiatric reasons. Urgent reasons should be strictly construed and do not permit irregular attendance. The period of homebound instruction for an individual shall not exceed three (3) months. The Superintendent may request approval from the Department of Education to extend the period of homebound instruction for an individual, which shall be reevaluated every three (3) months.

Please be advised of the following conditions:

1. To be considered eligible for homebound instruction, the student's parent/legal guardian must present a medical prescription for that service. The order must state the nature and degree of the illness or disabling condition and probable duration of the illness or disabling condition. Applications for homebound instruction and homebound extensions will only be accepted from treating physicians.
2. A parental medical release must be signed and returned prior to application approval.
3. Homebound prescriptions must be renewed every thirty- (30) days and meet the requirements listed above. It is the family's responsibility to renew the order.
4. There is a strong possibility that a student on homebound instruction may not earn enough credits to graduate with his/her class because of the district's academic standards.
5. Instruction will take place in a school facility unless prohibited by medical condition. The District reserves the right to withhold individual instruction when an instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher **or** if a parent or other adult in authority is not home with the student during the hours of instruction.
6. In certain cases of expulsion or suspensions, a student may be required to pay for his/her instruction. A fee of $125.00/week or $500.00 a month is charged. Instruction will be terminated if a month elapses without payment being received. The total amount due must be paid before a high school diploma is issued

77. ALTERNATIVE EDUCATION PROGRAM

The Ridgway Area School District offers one alternative education program facilitated/supervised by a teacher. Students receive instruction via the RASD virtual academy. Students are required to attend the Alternative Education Classroom during the regular school day. Students participating in this program study the regular instructional curriculum via RASD Virtual Academy in preparation for their return to the regular education classroom. Alternative education students will have access to counseling services via the RHS SPA program. Alternative education students are required to complete the same goals and assessments that the regular education students complete. Alternative education students will receives services and support of certifies content teacher during remediation, campus center and/or scheduled office hours.

78. GENERAL EDUCATION DEVELOPMENT (GED)

Adults interested in the GED program should contact RHS at 773-3164 for additional information. A review and assessment schedule can be provided upon request.

79. HEALTH SERVICES

The school nurse is available to provide medical treatment for your child on an as needed basis. However, if your child is excessively ill please make an appointment with your family physician.

Students who become ill during the school day should report to the nurse's office. Students are not to stop in the nurse's office in between classes. They are to report to their next class and get a pass from the teacher. Only in EXTREME emergencies are students to report to the nurse without written permission. If a student is too ill to stay in school the nurse will notify a parent. **Students may not leave school until a parent has been notified and suitable arrangements have been made. All students must be picked up by a parent or parent designee. This includes those students who have driven to school in their own vehicles. Students who leave early (before 11:00 am) due to illness will be recorded as absent excused for ½ school day. This does NOT count as a medically excused absence.**

Medication during school hours is discouraged due to the numerous problems it creates. All medication required by students shall be given by parents whenever possible. You are encouraged to schedule medication around school hours by giving a dose right before your child leaves for school and immediately upon his/her return from school. If you have ANY questions concerning medication for your child, please contact Mrs. Spence @ 776-4210.

If your child needs to take **any** medication (example: pill, inhaler, nebulizer med, epi-pen) during the school day, the school nurse is required to have a **physician's order on file each school year**. Medication orders are required for both prescription as well as over-the-counter medications and herbal remedies. A parent/guardian or a responsible adult designated by the parent/guardian must deliver all medications to the school. **No student is permitted to transport their medication to school.**

Physician's Order: When the parent/guardian brings the medication to school they must also bring a **physician's order** for the medication OR have the **Physician Order Section** of the Ridgway School Medication Authorization already completed and signed by the physician. No physician will be contacted by the school nurse for an order. Please contact your physician for the order prior to bringing the medication to school. The Medication Authorization form is available in the nurse's office, in the middle/high school offices and on the district website.

Parent Permission: The school nurse needs written parental permission on file **each school year**. When the parent/guardian brings the medication to school, in addition to signing the **Parent Permission Section** of the Medication form they will sign a **medication delivery form** documenting the quantity of the medication being delivered. No more than a thirty (30) school day supply for the medication will be stored at school.

The medication must be in its original, labeled container. Medications in plastic bags or containers other than their original pharmacy container are NOT acceptable. Most pharmacists will duplicate the prescription bottle for the school as they are aware we need the original prescription to dispense medication. The school nurse can be available to receive medication the few days prior to the start of school. Please call to arrange a time as the nurses are involved in the required district in-service days. The school FAX number if you should need it is 776-4247.

Parents are also responsible to pick up medications at the end of the school year. No medication will be stored during the summer months in the nurse's office. Medication that is not picked up will be disposed of according to District policy and state/federal regulations.

If your child requires **emergency medication** such as an asthma inhaler or Epi-pen and wishes to carry it with him/her, there is a specific procedure. Permission to carry and use emergency medication while at school, while on district transportation and during school activities will be granted only when a form is completed and on file with the school nurse. This form is **The Consent for Possession and Use of Emergency Medication** and will need to be completed by the student's physician, parent/guardian, and will be signed by the school nurse after the student has met certain criteria for self-administration of emergency medication.

Mandated Health Examinations and Screenings

Although the physical and mental health of each child is primarily the responsibility of the home and parents, the school district provides not only state mandated health services but also functions to maintain and improve the health of each student while in school.

All students will have their height, weight, and vision checked each year as required by the state. Each student's Body Mass Index (BMI) will be calculated as part of the mandated Growth Screening Program in grades kindergarten through twelfth grade. Students in grades seven and **eleven** also have their hearing checked. A scoliosis screening is also done in grades six and seven. The immunization status of every student must meet the current requirements of the PA Dept. of Health.

Each student is required to have a comprehensive health examination upon original entry (K or 1) and in grades six and **eleven**. The Physician General recommends that this exam be done by the student's family physician to provide continuity of care and would be at the parent's expense. The parent/guardian is required to provide the results to the school nurse. **Eleventh** grade students will receive their schedule only if a physical exam is on file.

For each student transferring to the schools of this district, the Superintendent shall request an adequate health record, including immunization records, from the transferring school prior to enrollment.

Beginning with kindergarten vision and hearing screening and continuing through the twelfth grade, a developmental health history shall be maintained for each student in the district. The individual student records of health examinations shall be maintained as a confidential record subject to statute and the policies of this district.

A student who presents a statement signed by his/her parent or guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial health menace to the health of other persons.

Students who have been **injured at school** must report the injury to the teacher and/or school nurse at the time the injury occurs. The school is responsible for investigating the injury and filing an accident report. However, if the student fails to report the injury, the school cannot complete a thorough investigation and file an accurate accident report.

The school is not responsible for providing medical insurance for students in the event of an accidental injury at school. Parents/guardians are responsible for making sure that their child has appropriate medical insurance in cases of accidental injuries. Please contact the principal or guidance counselor to inquire about insurance options in the event that you do not have insurance for your child. These options may include, but are not limited to parents purchasing insurance through the school, CHIP, medical assistance, etc. Parents may also contact the local medical assistance office for help purchasing insurance for their child.

PARENT AND GUARDIANS ARE STRONGLY ENCOURAGED TO NOTIFY THE APPROPRIATE HIGH SCHOOL FACULTY AND STAFF IN THE EVENT THAT THEIR SON/DAUGHTER IS DIAGNOSED WITH A MENTAL HEALTH CONDITION. THIS INFORMATION IS VITAL TO ENSURE THAT THE STUDENT IS RECEIVEING REASONABLE EDUCATIONAL BENEFIT.

***Note to Parents**: if you believe that your child's mental health condition is negatively impacting on his/her academic or behavioral performance within the school setting, please contact the Office of Student Services at 814/776-4255.*

80. THE JUDGE VERNON "BUDDY" ROOF MEMORIAL LIBRARY

The library is located on the first floor of the Middle/High School Building. Librarian: Mrs. Marche, Hours: 7:30 a.m. to 2:25 p.m.

Access: Students must get permission from Mrs. Marche after 7:30 AM in the morning to use the library during the school day. Teachers must call Mrs. Marche (4211) before sending students to the library. Teachers can schedule classes in the library by scheduling with the librarian, preferably, a week in advance.

Rules: Behave appropriately. Be quiet; sit and do your work. In the library, students may not: use personal stereos, eat or drink, converse from table to table, move chairs from table to table or disturb others in any way. Students in the library are expected to be courteous and quiet at all times. Students will be asked to leave, and privileges revoked, if general principles of good behavior are not obeyed, or in case of any to damage to library materials or furnishings.

Borrowing: Library materials are signed out via computer. All materials must be checked out at the circulation desk. Give your name and the materials to Mrs. Marche at the desk.

Circulation: Books circulate 10 school days and may be renewed for 10 more days. If a book is lost, the student must pay for the book. Pamphlets and back issues of magazines circulate for ten school days and cannot be renewed. Current issues of magazines may be signed out overnight only after school. Overnight magazines are due before homeroom the following day. If the magazine is lost, the student must pay for the magazine.

81. JOB SHADOWING

Students in the 10th through 12th grades in the Ridgway Area High School will have several opportunities to take part in work-related experiences in the community. Students will learn about careers through career education classes offered in the middle and high schools. The Career Education Instructors (guidance counselors), in conjunction with the North Central Regional Planning and Development Commission, the Elk-Cameron Workforce Investment Board, the Elk-Cameron Youth Council, the Elk-Cameron Youth Consortia, and local business will provide various opportunities for cooperative education activities.

82. PEER TUTORING

Students in grades 11 and 12 are eligible to peer tutor for interested faculty members across the District. Students peer tutoring at the elementary school are responsible for arranging their own transportation. Faculty are permitted one peer tutor per period unless otherwise approved by the RAHS principal. Students participating in peer tutoring are subject to eligibility requirements. Approval as a peer tutor requires that students are in good academic standing (grades, attendance, and discipline). Peer tutoring is a graded elective and students are required to complete goals and assessments in accordance with the District's curriculum requirements.

83. WORKING PAPERS

Working papers are secured at the main office. In order to apply for working papers a student must first submit a birth certificate to the main office. The secretary will issue the student a working paper application. The application must be signed by the parent, the employer, and a physician. The application is to be returned to the main office where the student will be issued working papers.

84. DRIVER'S EDUCATION

Driver's Education classroom instruction is given to all students in the tenth grade.

85. REMEDIATION DAY

RHS no longer offers a remediation day for students at the end of the nine weeks. Students who are in need of remediation or assistance can choose to go to campus center, utilize their common remediation to get assistance, or schedule appointments with teachers before school or after school.

86. CAMPUS CENTER (high school only)

Campus Center provides academic assistance to students who are experiencing difficulty in their classes. The program addresses all areas of the curriculum. Campus Center is held Monday, Tuesday, Wednesday, Thursday and Friday from 2:30-4:30. Students are encouraged to attend the Campus Center for the following reasons:

A. Ineligible to participate in extra-curricular activities
B. Failed for the 9 week period
C. Received a progress report
D. Needs help completing assignments/preparing for tests

87. PSSA REVIEW/REMEDIATION

High School PSSA review/remediation is conducted within the regular English and math curriculums and during common remediation. RHS students who do not score in the proficient or advance category for 11th grade Reading, Writing and Math Pass's will be required to participate in remediation and must retake the PSSA test(s) in November of their senior year.

88 PARENT/TEACHER CONFERENCES

Parents desiring a conference with a particular teacher or group of teachers concerning their child's academics should contact the guidance office. Arrangements will be made at a time convenient to all parties concerned. Two district wide parent conferences are held each year: one during the month of November and one during the month of April. Parents are notified by letter of the conference dates and the procedures for setting up an appointment for a conference.

89. SURVEYS

"No Child Left Behind" legislation requires that the following policy applies to surveys.

A. Parental right to inspect 3rd party surveys
B. Parental right of privacy for surveys involving sensitive or personal information
C. Parental right of inspection of instructional materials (except tests)
D. Parental right of consent to physical exams or screenings
E. Parental right of consent to personal information for marketing or selling and any instrument to collect personal information.

Notice must be provided at the beginning of the year of expected dates of surveys and information collection.

90. ESL (English as a Second Language)

The Ridgway Area School District offers an ESL program to any student with Limited English Proficiency (LEP). Educating these students is the responsibility of the Ridgway Area School District. The program is designed to teach social and academic language skills (Reading, Writing, Listening and Speaking) to our ESL population. It is also designed to meet the cultural aspects necessary to succeed and participate in meaningful educational programs. This program will be mandated by the federal and state government for full implementation by the 2004-2005 school year. For additional information please contact the Office of the Superintendent at 814-773-3146.

Eligibility of a student to be tested:

1. Students born outside the United States
2. Students whose family members speak another language in the home other than English

How a school determines ESL eligibility:

1. Home Language Survey
2. Child find studies

Assessment and Placement of students:

1. Assess identified LEP students for instructional needs
2. Place the student in an appropriate ESL instructional level
3. Assess students for advancement in proficiency levels or program exit

91. DRUG TESTING

Parents/guardians who suspect that their child is under the influence of drugs and/or alcohol can contact Mrs. McMahon-Vargas at 773-3164 to discuss drug testing options. When voluntarily participating, results are confidential and students are not penalized for positive results. Students are required to participate in the Student Assistance Program if results are positive. Parents may request that their child participate in the Student Assistance Program regardless of test results.

92. SPECIAL EDUCATION SERVICES

If, based on the screening / referral information, a child is identified by the District as possibly being in need of special education and/or related services, the parent will be notified of the applicable procedures. Individualized services and programs are available to children who are identified as being eligible and in need of special education services due to the following conditions:

1. Autism
2. Deaf-Blindness
3. Deafness
4. Emotional Disturbance
5. Hearing Impairment
6. Intellectual Disability (Mental Retardation)
7. Multiple Disabilities
8. Orthopedic Impairments
9. Other Health Impairments
10. Specific Learning Disability
11. Speech or Language Impairment
12. Traumatic Brain Injury
13. Visual Impairment (Including Blindness)
14. Mentally Gifted*
15. Developmental Delayed (age 3 to age of beginners)

The Individuals with Disabilities Education Act (I.D.E.A.) intends to provide greater access of children with disabilities to the general curriculum. It is the belief of the district that the majority of children identified as eligible for special education and/or related services are capable of participating in the general curriculum to varying degrees with some supplementary aids and services, adaptations and modifications. All special education programs and services offered by the district reference the general curriculum and are also available at the Elk County Prison.

In compliance with state and federal law, the Ridgway Area School District will provide to each student with a protected handicap, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain benefit from the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a student with a "Protected Handicap", the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for students with protected handicaps are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education services.

*The Ridgway Area School District believes that gifted students, like all students, learn best when provided with challenging instruction, which can be delivered in a range of settings. Gifted Support Services enable the provision of specially designed instruction which is based upon each identified student's individual needs and abilities. These services are to ensure that the identified student benefits meaningfully from the rate, level and manner of instruction. Gifted Support Services may also provide the student with the opportunities for acceleration or enrichment or both. These services go beyond the program the student would receive as part of his or her general education. Programming may include the following:

*__Individualized Acceleration –__ instruction is matched to the competence level of the students

*__Individualized Enrichment__ – opportunities for the investigation of areas of interest all the student to delve into the curriculum. Instruction is matched to the student's achievement, abilities, and interests.

Confidentially: All information gathered about your child is subject to the confidentially provisions contained in federal and state law. The Ridgway Area School District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact any building principal or Office of Student Services.

The Ridgway Area School District complies with its obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). For more information or questions, please contact the district's privacy officer at (814)776-4255.

93. PSYCHOLOGICAL SERVICES

Psychological services include obtaining, integrating, and interpreting information about child behavior and conditions relating to learning, planning and managing a program of psychological services, including psychological counseling for children and/or children and their parents; and assisting in developing positive behavioral intervention strategies.

Psychological counseling is a continuum of services or interventions that will address an individual student's needs when behavior interferes with his/her learning or the learning of others. Such behaviors include internalizing behaviors such as withdrawal, depression, and suicidal threat, as well as externalizing behaviors such as verbal or physical aggression, and oppositional defiant tendencies. A continuum is in place to address the needs of all students and shall include but not be limited to:

School-wide behavior support is designed to serve all students and parents involving school wide prevention, early intervention, and intensive services for students with significant emotional and /or behavioral needs. A comprehensive array of supports is available from minimal interventions to highly intensive supports.

Classroom behavior management involves the establishment of a set of rules, rewards, and consequences within a classroom. These procedures can be implemented daily by a teacher, personal care assistant, or educational assistant, usually under the guidance of a behavior specialist, consultant, or individual trained in classroom behavior management strategies.

Behavioral Support Services are a component of psychological services. Students whose behavior adversely impacts their academic performance in school or adversely impacts one or more areas of major life functioning (such as peer interactions/relationships) may be candidates for behavioral support services. Parents, guardians, administrators, counselors and teachers may refer a student for behavioral support services by contacting the Office of Student Services at (814)776-4255.

Individual behavior support plan includes a variety of techniques to develop and maintain skills that will enhance an individual student's opportunity for learning and self-fulfillment. Interventions used shall be the least intrusive necessary. The plan will be implemented on a daily basis by all personnel involved with the student.

School consultation with a clinical provider, such as warp around service provider or behavioral specialist, with regular and special education teachers, school administrators, other school personnel and parents regarding the behavioral management of youth within the school setting on an as needed basis or as requested by outside agencies or parents. This is delivered as requested by or agreed upon by the school district.

Group psychological counseling services include regularly scheduled face-to-face interventions with small groups of youth and/or youth and their parents designed to improve functioning that allows the youth to reasonably benefit from his/her educational program. These services can be provided by outside agencies or qualified school personnel.

Individual psychological counseling services include regularly scheduled face-to-face interventions with youth and/or youth and their parents designed to improve cognitive and behavioral functioning that allows the youth to reasonably benefit from his/her educational program. This counseling may be provided by personnel from an outside agency, a certified guidance counselor, or the school psychologist.

School psychologists receive special training in child development, learning processes, emotional and behavioral adjustment, and psychological and instructional testing. The district's school psychologist can provide a variety of services to students, parents, teachers, and administrators. These services include psycho-educational testing to determine a student's academic strengths and needs, identification of students who might be in need of special education services, assistance in the development of appropriate educational plans designed to meet students' needs, individual or group counseling based on academic, social or emotional concerns, and consultation with parents and teachers about students' learning and adjustment. The school psychologist works cooperatively with students, parents, community members, and school staff to assist with providing all students with a free and appropriate education. School-based psychological services are provided free of charge through the Ridgway Area School District. For more information about the psychological services of the Ridgway Area School District, please contact Mrs. Jessica Santiso, School Psychologist, at (814) 776-4255.

94. STUDENT RECORDS

Student records are essential to the successful delivery of formal education at the elementary and secondary levels. Student records are maintained, used, and destroyed in a manner consistent with privacy rights guaranteed by state and federal law.

Notice of Rights under FERPA for:

1. **Elementary and Secondary Students of the Ridgway Area School District**
2. **Parents and Eligible Students Who Reside in the Ridgway Area School District**
3. **Parents of Incarcerated Students and Incarcerated Eligible Students Who Are Housed at the Elk County Prison**

Family Educational Rights and Privacy Act (FERPA) grants parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the date the District receives a request for access. Parents or eligible students should submit to the school principal or other appropriate school official a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parent or eligible students may ask the Ridgway Area School District to amend a record that they believe is inaccurate or misleading. They should write the school principal or other appropriate school administrator, clearly identifying the part of the record they want changed, and specify why it should be changed. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company which whom the district has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate education interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the district discloses educational records, without consent, to officials of another school district in which a student seeks or intends to enroll upon request. The district may also disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, etc. In the event a parent or eligible student does not want directory information disclosed, the parent or eligible student must inform the district in writing through the appropriate school administrator within forty-five (45) days of the publication of this notice.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

<u>The Ridgway Area School District may maintain records in two categories</u>:
CATEGORY A – This file contains the minimum personal data necessary for the operation of the school system. Identification of student (name, social security number, student identification number, etc.), names and addresses of parents or guardian, last known home address and telephone number, birth date, attendance record, classes attended and academic levels completed or services received, year of program or service completion, and when applicable, grades or marks received, grade level completed, and whether a diploma was received. The file may also include achievement test scores, honors, awards, activities, photographs, suspension records, or other similar types of information. **CATEGORY A DATA SHALL BE FILED FOR 100 YEARS.**

CATEGORY B – This file's data is verified information of clear importance such as intelligence and aptitude scores, interest inventories, health data, family information, teacher or counselor observations and reports of serious acts of misbehavior and behavior patterns. This file also contains the documents that pertain to evaluation procedures to determine if a student was eligible for special education services or for other accommodations such as Chapter 15 Service Agreements. **CATEGORY B DATA SHALL BE DISCARDED SIX YEARS AFTER THE STUDENT IS GRADUATED OR, IN THE CASE OF A TRANSFER OR DROPOUT, WHEN THE STUDENT REACHES AGE TWENTY-ONE. ELIGIBLE STUDENTS MAY ALSO REQUEST A COPY OF THEIR CATEGORY B FILE BEFORE IT IS DESTROYED.**

NOTICE IS HEARBY GIVEN TO PARENTS OR ELIGIBLE STUDENTS WHO GRADUATED IN 2007 OR EARLIER AND TO STUDENTS WHO ARE TWENTY-ONE YEARS OF AGE THAT DID NOT GRADUATE FROM THE DISTRICT DUE TO TRANSFER OR DROP OUT THAT ALL DATA MAINTAINED IN THEIR CATEGORY B FILE WILL BE DESTROYED AFTER JUNE 30, 2013. If the records are requested, the original documents will be provided. The original documents will be provided at no cost to the parent, student or district. However, for this to occur records must be picked up in the Office of Students Services during normal business hours. If the district is not contacted before the designated date, the District will presume that the parent or eligible student does not want this information. For an appointment to examine your Category B file, contact: TBA, Supervisor of Special Education Services at (814) 776-4255 before April 30, 2013.