Ringgold Elementary School

Student Handbook

2026-2027

Preparing students today for the challenges of tomorrow.

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MISSION

The Ringgold School District will provide a student-centered, well-rounded and academically rigorous education that supports every student where they are and grows them to where they need to be in order that they may follow their chosen career pathway and become leaders in an ever-changing world.

VISION

To prepare the leaders of tomorrow, one student at a time.

EDUCATIONAL VALUES

Students
We believe that ALL students have value and the ability to learn and lead.

Staff
We believe that it is our responsibility to build positive relationships with our students, to ensure that they feel valued, to create lessons that are innovative, engaging, authentic, and relevant to their lives, and to provide them with the critical thinking skills necessary to ensure that they have every opportunity to succeed.

Administration
We believe that every student deserves to be educated in a learning environment that is safe, healthy, engaging, supportive and comprised of honest, compassionate, and loyal team members.

Parents
We believe that all students deserve the opportunity to receive a high-quality education.

Community
We believe that we can produce a high-quality education in a fiscally responsible manner.

Other
We believe data must be used to drive instruction and that students learn best in a safe, nurturing, and respectful environment.

COAT-OF-ARMS

Upper Section – *The two gold rings of unity and friendship. These two rings have joined together the two former high schools of Monongahela and Donora. Emerging from the rings is the torch of learning with the "R" flame. This flame represents the new school, Ringgold.*

Lower Section – *The scroll. This symbol denotes the history of the school. One rolled end is the past and the other end, the future. On the face is the Roman numeral VII. This represents the seven municipalities that make up the school district. The hand holding the wreath signifies the victories and achievements of the school's athletics.*

DISTRICT NAME

The name Ringgold was taken from the Ringgold Cavalry which served so famously during the Civil War. The different subdivisions of the merged districts served in the Ringgold Cavalry. Also, it encourages unity, in that a letter from each of the seven districts makes up the name RINGGOLD.

Ca**R**roll
Un**I**on
New Eagle
Monon**G**ahela
G
N**O**ttingham
Fin**L**eyville
Donora

ALMA MATER

Ringgold gracious alma mater
We thy precious name revere.
May each noble son and daughter
Cherish thee thine honor dear.
May thy lamp be ever bright
Guiding us to truth and light.
As a beacon o'er dark water,
This is for thee our Ringgold High.

May the years be kind to Ringgold.
May you grow in strength and fame.
May your children fail you never
True to you a beacon flame.
May your spirit brave and strong
Honor right and conquer wrong.
This the essence of our song
Ever to you our hearts belong.

BOARD OF SCHOOL DIRECTORS

Mr. Jason Briscoe —President
Mrs. Carol F. Flament —1st Vice President
Mrs. Sherrie L. Garry —2nd Vice President
Dr. Heather Dougherty
Mr. Gene Kennedy
Mr. Paul Mountain
Mrs. A. Maureen Ott
Mr. Steven Toprani
Mrs. Heather Wilhelm

CENTRAL OFFICE ADMINISTRATION

Mr. Randall S. Skrinjorich ..... Superintendent of Schools
Dr. Greg Saraceni..... Assistant Superintendent
Mrs. Sherry Black..... Director of Pupil Services
Shannon Crombie ..... Director of Human Resources and Curricular Programs
Kimberley Moore..... Director of Finance
Ed Broadwater ..... Director of Educational Technology
William Hoffman ..... Director of Buildings and Grounds
TBD..... Director of Transportation
Clayton Shell ..... Chief of Police
Scott Stephenson ..... Athletic Director
Hanna Engle .....Executive Assistant to the Superintendent and Finance Coordinator
Ephraim Yoder.....Coordinator of Special Education and Psychological Services

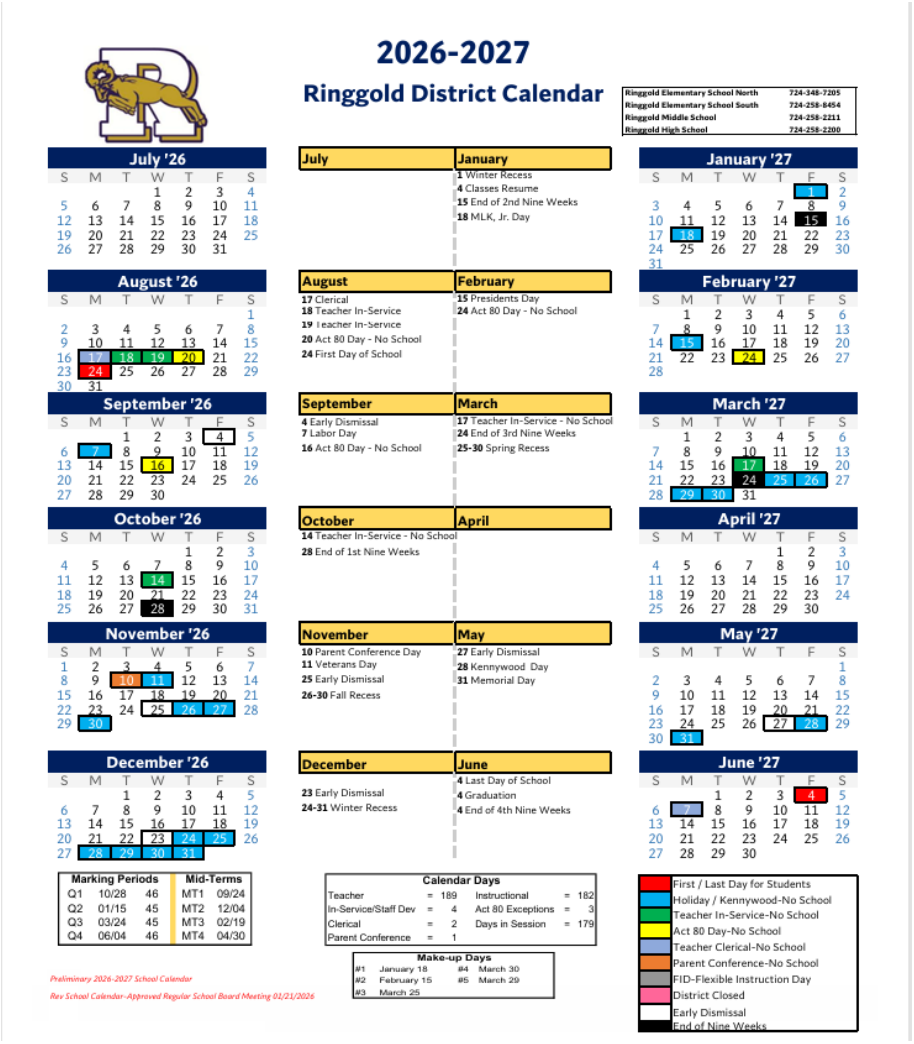
Ringgold School District
400 Main Street, New Eagle, PA 15067
Telephone: 724-258-9329
Fax: 724-258-2288

ELEMENTARY SCHOOL BUILDINGS AND ADMINISTRATION

Ringgold Elementary School North	Ringgold Elementary School South
3685 Finleyville-Elrama Road Finleyville, PA 15332 724-348-7205 Fax: 724-348-8839 Dr. Eric J. Lauver, Principal	120 Alexander Avenue Monongahela, PA 15063 724-258-8454 Fax: 724-258-7050 Mr. Marc Berry, Principal

DISTRICT WEBSITE - www.ringgold.org

2026-2027 SCHOOL CALENDAR



ACADEMIC PROGRESS & REPORTING

ASSESSMENT

GRADE	PERCENTAGE	QUALITY POINTS (SECONDARY SCHOOLS ONLY)
A – Superior	**90–100%**	**4.0**
B – Above Average	**80–89%**	**3.0**
C – Average	**70–79%**	**2.0**
D – Below Average	**60–69%**	**1.0**
F – Failure	**0–59%**	**0.0**
I - Incomplete		

O-S-N-U SYSTEM

O - Outstanding
S - Satisfactory
N - Needs Improvement
U - Unsatisfactory
I - Incomplete

Students in Kindergarten, First Grade, and Second Grade will receive standards-based report cards, which will demonstrate progress on key grade-level state standards.

GRADE PLACEMENT

Academically successful students are promoted to the next grade at the conclusion of each school year. Students who fail two or more major subjects will be considered for grade retention.

PROGRESS REPORTS

Progress reports are completed during the midway point of each nine-week grading period. These reports are completed for all students. Progress reports will be sent home and are also available on the FOCUS Parent Portal.

REPORT CARDS

Computerized report cards will be issued at the end of each of the four nine weeks grading periods. Altering report card grades is considered a violation of the school discipline code.

PARENT PORTAL

Parents/guardians may subscribe to the FOCUS Parent Portal service. A student's grades, attendance, assignments, etc. may be accessed via the Parent Portal on www.ringgold.org. Parents have been provided with a username and password. If you have difficulty logging onto the Parent Portal please send an email explaining your problem to rsdsupport@ringgold.org.

ATTENDANCE OF STUDENTS (Policy 204)

PURPOSE

All students have a responsibility to attend school regularly and promptly in order that they may receive the full benefit of the educational programs offered by the Ringgold School District. The Educational Program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The attendance policies of the Ringgold School District, Policy 204, are designed to comply with the Pennsylvania School Code and in addition, to assist the students and families in resolving problems which contribute to poor attendance (PA School Code Section 1327 and 1330).

Parents/Guardians are urged to call the attendance office prior to 9:00 a.m. each day their child is going to be late or absent.

COMPULSORY ATTENDANCE

"Compulsory school age" shall mean the period of a child's life from the time the child's parents elect to have the child enter school and which shall be no later than six (6) years of age until the child reaches eighteen (18) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

"Habitually truant" shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

"Truant" shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

CLASSROOM TEACHER RESPONSIBILITY

1. Report accurately and timely into the school management system any student's absence from school.
2. Provide make-up work for all students who have excused absences from school, including excuses for approved school activities and assure that there is no academic penalty if work is completed.

STUDENT ATTENDANCE RESPONSIBILITY

1. All student absences are either excused or unexcused.
2. Students who meet distance/cyber daily requirements remotely will be considered in attendance for the day(s).
3. It is the responsibility of the student to request make-up work from the teacher and to submit the work according to pre-established school and classroom guidelines.
4. On the day you return to school, bring in an excuse for the absence signed by parent/guardian.

PARENT/GUARDIAN RESPONSIBILITY

1. The Commonwealth of Pennsylvania requires all children between the ages of 6 and 18 to attend school unless legally excused. Parents/Guardians are responsible for their child's attendance at school. As part of their responsibility, parents/guardians are expected to provide the school with a written excuse for their child's absence within three days of returning to school.
2. The parent/guardian should contact the school if extenuating circumstances regarding a child's absence exists.
3. An excuse must be presented to the attendance office for any absence. Failure to submit an excuse within three school days upon return to school will result in the absence being marked unexcused and/or unlawful. The excuse may be provided in writing or via email and must include the following:
    a. The student's first and last name
    b. Grade level
    c. Date of absence
    d. Reason for absence
    e. Signature of parent or guardian
    f. Daytime phone number or email address of parent/guardian

Ringgold Elementary School North	RESNAttendance@ringgold.org	724-348-7205
Ringgold Elementary School South	RESSAttendance@ringgold.org	724-258-8454

Written excuses, signed by the parent or guardian, are required for all absences. Medical/Legal excuses may be required at any time when a student's absences become too frequent and regular and will be required for all absences after the of total 10 parental excused and/or unlawful absences. Extenuating circumstances will be reviewed. A letter stating such will be mailed to the parent or guardian on the occurrence of the 10th day of absence.
Please feel free to copy and use the following template as your excuse. Please complete all information.

Ringgold School District Excuse Form Student's Name (First and Last)	**Grade**
Dates of Absence:	
Full Day_____ AM_____ PM_____	
Reason:	
Parent/Guardian Printed Name and Signature:	
Home Phone: _____Work Phone:_____ Email:_____	

EXCUSED ABSENCES

1. Excused absences are prescribed by law in the Pennsylvania School Code. The following reasons will be considered an excused absence from school:
    a. A student's illness or physical injury as verified by parent, physician, or designated district staff
    b. Death in the immediate family
    c. Quarantine
    d. Observance of a bona-fide religious holiday in accordance with the student's religious beliefs
    e. Family emergency (explanation required)
    f. Recovery from an accident.
    g. Healthcare from a licensed practitioner when it is not practical or possible to receive such care outside of school hours (verification required from the health care provider)
    h. Family educational trips and tours (approved in advance)
    i. Urgent personal reasons that are approved by the school administration
    j. Court appearance (verification required)
    k. School sanctioned educational tours, trips, Extra-curricular activities, or Sport Events
    l. Suspension from school

2. A student whose absence is excused will have the opportunity to make up work assigned during the period of his/her absence. If a student missed one day, they will have one day to make up work, if the student misses two days, they will have two days to make up work, etc. It is primarily the responsibility of the student/parent to arrange make up work missed during his/her absence.

UNEXCUSED/UNLAWFUL ABSENCES

1. Absences for shopping, hair appointments and reasons other than those listed are considered unexcused. Missing the bus and oversleeping are also examples of unexcused absences. Unexcused absences include days missed because of parental neglect, illegal employment or a student being willfully absent from school without the permission of a parent/guardian and school officials.

2. An unexcused absence is an unlawful absence. Excuses must be submitted by the end of the third school day following a student's return. Excuses will not be accepted after that time. If an excuse is not received, the absence will turn to an "unexcused" absence. Once an absence has been marked as unexcused, it cannot be changed to an excused absence.

3. Ringgold School District Attendance Notification Procedures:

# of Days	Unlawful Absences	# of Days	Total Absences (Parental Excused + Unlawful)
3	● Attendance letter sent ● SAIC encouraged	10	● Attendance letter sent home via certified mail ● Medical or Legal excuses required
4	● Attendance letter sent ● SAIC scheduled ● TIPP or CYS referral		
6	● Attendance letter sent home via certified mail including copy of SAIP ● TIPP or CYS referral ● File with Magistrate ● Additional citations will be filed for each additional three (3) days of unlawful absence		SAIC = School Attendance Improvement Conference SAIP = School Attendance Improvement Plan TIPP = Truancy Intervention Prevention Program CYS = Washington County Children and Youth Services

EARLY DISMISSALS

Early dismissals from school are considered absence from school and will follow the same guidelines for classification of excused/unexcused. Students are responsible for making up all work missed in a timely fashion while being dismissed from school for excused reasons.

Students, especially those involved in extracurricular activities, are not to sign out of school and return before dismissal, except in cases of family emergency or medical/dental appointments.

If a student wishes to be dismissed early from school, he/she is required to submit to the Main Office a written statement, signed by a parent or guardian that contains the following: (Request forms may be obtained in the Main Office)

a. Student's name (first/last)
b. Grade level
c. Day and date for dismissal
d. Reason for early dismissal; if medical appointment, name of doctor and time of appointment must be included
e. Signature of parent or guardian
f. Phone number where parent/guardian may be contacted during the day. No early dismissal will be granted without a parent/guardian available unless verification via phone has been given along with the written notification.

Procedures for early dismissals:

1. Requests must be presented to the attendance secretary in the Main Office for approval. At that time, the student will receive a pass to leave class and report to the Main Office at the time of their dismissal.
2. All students leaving for early dismissals must be signed out at the time of dismissal by a parent/guardian or designated school official.
3. Students returning from an early dismissal are to report to the Main Office and sign in. If returning from a doctor's appointment, verification must be submitted at that time. A pass to class will be issued by the Main Office.
4. A student who becomes ill or injured during school must report to the nurse. A parent will be contacted, and the pupil will be dismissed if necessary. Students signed out without being seen by the nurse will be considered unexcused for the remainder of the school day.
5. No student is permitted to leave the school building for any reason without the knowledge and permission of the appropriate school officials.

TARDINESS

Students are expected to be at school and in their first period class by the start of school. Excessive tardiness to school is not acceptable. Students are expected to be in their homerooms on time unless they enter with a written excuse from a school official verifying legitimate reasons for the lateness. Tardiness could result in discipline.

A student who arrives at school after the school's start time should report directly to the Office. A student who arrives to school after the school's start time will be marked tardy. A written excuse which includes a contact phone number and is signed by a parent must be submitted to the attendance secretary. If no excuse is presented at the time of entry, the tardy will be unexcused. Doctor appointments must be verified by written notification from the doctor. Sleeping in, alarm not going off, car trouble, and like excuses are not considered acceptable reasons for being tardy and will be considered unexcused.

1. Students who are tardy to school will need to have an excuse upon arrival at school. Failure to turn in a note upon arrival will result in tardiness being unexcused.
2. After the fourth unexcused tardy, a letter will be sent home.
3. Further unexcused tardies will result in a possible referral to the magistrate.
4. Any student who is tardy (Excused or Unexcused) for ten (10) days without proper medical documentation will be required to submit a doctor's note for subsequent tardies.

School	Normal School Day	Half Day Mark
Ringgold Elementary (North & South)	8:50am - 3:35pm	11:51am

EDUCATIONAL TOURS/ SCHOOL SPONSORED STUDENT TRIPS

Upon receipt of an approved “Educational Trip Request” form from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents/guardians. When such a tour or trip is so determined by the District Superintendent or his/her designee to serve an educational purpose and pupil participants therein are subject to direction and supervision by an adult acceptable to the District Superintendent/designee, and to the parents of the pupil concerned, the trip will be subject to the following conditions:

1. Educational tours or trips will be considered for approval if the District Superintendent or designee determines that such a tour or trip will be of educational significance to the student. For the District Superintendent or designee to make such a determination, the parent shall provide a written request for excusal which shall indicate the days to be missed, the destination of the tour or trip, and the reason why the tour or trip could not be taken on days when school is not in session. THE TOUR/TRIP MAY NOT EXCEED Five (5) DAYS.

2. Unless some emergency arises, such requests shall be made at least two (2) weeks prior to the date of the tour or trip.

3. Unless some unusual family circumstances exist, such tours or trips shall not be approved during the final two (2) weeks of the school term. Students who are absent (excused) during final exams will have the opportunity to take their finals upon their return. Educational tours or trips will not be approved for the days of standardized testing (State-Mandated Assessments, NAEP, PSSA, Keystone, etc.)

4. If more than one child in a family is taking the tour or trip, the requests for the children shall be made to the Principal of the school of each involved child so that their absences may be cleared up by the appropriate principal.

5. All schoolwork missed during the approved tour or trip shall be made up on the "initiative of the student and at the reasonable convenience of the teacher." Students may not be excused for more than 5 days per year for educational tours.

6. School-sponsored trips which are one day or more in length are included in the 5-day trip/tour limitation. Students and their parents must exercise caution in arranging educational trips or in granting permission for student participation in school-sponsored trips or club-sponsored off campus activities. The purpose of the limitation is to align the policies of the Ringgold School District with the 5-day trip/tour limitation prescribed by the Pennsylvania State Department of Education. Students may find it necessary to choose which tours/trips they are able to attend. Students participating in school sponsored tours/trips must travel with the school group unless specific permission to do otherwise is granted, both by the activity sponsor and the Principal of their school.

7. Educational trips **will not** be approved for students with over 10 days parental excused and/or unlawful absences from school or who are failing two or more courses at the time of the request.

8. Students attending any school sponsored student trips or overnight field trips are bound by all school policies and rules as well as any additional guidelines established by the sponsoring teacher/class/organization. Students attending school sponsored field trips are also subject to eligibility requirements. Student grades will be monitored by the trip sponsor and will be reported on a weekly basis. Students who do not meet eligibility requirements, have 15 or more days absent one week prior to the date of the trip and or students with serious/chronic behavior problems will be ineligible to attend.

EDUCATIONAL TRIP FORM

If a student wishes to take an educational trip, it may extend up to a maximum of five (5) days. Approval must be given by the Administration at least two (2) weeks prior to the trip.

If school officials determine that the number of trips/tours taken becomes excessive over the school year, they reserve the right to determine whether additional trips should be taken.

Date of Application: _____

Student's Name (please print): _____

Grade: _____ Homeroom Number: _____

Date(s) of Proposed Absence: _____ thru _____

Number of days absent: _____

Person(s) directing and/or supervising student during above absences (please print):

_____

Please list your prior requests this school year including dates:

_____

PLEASE ATTACH THE ITINERARY OF THE EDUCATIONAL TRIP

I agree that all of the above information is correct.

Parent/Guardian Signature: _____ Date: _____

……FOR SCHOOL USE ONLY……

Approved _____ Unapproved _____

Administrator's Signature: _____ Date: _____

PLANNED FAMILY TRIPS

Students who will be missing school for planned family trips are to bring in a note from the parent at least two weeks in advance stating the dates the student will be absent and the purpose of the trip, so that it may be approved by the principal. Students are responsible for seeing their teachers before going on the trip to get their homework assignments – the office will not request work for these days. **Note**: Any absences for trips count toward total days absent for the school year.

MAKE-UP ASSIGNMENTS

If a student is absent for a prolonged period of time, it is the responsibility of the parents to request assignments for work covered during the time of absence. Assignments are not sent home unless the student is absent for two or more days. It is the student's responsibility to make up work when he/she returns after a short absence and to complete the work assigned if the period of absence is longer. If the call for assignments is not made prior to 8:30 AM, the assignments may not be sent home until the following day.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
ATTENDANCE POLICY 204

Truancy & Cyber Charter School Transfers

As of 2026, Pennsylvania has updated truancy laws through Act 47 (2025), specifically targeting cyber charter school transfers. Habitually truant students (6+ unexcused/unlawful absences) are prohibited from transferring to a cyber charter school during the school year unless a judge determines that the transfer is in the best interest of the child. These schools now mandate a stricter attendance tracking, including wellness checks.

BOOKS AND OTHER EDUCATIONAL MATERIALS

Students are responsible for books and other educational materials assigned to them including Chromebooks and other technology. Lost or damaged textbooks, equipment, technology, library books, or other educational materials will be paid for by the student at the full cost of the replacement. Students will be charged for any book that needs to be rebound due to damage.

Because books are of various copyright years, we will implement a plan requiring the following:
90% payment of books 1 year old
80% payment of books 2 years old
70% payment of books 3 years old
60 % payment of books 4 to 9 years old
10 % payment of books 10 years or older

Note: Unpaid debts will result in a hold on student accounts which could jeopardize participation in school activities, promotion, or graduation.

BUS TRANSPORTATION

The Director of Transportation is responsible for assigning buses and has established a policy in regard to student bus assignment. A student is to ride only those buses which are specifically assigned to him/her to prevent overcrowding and also to provide the most convenient route for buses. If an emergency occurs and the student must ride another bus, a written request from the parent/guardian must be presented to the office indicating the following: student's full name, grade level, and assigned bus number; the date of and reason for the change; the bus and stop requested; full name of the student with whom the requesting student is traveling; the phone number where each parent/guardian can be reached to verify the request. The principal will then issue a boarding pass to the student on the day that the bus change is necessary, after confirming with parents/guardians. This pass is to be presented to the driver. No bus pass will be issued without verification by the school.

PARENTS/GUARDIANS AND STUDENT RESPONSIBILITIES

A school bus is an expensive piece of equipment purchased for the purpose of saving your children a long walk to and from school. Join our safety team and see that your child learns to obey the rules and regulations of riding a school bus, which is a privilege that can be suspended if the student fails to obey the rules and regulations of the school district. Conduct detrimental to the safety of others will be reported to the school principal. Students who do not follow the rules will be subject to the Student Conduct and Discipline Code attached to Board Policy 218, which may result in suspension from the bus transportation to and from school.

RULES/REGULATIONS

The driver oversees the pupils on the bus. Pupils must obey the driver promptly and appropriately.

- Pupils must be on time; the bus cannot wait for tardy students.
- Wait at the bus stop in an orderly fashion until the bus arrives.
- Board the bus single file without shoving and crowding others.
- Take your seat promptly and face the front of the bus at all times.
- Do not stand while the bus is in motion.
- Loud and boisterous talking is not permitted. Do not call to students several seats away.
- Horseplay and rowdy behavior are not permitted and will not be tolerated.
- Throwing objects on the bus is not permitted and will not be tolerated.
- Do not litter or deface the bus in any way.
- Do not place your feet or arms in the aisle.
- Do not place your head, arms or any part of the body out of the bus window.
- Place your books, backpacks, and bundles where they cannot slide or fall.
- Do not talk to the driver while the bus is in motion unless it is an emergency.
- The driver may assign each student a seat; he/she must sit in this seat.
- Remain seated until the bus comes to a complete stop.
- Never throw anything out the bus windows.
- Help keep the bus clean and sanitary.
- The use of laser pointers or similar devices are not permitted on school transportation, and students may not be in possession of such devices.
- The possession or use of any tobacco products, nicotine delivery product, illegal substances, or look-a-like products is not permitted; violators will not be permitted to ride the bus, and will be cited under the terms of the PA School Code's Tobacco Policy.

During a breakdown**,** students are not permitted to leave the bus until instructed by the driver. A reserve bus will be sent to continue the run as soon as possible.

Students who violate these rules may be suspended from riding the bus; the number of days suspended will be determined at the principal's discretion. Any student vandalizing the bus will also be required to make financial restitution. In addition to these consequences, students can be cited and brought before a magistrate for civil action.

CAFETERIA / EATING AREAS

Students are restricted to the cafeteria areas during the period they have been assigned to lunch. Restrooms are available in the area adjacent to the cafeteria. FOOD MAY NOT BE CARRIED FROM THE CAFETERIA / EATING AREA TO CLASSROOMS, IN THE CORRIDORS, OR OUTDOORS without Teacher or principal permission. Students are not to bring large quantity food items (such as large bags of chips, 2-liter bottles of drinks, whole cakes, etc.) to school for lunch. Students are discouraged from bringing candy to school. The practice of sharing food is discouraged. The lending of money is also discouraged, and students are not to lend their lunch number to other students. As a safety precaution, no drinks in glass bottles are permitted in school. Students are expected to conduct themselves in an orderly manner and not cut lines or display discourteous manners while being served food and eating. Courtesy to others and respect for the law and property are expected. Students who do not follow cafeteria rules may be subjected to disciplinary action.

CHEATING/PLAGIARISM

No student should intentionally possess, handle or transmit any device that would be construed as being utilized to deceive or defraud the school. Collaboration by students when taking assessments is prohibited.

Depending on the severity of the incident, the teacher may issue a warning or failure of that particular activity, assignment, quiz or examination. The parent/guardian will be notified by the teacher and the infraction will be documented in a manner similar to other disciplinary incidents.

Repeated cheating in the same course of study is considered to be more serious and requires additional disciplinary action. All cases of alleged repetitive cheating should be referred to the principal by the teacher, in writing, by the end of the school day on which the incident occurred. The parent will be informed as soon as reasonably possible following the incident. The student may receive a failing grade for the marking period for which the work was to be counted.

FORGERY

No student may forge, falsify, alter or misuse any school document or communication of the school.

CHILD FIND

NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS
RINGGOLD SCHOOL DISTRICT
CHILD FIND AND ANNUAL NOTICE TO PARENTS

(CFR 300.125)

In compliance with state and federal law, Ringgold School District will provide to each protected handicapped student without discrimination or cost to the student or family, whose related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, 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 "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students or eligible students, contact the office of Pupil Services at (724) 258-7141.

Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents and describe the parent's rights with regard to confidentiality of information that will be obtained during the process. Each school district shall also conduct awareness activities to inform the public of gifted education services and programs and the manner by which to request these services and programs.

The content of this notice has been written in English. If a person does not understand any of this notice, he/she should contact Ringgold School District and request an explanation.

Intermediate Unit I acts as a MAWA, a public education agency that provides early intervention to eligible three to five year olds who live in Fayette, Greene, and Washington counties. Throughout the notice, the reader will find references to the IU, the MAWA, or to the MAWA agency - all referring to Intermediate Unit I for the purposes of this notice.

IDENTIFICATION ACTIVITY
Child Find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are

suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services.

The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities, that if found to cause a child to need services are: Autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness, in the case of a child that is of preschool age developmental delay. Screening activities are also conducted to determine student need for gifted support services.
The Ringgold School District provides educational services for all eligible students either through district-operated classes, contracts with Intermediate Unit I, or Approved Private Schools. Classes providing Learning Support, Life-Skills Support, Emotional Support, Physical Support, Multiple Disabilities Support, and Autistic Support are available for students at the beginning of school age through age 21, if necessary. Additional services include hearing, vision, and speech and language support. Students found to meet eligibility criteria as "mentally gifted" may receive services through the district's Gifted Support programs.

Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information. This notice is intended to meet this requirement.

Identification activities are performed to find a child who is suspected as having a disability that would interfere with his/her learning unless special education programs and services are made available. Children suspected of being "mentally gifted" who need specially designed instruction not ordinarily provided in the regular education program also go through screening activities. These activities include: review of group data, conduct hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for identification. After a child is identified as a suspected child with a disability, he/she is evaluated, but is not evaluated before parents give permission for their child to be evaluated.

Ringgold School District will follow procedures outlined in the special education regulations (Chapter 14) for determining eligibility and need for special education services. Chapter 16 regulations will be followed to determine eligibility and need for Gifted Support services.

Each LEA's public outreach awareness system includes methods for reaching homeless children, wards of the state, children with disabilities attending private schools, and highly mobile children, including migrant children.

CONFIDENTIALITY (CFR 300.127)

If after screening, a disability is suspected, upon your permission, your child will be evaluated. Written records of the results are called an education record, which are directly related to your child and are maintained by the school district. These records are personally identifiable to your child. Personally identifiable information includes the child's name, the name of the child's parents or other family member, the address of the child or their family, a personal identifier such as social security number, a list of characteristics that would make the child's identity easily traceable or other information that would make the child's identity easily traceable.

Ringgold School District will gather information regarding your child's physical, mental, emotional and health functioning through testing and assessment, observation of your child, as well as through review of any records made available to the school district through your physician and other providers of services such as day care agencies.

Ringgold School District protects the confidentiality of personally identifiable information by one school official being responsible for ensuring the confidentiality of the records, training being provided to all persons using the information, and maintaining for public inspection a current list of employee's names and positions who may have access to the information. Ringgold School District will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at designated intervals, except general information such as your child's name, address, phone number, grades, attendance record and classes attended, grade level completed, may be maintained without time limitation.

As the parent of the child you have a number of rights regarding the confidentiality of your child's records. The right to inspect and review any education records related to your child are collected, maintained, or used by the school district. Ringgold School District will comply with a request for you to review the records without unnecessary delay before any meetings regarding planning for your child's special education program (called an IEP meeting). Should you and your school district disagree about your child's special education supports and services and a due process hearing is requested, the school district will furnish you with the opportunity to inspect and review your child's records, within 30 days.

You have the right to an explanation and interpretations of the records, to be provided copies of the records if failure to provide copies would effectively prevent you from exercising your right to inspect and review the records, and the right to have a representative inspect and review the records. This review is conducted with the assistance of an appropriate school district staff member.

Upon your request, Ringgold School District will provide you a list of the types and locations of education records collected, maintained, or used by the agency. Additionally, the Ringgold School District will charge a fee for copies of records made in response to your request except, it will not

charge a fee if doing so will prevent you from inspecting and reviewing your child's records. A current list of reasonable fees relative to records request is available in the district's central office. The district will not charge a fee to search or retrieve information.

You have the right to request in writing the amendment of your child's education records that you believe are inaccurate or misleading, or violate the privacy or other rights of your child. Ringgold School District will decide whether to amend the records within 45 school days of receipt of your request. If Ringgold School District refuses to amend the records you will be notified of the refusal and your right to a hearing. You will be given at that time, additional information regarding the hearing procedures. Upon written request, the district will schedule and provide written notice of the hearing to challenge information in your child's education files.

Parent consent is required before personally identifiable information contained in your child's education records is disclosed to anyone other than officials of the school district collecting or using the information for purposes of identification of your child, locating your child and evaluating your child or for any other purpose of making available a free appropriate public education to your child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Additionally, Ringgold School District, upon request, discloses records without consent to officials of another school district in which your child seeks or intends to enroll.

A parent may file a written complaint with the Pennsylvania Department of Education at the address below alleging that the rights described in this notice were not provided.

Pennsylvania Department of Education

Bureau of Special Education

Division of Compliance

333 Market Street

Harrisburg, PA 17126-0333

The Department of Education will investigate the matter, issue a report of findings and necessary corrective action within 60 days. The Department will take necessary action to ensure compliance is achieved.

Complaints alleging failures of the school district with regard to confidentiality of personally identifiable information may also be filed with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Ave, SW

Washington, DC 20202-4605

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.
- Ringgold School District will provide ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact the central office, Director of Pupil Services Department, at Ringgold School District (724) 258-7141.

EARLY INTERVENTION IDENTIFICATION

In Pennsylvania, a child between three years of age and the school district's age to begin school who has a developmental delay or one or more of the physical or mental conditions listed above, will be identified as an "eligible young child". The parents of these children have the same rights described above.

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. Screening for preschool children is available through the Child Alert Program operated by Intermediate Unit 1. To schedule an appointment for screening call IU1 at 1.800.328.6481. For additional information, contact your local school district.

POTENTIAL INDICATORS OF WEAKNESSES IN THE DEVELOPMENTAL DOMAIN AREAS AND OTHER RISK FACTORS THAT COULD INDICATE A DISABILITY (Requirement of Section 14.212(b))

A developmental delay is determined by the results of a developmental evaluation. The results of one or more domain areas (adaptive, personal-social, communication, motor or cognitive) have to show at least a 25% delay or a score of 1.5 standard deviations below the mean (Standard Score of 77 or below). The delay results in the need for specially designed intervention/instruction (SDI) in order to participate in typical activities and routines.

Children with a developmental delay may show weaknesses in the following areas:

Adaptive - Pre-Kindergarten aged children with a developmental delay may have difficulty dressing/undressing, using utensils to eat, removing shoes without assistance, distinguishing between nonfood/food substances, or have difficulty with toileting needs. One may have difficulty moving independently around the house, understanding that hot is dangerous, putting away toys when asked, indicating an illness or ailment to an adult, or demonstrating caution and avoiding common dangers.

Personal-Social - Pre-kindergarten aged children with developmental delay may have difficulty responding positively to adult praise, rewards or promise of rewards; greeting familiar adults spontaneously, enjoying simple stories read aloud, helping with simple household tasks, initiating social interaction with familiar adults, expressing affection/liking for peers, playing cooperatively with peers, stating first name, last name, age, or whether he is male/female; using objects in make-believe play, using "I" or "me" to refer to himself, or recognizing facial expressions of common emotions.

Communication - Pre-kindergarten aged children with a developmental delay may have difficulty following 2-step verbal commands, associating spoken words with pictures, recalling events from a story presented orally; engaging in extended and meaningful nonverbal exchanges with others,

using words to get his needs met, responding to "yes" and "no" questions appropriately, or asking "wh" questions.

Motor - Pre-kindergarten aged children with a developmental delay may have difficulty running without falling, kicking a ball without falling, walking up and down steps alternating feel without assistance, walking backward, imitating the bilateral movements of an adult, pointing with his index finger independent of the thumb and other fingers, scribbling linear and/or circular patterns spontaneously, using the pads of fingertips to grasp a pencil, holding a paper with one hand while drawing or writing with the other hand, fastening clothing without assistance, cutting with scissors, copying a circle, or imitating vertical and horizontal markings.

Cognitive - Pre-kindergarten aged children with a developmental delay may have difficulty attending to one activity for 3 or more minutes, reciting memorized lines from songs or TV shows, showing interest in age-appropriate books, matching/naming colors, responding to one and one more, giving three objects on request, matching shapes, identifying objects by their use, identifying items by size, identifying colors of familiar objects not in view, or identifying simple objects by touch.

OTHER FACTORS THAT COULD INDICATE A DISABILITY

Developmental disabilities are birth defects related to a problem with how a body part or body system works. They may also be known as functional birth defects. Many of these conditions affect multiple body parts or systems. Researchers have identified thousands of different birth defects. Birth defects can have a variety of causes, such as:

Genetic problems caused when one or more genes doesn't work properly or part of a gene is missing, problems with chromosomes, such as having an extra chromosome or missing part of a chromosome, environmental factors that the expectant mother is exposed to during pregnancy, such as Rubella or German measles or if she uses drugs or alcohol during pregnancy.

FACTORS CONSIDERED WHEN DETERMINING MENTAL GIFTEDNESS

1. The child performs a year or more above grade achievement level in one or more subjects as measured by a nationally normed and validated achievement test.
2. The child demonstrates rates of acquisition/retention of content and skills reflecting gifted ability.
3. The child demonstrates achievement, performance, or expertise in one or more academic areas as evidenced by products, portfolios or research, as well as criterion-referenced team judgment.
4. he child demonstrates early and measured use of high level thinking skills, academic creativity, leadership skills, intense academic interest, communication skills, foreign language aptitude, or technology expertise.

5. The child demonstrates that intervening factors such as English as a second language, disabilities, gender or race bias, or social/cultural deprivation are masking gifted abilities.

DELAY OR CLOSING OF SCHOOL

Emergency announcements pertinent to the delay or closing of school will be made on major local radio stations and TV and the district's auto call. Students and families are asked not to call the school offices concerning delays or closings of school. They should pay particular attention to radio and television announcements during periods of inclement weather. Information will also be available on the Ringgold District Website (www.ringgold.org).

DISRUPTIVE BEHAVIOR (Policy 218)

It is the student's responsibility to always conduct themselves in a scholarly manner. The Ringgold School District Student Conduct and Discipline Code in Student Discipline Policy #218 provides that students may be assigned disciplinary consequences if students "disrupt the learning climate of the school." Consequences may vary based on the nature of the disruption and the disciplinary record of the student.

Unless otherwise permitted by a teacher for an educational purpose, toys, games, electronic games, and other entertainment apparatus are not to be used at school. These items will be confiscated and returned to a parent. Toys such as large or small stuffed animals or figures, squirting toys of any kind, or any other play items are not to be brought to school.

Running, shouting (boisterous behavior), and inappropriate language are not acceptable in the halls, classrooms, restrooms, or school functions and will be subject to disciplinary action.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
STUDENT DISCIPLINE POLICY 218

DRESS CODE (Policy 221)

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

- Face coverings such as appropriate personal protective equipment that cover the nose and mouth are permissible when medically warranted or required by local, state or Federal regulations.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

It has been interpreted that article of clothing such as hats, hoods, bandanas or other head coverings, tank tops, midriff tops, mesh shirts, crop tops, gloves, and **flip-flops** and other **backless shoes** are not appropriate school dress and may not be worn in school**.**

- Short shorts are not to be worn in school. Shorts, skirts and dresses must be no more than 3 inches above the knee.

- Jackets/coats are to be placed in lockers upon arrival at school, and are not to be worn during the school day.

- Shirts or other articles of clothing that display inappropriate symbols, pictures, language or innuendos, and advertisements for alcoholic beverages/narcotic substances or their use or consumption will not be tolerated. Students will be asked to remove, change, or turn the clothing inside out. Revealing clothing or clothing that exposes the torso is not permitted.

- Sunglasses may not be worn in school (unless warranted by a medical condition and verified by the school nurse.

- Head coverings are not to be worn in the school building unless the head covering is directly related to one's traditional religious or cultural beliefs, or for a medical reason. Administrative approval should be sought for approval of these situations.

- Students must wear shoes with backs. Backless shoes, flip flops and slides are not appropriate at the elementary school.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
STUDENT EXPRESSION/DISTRIBUTION & POSTING OF MATERIALS POLICY 221
DRESS CODE POLICY 221

DRUG AND ALCOHOL POLICY (Policy 227)

The use of drugs and alcohol by the students of the Ringgold School District is directly harmful to the school district's educational mission. The school district strongly endorses the concept of prevention through education and supports the use of classroom instruction to inform students

about drugs and alcohol. The school district's goals are to educate, to intervene through early identification, to make appropriate referrals for treatment, to develop a support system for students and to ensure through appropriate disciplinary measures that the educational mission of the district is achieved.

A student of the Ringgold School District shall not possess, use, distribute, furnish, be under the influence of, or sell alcohol or any drug, prescription drug or controlled substance, drug paraphernalia or look-alike substance as defined below, which has not been properly registered with the School Nurse as provided herein:

- While on school property at any time;
- During school events, functions or activities conducted off school property;
- While on any conveyance (whether public or private) providing transportation to or from school facilities, events, functions or activities; and
- While a school district student is traveling to or from a school facility, event, function or activity.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
DRUG AND ALCOHOL POLICY 227

ELECTRONIC DEVICES & CELL PHONES (Policy 237)

Cell phones, music devices (iPod, mp3, etc.) or any other electronic devices are only permitted to and from school and after dismissal; they are not permitted in the students' possession during the school day. The use of these items will not be tolerated. These items will be confiscated and returned to a parent or guardian by the end of the school day at the main office. Any subsequent infractions will result in confiscation of the item, disciplinary action, and a parent or guardian must come to the school to pick up the item.

Parents/Guardians should not call or text the student during school hours. In emergency cases, a message will be taken and transmitted to the student through the main office. Students will not be called to the office for a telephone call except in cases of emergency. Students who intend to stay for the after-school activities should be considerate and arrange for rides home in advance. The office phone is not available after school or after activities.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
ELECTRONIC DEVICES POLICY 237

ENROLLMENT (Policy 200) & HOMELESSNESS (Policy 251)

Enrollment throughout the school year occurs online at https://www.ringgold.org/new-student-registration. Annual Kindergarten registration dates will be set in the spring at the school for incoming Kindergarten students.

The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.

The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.

The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation, and success in school of homeless students, based on the recommendation of the Superintendent.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
ENROLLMENT OF STUDENTS POLICY 200
STUDENTS EXPERIENCING HOMELESSNESS POLICY 251

EXTRA-CURRICULAR ACTIVITIES (Policy 122)

Students and parents are reminded that first and foremost Ringgold School District is a place where students come to receive an education in a pleasant, safe school environment. Student behaviors that infringe on permitting this to occur will not be tolerated. Throughout the year many social or fun activities are scheduled for students during the school day, after school, both on and off campus that are free or paid for by the students. Student attendance and participation in these events is a privilege and subject to certain restrictions.

While most students enjoy coming to school and follow the rules of good conduct and character, there will be those who violate the rules and choose to disrupt the learning process for themselves and others. Any student who is disruptive or violates the rules and regulations of the school or district shall forfeit the privilege of participating in school activities such as, but not limited to, dances, intramurals, spectator at athletic events, field trips, or assemblies as determined by the principal, assistant principal, or by the recommendation with good reason by any teacher.

The privilege to participate in student activities may be denied for, but not limited to, the following reasons:

- Receiving an out of school suspension.

- Receiving an in-school suspension.
- Receiving an in-school detention.
- Being absent on the day of the activity without a medical excuse presented on the day of the activity.
- Tardy on the day of the activity.
- Excessive tardiness to school during the school year.
- Leaving school early without a medical excuse on the day of the activity.
- Excessive unexcused absence from school during the school year.
- Receiving a magistrate or court citation for illegal absence from school.
- Misbehavior at any student activity on or off campus.
- A parent request for their child not to attend an activity.
- Receiving a bus suspension.
- Continued school misbehavior.
- Receiving a Magistrate or Court Citation for violating district student policies.
- Being assigned to an after-school program by the district, Magistrate, or court.
- A teacher request for failure to participate in class, turn in homework or class assignments

The privilege to participate in student activities will be determined in each quarter of the school year and will apply to all activities during that time period. Continued violations of the rules on the part of the student will mean an extension to be denied the privilege of participation in student activities.

SOCIAL ACTIVITIES

Social activities (dances, parties and related functions) will be scheduled periodically in the evenings and during the school day. All social activities are limited to the students of the home school only. Classroom parties are not permitted without prior principal approval.

TRANSPORTATION
Transportation to and from all extracurricular activities is the responsibility of parents / guardians unless otherwise specified. If a student is not picked up promptly at the conclusion of such activities, he/she may forfeit the privilege of attending such events.

FIREARMS AND OTHER WEAPONS (Policy 218.1)

Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. Weapon shall be defined to include, but not be limited to, any knife; cutting instrument; cutting tool; nunchaku; firearm; shotgun; rifle; replica of a weapon; and any other tool, instrument, or implement capable of inflicting serious bodily injury.
A student shall not knowingly possess any firearm or other weapon:

- On school property during and immediately before and after school hours, or at any other time when the school is being used by an authorized school group;
- During school events, functions or activities conducted off school property;
- On any conveyance (whether public or private) providing transportation to or from school facilities, events, functions or activities; and
- While a District student is traveling to or from a school facility, event, function or activity.

Weapons and firearms possessed with prior approval from school administrators and used in conjunction with an authorized school activity (i.e. rifles for rifle team, starting pistol for track team) are exempted from this policy.

Violators will be subject to district discipline and possible criminal charges.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
WEAPONS AND DANGEROUS INSTRUMENTS POLICY 218.1
TERRORISTIC ACTS AND THREATS POLICY 218.2

FIRE / SEVERE WEATHER / SAFETY DRILLS (Policy 805)

Fire, Severe Weather, and Safety drills are conducted at certain intervals during the school year. In case of a drill, listen calmly to the directions given to you by the teacher or principal. Go quietly and calmly to the place to which you are assigned. Fire and severe weather directions are posted in each room. Students are asked to read and become familiar with them. In the event of a real emergency, move to the proper area of the building in the same manner as if it were a drill.

School security drills are designed to practice procedures to respond to other emergency situations such as an act of terrorism, armed intruder situation or other violent threat. School security drills are conducted in accordance with Policy 805 and 24 P.S. § 15-1517 with 1 drill being held within 90 days of the start of the school year.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#

HEALTH SERVICES

During the school year a student may be required to submit to certain examinations such as vision, hearing, dental, weight, and height checks. Any student becoming ill during the school day may request a pass from his/her teacher to report to the nurse. If the school nurse is not present the student is to report directly to the main office. UNDER NO CIRCUMSTANCES MAY THE STUDENT REMAIN IN THE RESTROOM. All first aid is administered in the health suite. Parents/guardians are required to telephone the nurse in cases where their children have serious communicable diseases or illnesses requiring hospitalization.

ALLERGIES (Policy 210.2)
The most important aspect of the management of students with life-threatening allergies is avoidance.

Food Allergies
District personnel will follow the district's Allergy Control Plan (ACP). Students shall be provided a copy of the ACP:

Students should not share or trade food or eating utensils with others. Students with food allergies may eat in the cafeteria, but it is safest to pack and eat lunches from home. Parents/Guardians of students with severe allergies will be referred to the Food Service Director for information on ingredients and to determine which foods are "safe". Teachers and other school personnel should not use food in class projects or as rewards or incentives unless approved by the building principal or designee. An allergen-free table will be made available in the cafeteria when necessary. Cafeteria tables will be cleaned after each lunch period.

Severe Allergies
The parent/guardian shall provide the school with a completed Allergy Action Plan that includes parent/guardian permission and a physician order annually on or before the first day of school. The parent/guardian shall complete an allergy history form and will notify the school nurse of any changes in the student's health. The parent/guardian will provide the school with the necessary medications such as Benadryl® or an EpiPen® to be used in the event of a severe allergic reaction or anaphylaxis.

1. For safety reasons, the student may be excluded from school if the proper information and medication are not obtained from the parent/guardian as requested.

2. Students shall be permitted to carry and self-administer an EpiPen® in an emergency with physician and parent/guardian permission if the student is deemed responsible by the parent/guardian, physician, and school authorities, and demonstrates the knowledge and

ability to self-administer to the school nurse. Permission to carry the EpiPen® may be rescinded if the student acts irresponsibly.

3. At least three (3) staff members at each school will be trained to respond to an allergy emergency in the nurse's absence, including the proper use and administration of an EpiPen®.

4. Necessary medications, including EpiPens®, will be taken on field trips.

5. Information and education regarding a student's allergy shall be shared with appropriate school personnel.

6. Classmates will receive education about the allergy as deemed necessary and appropriate.

7. Teasing, bullying, or harassing of a student with a known allergy by other students will not be tolerated.

8. In an emergency, school personnel will accompany the child to the hospital, if possible.

IMMUNIZATIONS (Policy 203)

All students shall be immunized against certain diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons as provided for below. Proof of immunization shall be provided to the district in the form of a properly completed and signed "Certificate of Immunization" as furnished by the Department of Health of the Commonwealth of Pennsylvania.

For more information, please visit www.dontwaitvaccinate.pa.gov.

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons or provisionally admitted by the Superintendent.

Exemptions

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief, or whose physician certifies in a written statement that immunization may be detrimental to the health of the child. Non-immunized students may still be subject to exclusion from school should an outbreak occur that is vaccine preventable.

INSURANCE

The Ringgold School District makes available to each student the option of purchasing school insurance for a nominal fee. The purpose of this insurance is to give the student protection against injuries that may occur going to and from school, during the school day, and at school-sponsored activities. It is the responsibility of each student to take home the information provided and return the completed application and required fee to the school. A student who

has purchased this insurance and subsequently becomes injured must report to the office to obtain a claim sheet. The school does not assume this responsibility - THE STUDENT MUST FILE A CLAIM. All students who participate in athletics and cheerleading must have insurance.

MEDICATION (Policy 210 and 227)

In the event that it is necessary for a student to take medication/drugs during the school day in order to affect an improvement in or control a health problem of that student, supervision by school personnel shall be permitted providing proper authorization is supplied by the student's parent/guardian.

All medication/drugs, prescription and/or nonprescription, which school personnel are asked by parents/guardians to administer to students must be accompanied by a written order from a physician clearly identifying the student's name; medication/drug; dose; time of administration; and duration of medication, along with any possible side effects. Prescription medication/drugs must be furnished to the school in the pharmaceutical container, bearing the student's name and instructions for administration as written by the pharmacist. Nonprescription medication/drugs must also be in the original labeled container. A parent/guardian permission form is also required to give medication/drugs of any kind in school.

All medication/drugs, prescription and/or nonprescription, must be transported by the parent/guardian, delivered to and kept in the possession of the school nurse or building principal. In no event shall any student be permitted to be in the physical custody of any medication/drugs, prescription and/or nonprescription, except at such time as it is being administered pursuant to the terms of Board policy. It is the parent's/guardian's responsibility to pick up any remaining medication/drugs on the last day of the school year. Any medication left in school will be properly disposed of at the end of the last day of school.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
IMMUNIZATION POLICY 203
COMMUNICABLE/INFECTIOUS DISEASES 203.1
HIV INFECTION POLICY 203.2
HEALTH EXAMINATIONS/SCREENINGS POLICY 209
HEAD LICE POLICY 209.1
DIABETES MANAGEMENT POLICY 209.2
USE OF MEDICATIONS POLICY 210
POSSESSION/USE OF ASTHMA INHALERS POLICY 210.1
STUDENT ALLERGIES POLICY 210.2
STUDENT ACCIDENT INSURANCE POLICY 211
STUDENT WELLNESS POLICY 246

HOMEWORK (Policy 130)

Teachers often view homework as an extension of the classroom experience which provides students with the necessary practice to reinforce and master concepts and skills developed in the classroom.

There are many beneficial outcomes to a well-organized and planned program of homework. Parents must take an active role in any homework program if it is to be successful. Parents are responsible for encouraging students to complete assignments thoroughly and accurately, establishing a regular schedule for undertaking homework assignments, providing a quiet and orderly environment for study and, whenever necessary, helping students with assignments.

Teachers must correlate homework with the specific objectives of the approved planned courses, make assignments meaningful and stimulating and return corrected assignments in a timely manner.

INTERNET USAGE (Policy 815)

The technology and telecommunication resources available in the district represent a large capital investment by our communities. The Board intends that access to the Internet, and to the school district's network system and district-provided computer equipment, be made available to students for legitimate and lawful educational purposes; considers the Internet to be like a "digital" library where students are expected to be responsible and accountable for their actions in accessing resources just as they are in a traditional library; and expects students to act as the school district's ambassador when accessing the Internet as they do when traveling on field trips.

To this end, the Board established the Acceptable Use of Internet, Computers and Network Resources, Policy 815, to ensure proper and ethical student use; to provide consistent, responsible student access management; to conform usage with current law; to define parameters for acceptable use; and to impress upon students that inappropriate use may result in a serious penalty. Students should also review the policy regarding use of District internet and District provided computer equipment.

Policy 815 applies to all students enrolled in programming offered at the buildings of the Ringgold Elementary Schools and the Ringgold Middle/High School, and those enrolled in the district's cyber education program, and the 1.1 Chrome Initiative when they access any computer equipment, network and/or Internet connection provided by the school district.

DISCIPLINE

Violations of Policy 815 will result in appropriate student discipline, in accordance with the school district's Student Conduct and Discipline Code and this Ringgold School District Student Handbook. This may include loss of the privilege to access the Internet/school district network/district-provided computer equipment for a defined period or permanently, suspension

and/or expulsion, costs incurred for loss, theft, damage or destruction to/of equipment, loss of credit for a course, and/or criminal or legal proceedings.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
ELECTRONIC DEVICES POLICY 237
ACCEPTABLE USE OF INTERNET, COMPUTERS, AND NETWORK RESOURCES POLICY 815

INTIMIDATION

DISCRIMINATION / TITLE IX (Policy 103)
The Ringgold School District is committed to providing an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of the Ringgold School District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination based on sex. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both. The Title IX Coordinator and Compliance Officer for the Ringgold School District is Shannon Crombie, and she can be reached at 400 Main Street, New Eagle PA 15607, by telephone at 724-258-9329, or by email at scrombie@ringgold.org.

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an

individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Title IX Sexual Harassment means conduct based on sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment.*
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.

Acts of Discrimination or Harassment, including Title IX Sexual Harassment, are prohibited, as well as acts of retaliation in regard to reporting or the investigation of Discrimination, Harassment, or Title IX Sexual Harassment.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
DISCRIMINATION / TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS POLICY 103

BULLYING/CYBER BULLYING (Policy 249)

The Ringgold School District is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying/cyberbullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence.

Bullying/cyberbullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education;
2. Creating a threatening environment; or
3. Substantially disrupting the orderly operation of the school.

A school setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits bullying/cyberbullying by district students. Bullying/cyberbullying of any kind is unacceptable, and students are encouraged to report incidents to a district staff member. If you or someone you know is being bullied, tell someone. You can also report it to Safe2Say at 1-844-SAF2SAY.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
BULLY/CYBER BULLING POLICY 249

HAZING POLICY (Policy 247)

The Ringgold School District is committed to maintaining a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.

4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing. Students are encouraged to report incidents to a district staff member. If you or someone you know is being hazed, tell someone. You can also report it to Safe2Say at 1-844-SAF2SAY.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
HAZING POLICY 247

DATING VIOLENCE (Policy 253)

The Ringgold School District is committed to maintaining a safe, positive environment for all students that is free from dating violence. Dating violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner. Dating violence is inconsistent with the educational goals of the District and is prohibited at all times.

Students are encouraged to report incidents of dating violence to a district staff member. If you or someone you know is the victim of dating violence, tell someone. You can also report it to Safe2Say at 1-844-SAF2SAY.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
DATING VIOLENCE POLICY 253

Students who engage in Discrimination, Harassment - including Title IX Sexual Harassment, Bullying/Cyberbullying, Dating Violence, Retaliation, or provide false information to school officials, will be subject to disciplinary consequences according to applicable Board policy, the Ringgold School District Student Conduct and Discipline Code included in Policy 218 - Student Discipline, and this handbook. Such matters may also be referred to law enforcement officials as warranted.

SAFE2SAY SOMETHING

Safe2Say Something is a Pennsylvania youth violence prevention program that allows students, parents, and community members to report behavioral concerns which can include but is not limited to bullying, suicide, violence concerns, threats and more. Reports can be made by calling 1-844-SAF2SAY or by downloading the app at https://www.safe2saypa.org/download/ You can learn more about Safe2Say by visiting the website - https://www.safe2saypa.org/

If you know something or hear something, say something.

LOCKERS/CUBBYHOLES (Policy 226)

Unless otherwise notified the school will provide lockers/cubbyholes for all students. Pupils are not permitted to change lockers/cubbyholes without the teacher's permission and are only to use their own assigned locker/cubbyhole**.** The locker/cubbyhole is school property and its use is subject to the rules of the school. It is to be kept clean and orderly.

The administration reserves the right by law to conduct either periodic or spot locker/cubbyhole checks at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and order of the schools in accordance with Policy 226. The administration insists that only school-related items be stored in them (books, pencils, tablets, gym equipment, lunches, coats and the like). Students should never store valuable items in their locker/cubbyhole.

PARENT / FAMILY ENGAGEMENT

Ringgold School District shall incorporate parent/family engagement activities, programs and practices that ensure parents/guardians are informed about the opportunity to participate in meaningful communication about student learning and other school activities. The district will ensure that parents/guardians are full partners in their child's education and are included, as appropriate, in decision–making.

PARENT PORTAL

Parents/guardians may subscribe to the FOCUS Parent Portal service. A student's grades, attendance, assignments, etc. may be accessed via the Parent Portal on www.ringgold.org. Parents/guardians have been provided with a username and password. If you have difficulty logging onto the Parent Portal, please send an email explaining your problem to RSD HelpDesk (rsdhelpdesk@ringgold.org).

PBIS - POSITIVE BEHAVIOR INTERVENTION AND SUPPORT

Positive Behavior Intervention and Support (PBIS) is an approach in behavior management on a school-wide level, in a specific setting such as the bus, hallways, classrooms, cafeteria, etc. PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors. One of the keys is to focus on prevention. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80-85% of students will meet these expectations. The 15-20% of the students not responding to universal interventions will receive additional support through group and individual interventions.

Another key element is an analysis of discipline referral data. This team-based approach to data analysis allows the PBIS team to identify problem areas, brainstorm interventions, acknowledge students exhibiting positive behavior, and communicate the findings to staff, students, and parents.

The key components of an effective school-wide PBIS system involve:

- Clearly defining and teaching a set of behavioral expectations
- Consistently acknowledging and rewarding appropriate behavior
- Constructively addressing problematic behavior
- Effectively using behavioral data to assess progress

For more information please see - https://www.pbis.org/

PHYSICAL EDUCATION

EXCUSED ABSENCE

The student will be graded on his/her ability to meet the objectives of the activity. The evaluation procedure will be based upon: (1) attainment of skill; (2) participation; (3) improvement. Since participation is one of the criteria used in the evaluation procedure, if for any reason a student cannot take physical education on a particular day, the student must submit to his/her teacher an excuse signed by the parent/guardian. The school nurse may verify the excuse with the parent/guardian.

For a student to be medically excused from participation in physical education, the student must present a doctor's excuse. The medical excuse must be presented at the beginning of the year or when the student becomes incapacitated. A copy of this excuse is to be kept by the teacher and the original given to the school nurse. A subsequent release from a doctor is required to reinstate a student to participation in physical education. An excused student or a student who does not participate in physical education must report to the physical education class during his/her assigned time. He/she may be given an alternative assignment or provided with an adaptive program as circumstances permit. A student who does not participate or dress for gym class receives a failure for that day's class. Consistent non-participation in class will result in a failing grade.

RESTROOMS

Students are permitted to use the restrooms as necessary during the school day; however, they must ask for teacher permission. Students are not to loiter or gather in groups in restrooms. Abuse of restroom privileges may result in disciplinary action.

RINGGOLD CYBER ACADEMY

The Ringgold Cyber Academy provides a student-centered educational environment which provides a rigorous curriculum challenging our students to reach their individual potential as contributing members of a global society. This program will promote an active role in the student's own education through the flexibility of completing their course work virtually anytime and anyplace via an internet connection.

The Ringgold Cyber Academy courses are designed to be interactive, engaging, motivating and rigorous. Students who are motivated to direct their own learning experiences, take an active role in their education, and exercise self-discipline experience success in the cyber school environment.

Truancy & Ringgold Cyber Academy (RCA)

As of 2026, Pennsylvania has updated truancy laws through Act 47 (2025), specifically targeting cyber charter school transfers. Habitually truant students (6+ unexcused/unlawful absences) are prohibited from transferring to a cyber charter school during the school year unless a judge determines that the transfer is in the best interest of the child. These schools now mandate a stricter attendance tracking, including wellness checks.

Furthermore, Ringgold School District will uphold the Pennsylvania truancy laws prohibiting habitually truant students from transferring from brick-and-mortar Ringgold High School educational setting to Ringgold Cyber Academy (RCA) online setting. Administration has the right to permit habitually truant students to transfer from Ringgold High School's brick-and-mortar educational setting to the RCA online setting for serious and necessary case-by-case situations as determined by administration (i.e. severe medical conditions/need, disciplinary consequence, etc.).

SAFETY AND SECURITY (Policy 907)

All visitors will be required to show a valid government issued ID card and will be scanned through the metal detectors.

SEARCH POLICY (Policy 226)

The Ringgold School District reserves the right, when dictated by individual and extraordinary circumstances, to conduct a search of a student's person and/or possessions as well as his/her desk and locker/cubbyhole in order to locate and seize weapons, drugs, contraband goods and/or stolen property.

Searches conducted by the administration may include, but not be limited to, utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety, and welfare of the school population.

PERSONAL SEARCHES

A school official may search the person of a student in school, on school buses or at school activities if he/she has reasonable cause and individualized suspicion to search a student.

Searches of the person of the student shall be limited to:

- the pockets, shoes, stockings, coat, sweater, and vest of the student;
- any object in the possession of the student such as a purse or briefcase; and/or
- a "pat down" of the exterior of the student's clothing.

Searches of the person of a student which require removal of clothing other than coat or jacket must be based upon probable cause. Such "strip searches" should be conducted only in an emergency or in most extreme situations after the superintendent and solicitor has been consulted. See Board Policy 226 for further information.

LOCKER/CUBBYHOLE SEARCHES

All lockers and other storage areas provided for student use on school premises remain the property of the Ringgold School District and are provided for the use of students subject to inspection, access for maintenance and search pursuant to this section and Board Policy 226. Lockers/cubbyholes are jointly accessible to the student and school officials and may be subject to search at the discretion of school officials.

A school official may search with reasonable and individualized suspicion, the locker and contents of any locker. Where the locker to be searched is assigned to a particular student and that student is on school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search. Students need not be informed of a locker search in case of an urgent and threatening emergency, such as a bomb threat. It is recommended that at least one other school official be present to serve as witness to a locker search.

Students are to be aware that (1) they are responsible for the contents and interior condition of lockers when they are assigned; (2) assignment of lockers is designed to assure student privacy from intrusion by other students, but not from reasonable cause to search lockers; and (3) lockers are intended only for the storage of outerwear, books and other essential school materials.

See Board Policy 226 for further information.

USE OF EVIDENCE

Anything found and seized in the course of a search conducted by school officials which is evidence of a violation of the standards of this student conduct and discipline code or presents an immediate danger or physical harm or illness to any person may be (1) admitted as evidence in any suspension or expulsion proceeding if it is marked for identification and kept in a secure place by school officials until, it is presented at a hearing; (2) returned to the parent or guardian of the student from whom it was seized; or (3) destroyed if it has no significant value.

POLICE ASSISTANCE

School officials, with probable cause, may request the assistance of law enforcement to (1) search any area of the school premises; or (2) identify or dispose of anything found in the course of a search conducted in accordance with this section.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
SEARCHES POLICY 226

SCHOOL COUNSELING SERVICES

Our school counselors provide individual counseling so that each student can help himself with both his educational and personal matters, to coordinate district and national test distribution and administration, and to establish and maintain a complete permanent record of progress from the time of each student's admission into school. Additionally, counselors solicit parental requests for parent-teacher conferences and arrange meetings at a time convenient to all parties.

Mrs. Tanya Hodge, RESN School Counselor
thodge@ringgold.org

Ms. Gabrielle Bricker, RESS School Counselor
gbricker@ringgold.org

SOUND PRODUCING EQUIPMENT

If a student has a definite need to use sound recording or reproducing equipment in a classroom as a part of the academic program, he/she must present to the office a request from his/her teacher to bring the equipment to school. The equipment will be stored in the office or in the classroom where it is to be used. Students are not permitted to have sound equipment in the halls, cafeteria, gymnasium, or in the classrooms of teachers who have not requested that it be used there. The school will not be responsible for electronic devices that are damaged or stolen.

STUDENT CONDUCT AND DISCIPLINE CODE (Policy 218)

The Pennsylvania School Code and state and federal court decisions have given public school teachers and administrators authority to supervise pupils. This authority extends, but is not limited to, classrooms, halls, the cafeteria, school grounds, buses, and the location of any field trip or extra-curricular activity. Teachers will not tolerate any acts of insubordination which materially disrupt the school programs, infringe upon the rights of others, cause dissension among the student body, or cause a decline in the reputation of the school as an educational institution. Pupils must be cognizant of the fact that teachers possess both the right and the responsibility to discipline disruptive and/or insubordinate students. However, the Ringgold

School District Conduct and Discipline Code included in Student Discipline Policy #218 provides that students may be assigned disciplinary consequences if students "disrupt the learning climate of the school."

Adherence to this code by both pupils and school personnel will not only create an atmosphere conducive to learning but will also protect the rights of our young citizens.

PUPIL RIGHTS

- All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

- A student may not be excluded from the public school or from extracurricular activities because of being married or pregnant.

- No student shall be denied access to a free and full public education on account of race, religion, sex, national origin, handicap or physical appearance.

- Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school.

- Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.

- Although it is the responsibility of every citizen to show proper respect for his country and its flag, students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

- Students have the right to govern the length or style of their hair including facial hair unless the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. However, Board Policy 221 must be followed.

- Students have the right to govern their dress unless the attire causes the disruption of the educational process or constitutes a health or safety hazard. However, Board Policy 221 must be followed.

- Students must be permitted to make up, without penalty, all examinations and class work missed during a period of suspension and/or as described in the Attendance of Students section, above.

PUPIL RESPONSIBILITIES

All students attending school in the Ringgold School District are expected to fulfill the following responsibilities:

- Attend school regularly, be on time for all classes and other school functions and make-up work when absent from school.
- Put forth a conscientious effort in all classrooms.
- Show respect for their fellow students and all other school personnel
- Be aware of and conform to all rules and regulations for student behavior and assume that until a rule is waived, altered, or repealed it is in effect.
- Willingly volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom in a respectful manner.
- Express themselves in a respectful manner, without slander, offensiveness, vulgarity or profanity.
- Assist the school staff in operating a safe school for everyone.
- Be aware of and comply with all state and local laws.
- Pursue and attempt to satisfactorily complete the course of study prescribed by state and local school authorities.
- Exercise proper care when using public facilities and equipment.
- Share with the administration and faculty in developing a climate that is conducive to wholesome learning and living.

EXAMPLES OF VIOLATIONS OF CONDUCT

Falling within the Board of School Directors' authority to make reasonable rules and regulations governing student conduct, the following actions which occur on school property, school buses or at school sponsored activities are considered violations of conduct and may be assigned appropriate discipline.

- Performing or threatening to perform acts of violence on school personnel or students

- Being insolent, insubordinate and/or generally incorrigible toward school personnel
- Using vulgarity, profanity or obscene gestures (A citation may be issued)
- Damaging and/or destroying either private or school property (vandalism)
- Being in possession of a weapon and/or device which can endanger the safety of others
- Sounding false fire alarms or calling in bomb threats to the school
- Starting any unauthorized fires
- Possessing, using or selling controlled substances (including alcohol), or being under the influence of controlled substances or alcohol, or possession of drug paraphernalia
- Wearing attire which is disruptive to normal school operations or which could be damaging to school property or school buses
- Possession of tobacco products, smoking, vaping, e-cigarette, chewing tobacco
- Extortion
- Theft
- Gambling
- Unauthorized or unexcused absences or tardies
- Class cutting which includes—academic classes, homeroom period, lunch period, study halls and assembly programs
- Fighting (A citation will be issued)
- Inciting so as to cause a riot
- Using a vehicle in such a manner as to endanger the life, safety or welfare of the students, the staff or the school
- Unauthorized leaving of school building and/or school grounds. Once on school grounds, students may be dismissed only by an administrator or school nurse
- Throwing objects in or from school buses, vans and private carriers
- Persistent and willful violation of school rules and regulations
- Engaging in conduct which is contrary to the laws of the United States, the Commonwealth of Pennsylvania, the ordinances of local authorities or the policies, rules and regulations of the Ringgold School District
- Any behavior which the principal or his/her designee decides as disrupting the orderly operation of his/her school by violating the property, health, safety or welfare of the students, the staff or the school

POSSIBLE CONSEQUENCES FOR VIOLATIONS OF CONDUCT

Disciplinary consequences depend on the complexity and severity of the violation. The consequence for first-time violations may result in verbal warning, behavioral contract, seating assignment change, SAP referral, assignment of teacher detention, suspension of privileges, teacher/parent conference, temporary removal from class, administrative detention hall assignment, restorative practice intervention, and/or parent contact. Progressive discipline will be followed for subsequent violations.

The following types of discipline have been adopted:

In-School Detention - The student will be retained for a designated period of time set up by the building principal.

In-School Suspension - The student will not attend regular classes, but will attend school. The student will be assigned to a designated area for directed study.

Exclusion from school

- **Out-Of-School Suspension (1-10 Days)**

  A school principal or his/her designee may impose a suspension on a pupil (24 P.S. Sec. 1318) for a period not exceeding ten (10) school days following an informal hearing.

  The school principal or his/her designee must conduct an informal hearing with the accused pupil and his/her parent(s) or guardian(s) within the first five (5) days of the suspension to determine the guilt of the accused pupil or mitigating circumstances surrounding his/her violation of the student conduct and discipline code.

  Prior to the informal hearing the accused pupil and his/her parent(s) or guardian(s) must be given at least twenty-four hour notice of the hearing and a list of the charges brought against the pupil. The Supreme Court has indicated that "… due process required, in connection with a suspension of ten days or less, that the student be given oral or written notice of the charges against him/her and, if he/she denies them, an explanation of the evidence the authorities have and opportunity to present his/her side of the story."

  The accused pupil and his/her parent(s) or guardian(s) shall have the right to produce friendly witnesses and to cross examine all witnesses to the alleged violation at the informal hearing.

  Following a parental conference a principal or his/her designee may reinstate a pupil prior to the expiration of his/her suspension.

  During the period of suspension, the suspended pupil may not attend or participate in school activities or loiter on school property or so near to school property as to cause disruption in the school program.

- **Expulsion From School** - The student will be permanently removed from school for a designated period of time beyond ten (10) days.

Alternative Education - The student will attend an appropriate alternative placement.

Bus Suspension - The student will not be permitted to ride all buses, vans or authorized private carriers of the Ringgold School District for a designated period of time as determined by the building principal.

Criminal Action - Following a communication with the parent or guardian, the student would be turned over to local or state authorities for criminal prosecution.

Any combination of the above disciplines – Following an investigation of the circumstances surrounding the case, a student may receive more than one of the previously mentioned types of discipline. Furthermore, in a case involving theft, damage and/or destruction of either private or public property, the student may be held liable for restitution.

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
STUDENT DISCIPLINE POLICY 218
SUSPENSION & EXPULSION POLICY 233
STUDENT RIGHTS/SURVEYS POLICY 235
DRESS & GROOMING POLICY 221
STUDENT COMPLAINT PROCESS POLICY 219
SEARCHES POLICY 226
STUDENT DRIVING & PARKING LOT PRIVILEGE POLICY 223

Students Convicted or Adjudicated Delinquent of Sexual Assault, Act 110 of 2020

Conviction – means the finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed.

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

School-sponsored activity – means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the district.

Sexual assault – means any of the following offenses:

1. Rape.
2. Statutory sexual assault.
3. Involuntary deviate sexual intercourse.
4. Sexual assault.
5. Aggravated indecent assault.
6. Indecent assault.

Authority

The Board shall comply with the disciplinary requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student enrolled in this district, regardless of whether the sexual assault took place inside or outside of the school setting.

Delegation of Responsibility

A student who is convicted of sexual assault upon another student enrolled in this district shall be required to notify the Superintendent or designee of the conviction no later than seventy-two (72) hours after the conviction.

Upon report of a conviction or adjudication of sexual assault upon a district student, the Superintendent or designee shall take one (1) of the following actions against the convicted or adjudicated student:

1. Recommend that the Board expel the student, in accordance with law and Board policy.
2. Transfer the student to an alternative education program.
3. Reassign the student to another school or educational program within the district.

If the convicted or adjudicated student has already been expelled, transferred or reassigned, or if the victim does not attend the same school, no additional action regarding expulsion, transfer or reassignment is required by the district. Although action is not required, the district maintains the authority to make an alternative assignment or provide alternative educational services during or after an expulsion at the discretion of the Superintendent or designee.

Upon report of a conviction or adjudication of sexual assault upon a district student that occurred in the school setting, the Superintendent or designee shall notify the Title IX Coordinator to determine whether the incident has been addressed in accordance with applicable Board policy.

Guidelines

In the case of a student with a disability, including a student for whom an evaluation is pending, prior to implementing any disciplinary removal or considering a change of placement for the student, the district shall coordinate with the student's Individualized Education Program (IEP) team and take all steps required to comply with state and federal laws and regulations, and Board policies.

The district shall ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim:

1. Being educated in the same school building.
2. Being transported on the same school vehicle.

3. Participating in the same school-sponsored activity.

Return of Student to School

The district may return the student who is expelled, transferred or reassigned, to the student's originally assigned school if one (1) of the following circumstances occur:

1. The victim is no longer enrolled in the district.
2. The conviction or adjudication has been reversed and is not pending appeal.

Transfer Students

When the school district receives a student who transfers from a public or private school during or after an expulsion period for an act or offense involving a sexual assault conviction or adjudication, the district may assign that student to an alternative assignment or may provide alternative education services.

SUICIDE RISK (Policy 819)

Current statistics indicate that the number of adolescents who are taking their own lives is increasing at an alarming rate. The reasons that students take their own lives are very complex. Some of the factors that may contribute to the increase in adolescent suicide are external stress, internal stress (physical and psychological change), breakdown of the family unit, difficulty in reconciling and accepting both the increased responsibilities and the increased privileges of adolescence, and an inaccurate perception of death. It is apparent that most adolescents need considerable help and support – the kind that nurtures the development of a positive self-image and fosters an accurate perception of their abilities and their world. The best referral source, in the area of suicide, is the student-at-risk and/or peer. The best way of preventing suicide is personal, concerned human interaction between a competent professional staff member and the student-at-risk.

All students will be expected to help create a school culture of respect and support in which students feel comfortable in seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal or in need of help. Students should also know that because of the life-or-death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

If you feel like hurting yourself or know someone who is contemplating hurting themselves, help is available. Stop and talk to someone you trust, call 1-844-SAF2SAY, SPHS Care Center (Crisis Intervention) at 1-877-225-3567, or call the National Suicide Hotline at 1-800-273-8255.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
SUICIDE AWARENESS, PREVENTION AND RESPONSE POLICY 819

TOBACCO (Policy 222)

"Tobacco use" shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar, pipe; other lighted smoking products; smokeless tobacco in any form; or any "vaping devices", "e-cigarette" or other electronic device that simulates smoking or tobacco use.

Students are forbidden to smoke on school property, school buses or at any school activity. The ban on the use of tobacco includes snuff and chewing tobacco on school property, school buses or at any school activity and will be subject to the same school penalties which are applicable to smoking. This can include in-school suspension, out-of-school suspension and a citation.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
TOBACCO AND VAPING PRODUCTS POLICY 222

VISITORS IN THE BUILDING (Policy 218.3 and 907)

In order to comply with Pennsylvania School Law, all visitors, including parents, will be screened by police/security officers prior to entry to include review of required identification (State issued driver's license/ID), entry into an automated visitor management system with digital ID verification technology, sign the visitor's sheet and procure a visitor's pass. All visitors must then report to the main office. We do not encourage visitors from other schools. Under no conditions may school students bring younger siblings, family members, friends or acquaintances to school with them.

BOARD POLICY LINK: https://go.boarddocs.com/pa/ring/Board.nsf/Public?open&id=policies#
METAL/WEAPON DETECTIONS SYSTEM/DEVICES POLICY 218.3

WHEN IN DOUBT

If you are in doubt or unsure about how a situation or circumstance should be handled, please stop in one of the school offices so that we can help you with an answer or try to find you the information. We are here to help.