Ringgold Middle School

Student Handbook

2026 - 2027

Table of Contents

District and Building Information

Vision, Mission, and Shared Values 5
Coat-of-Arms 6
District Name 6
Alma Mater 7
Board of Directors 8
Building Level Leaders 9
Principal's Message 10
Academic Calendar 11
Bell Schedule 12

Academic Progress and Reporting

Grading Scale 13
Honor Roll 13
Progress Reports 13
Report Cards 13
Books and Educational Materials 13
Homework 14
Cheating and Plagiarism 14

Student Code of Conduct

Pupil Rights 15
Pupil Responsibilities 16
Examples of Violations of Conduct 16
Possible Consequences for Violation of Conduct 17
Violations of Conduct 19
- Disruptive Behavior 19
- Dress Code 19
- Drug and Alcohol Policy 20
- Electronic Devices and Cell Phones 21
- Firearms and Other Weapons 22
- Internet Usage 23
- Intimidation- Bullying, Hazing, Dating Violence, Sexual Assault 23
- Physical Altercation 28
- Public Displays of Affection (PDA) 28
- Tobacco 29

Safety and Procedures

Bus Transportation 30
Cafeteria 32
Fire Drills, Severe Weather and Safety Drills 32
Hallway Procedures 33
Health Services 33
Lockers 35
Search Policy 36
Physical Education 37

Student Activities and Organizations

Activities 39
Athletics 41

Pupil Services

Child Find 43
Positive Behavior Inventions and Supports (PBIS) 49
School Counseling Services 51
Student Assistance Program (SAP) 51
Safe2Say 51

Parent Involvement

Attendance of Students 52
Delay or Closure of School 61
Enrollment 61
Homelessness 61
Family Engagement 62
Parent Portal 62
Student Drop-off and Pick-up 62
Visitors 62

VISION

Preparing the leaders of tomorrow, one student at a time.

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.

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.

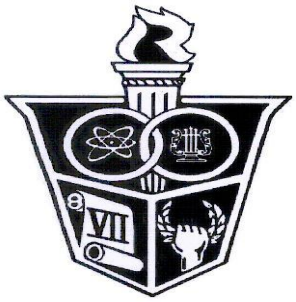
Community

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
N ew Eagle
Monon **G** ahela
G
N **O** ttingham
Fin **L** eyville
D onora

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. Maureen A. Ott
Mr. Steven Toprani
Mrs. Heather Wilhelm

Central Office Administration

Mr. Randall Skrinjorich	Superintendent of Schools
Dr. Greg Saraceni	Assistant Superintendent
Ms. Shannon Crombie	Director of Human Resources and Curricular Programs
Mrs. Sherry Black	Director of Pupil Services
Mr. Ephraim Yoder	Coordinator of Special Education and Psychological Services
Mr. Ed Broadwater	Director of Educational Technology
Mr. Scott Stephenson	Director of Athletics
Mr. Bill Hoffman	Director of Building and Grounds Director of Transportation
Ms. Kimberley Moore	Director of Finance Secretary to the Board/Treasurer
Mr. Clayton Shell	Chief of Police

District Contact Information

Ringgold School District
400 Main Street, New Eagle, PA 15067
Telephone: 724-258-9329
Fax: 724-258-2288
Ringgold Middle School
2 Ram Drive, Monongahela, PA
Telephone: 724-258-2211
Fax: 724-258-2050
www.ringgold.org

Building Level Contacts

Administrative Staff

Mr. Kenneth Patterson
Principal
Ext 3011

Mr. Wesley Yeater
Assistant Principal
Ext 3002

Assistant Principal
Ext 3001

Mrs. Tricia Briscoe
Administrative Assistant
(Principals)
Ext 3004

Mrs. Stacey Wills
Administrative Assistant
(Attendance)
Ext 3005

Counseling Staff

Mrs. Melissa Berry
Last Names A – G
Ext 3012

Last Names H – N
Ext 3003

Miss Taylor Clawson
Last Name O – Z
Ext 3013

Mrs. Donna Yonkers
Administrative Assistant
(Counseling Department)
Ext 3014

School Police

Mr. Clayton Shell
School Chief of Police
Ext 3008

RMS
Security Vestibule
Ext 3007

Principal's Message

Dear Students and Families,

Ringgold Middle School professional staff is committed to providing an educational setting which provides a meaningful and engaging learning environment. We are excited to welcome you to the 2026-2027 school year!

All students are expected to uphold the RAMS core values of being Respectful, Accountable, Mindful and Safe. By encouraging these core values, students can learn in the safe and secure Ringgold Middle School to learn and grow. During the 2026-2027 school year, we will be focusing on the Leader in Me initiative. The Leader in Me initiative builds a culture of trust and foundation for academic success. We believe that through our RAM core values, PBIS program and *Leader in Me* program, we prepare students to succeed both academically and socially.

As a middle school student, you will have the opportunity to grow academically, try new extracurricular activities, and participate in sports. We encourage you to try new things and engage in all the opportunities that RMS can provide. Our professional staff push you to succeed academically, socially, and emotionally. We will adapt and support you in all your academic pursuits. Success at RMS is determined by our staff and by the effort and commitment to excellence you provide. Your effort is directly proportional to your success at Ringgold Middle School.

Welcome to the Ringgold Middle School Ram Family! We are looking forward to a great school year.

Sincerely,

Mr. Kenneth Patterson *Mr. Wesley Yeater*

Mr. Kenneth Patterson
Principal

Mr. Wesley Yeater
Assistant Principal

2026-2027 Academic Calendar

2026-2027

Ringgold District Calendar

Ringgold Elementary School North	724-348-7205
Ringgold Elementary School South	724-258-8454
Ringgold Middle School	724-258-2211
Ringgold High School	724-258-2200

July '26

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August '26

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '26

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '26

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '26

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '26

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July

August
- **1 - 16** Virtual PD to be Complete
- **17** Clerical
- **18** Teacher In-Service
- **19** Teacher In-Service
- **20** Act 80 Day - No School
- **24** First Day of School

September
- **4** Early Dismissal
- **7** Labor Day
- **16** Act 80 Day - No School

October
- **14** Teacher In-Service - No School
- **28** End of 1st Nine Weeks

November
- **10** Parent Conference Day
- **11** Veterans Day
- **25** Early Dismissal
- **26-30** Fall Recess

December
- **23** Early Dismissal
- **24-31** Winter Recess

January
- **1** Winter Recess
- **4** Classes Resume
- **15** End of 2nd Nine Weeks
- **18** MLK, Jr. Day

February
- **15** Presidents Day
- **24** Act 80 Day - No School

March
- **17** Teacher In-Service - No School
- **24** End of 3rd Nine Weeks
- **25-30** Spring Recess

April

May
- **27** Early Dismissal
- **28** Kennywood Day
- **31** Memorial Day

June
- **4** Last Day of School
- **4** Graduation
- **4** End of 4th Nine Weeks

January '27

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '27

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '27

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '27

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '27

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '27

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Marking Periods			Mid-Terms	
Q1	10/28	45	MT1	09/24
Q2	01/15	45	MT2	12/04
Q3	03/24	44	MT3	02/19
Q4	06/04	46	MT4	04/30

Calendar Days					
Teacher	=	191	Instructional	=	183
In-Service/Staff Dev	=	5	Act 80 Exceptions	=	3
Clerical	=	2	Days in Session	=	180
Parent Conference	=	1			

Make-up Days			
#1	January 18	#4	March 30
#2	February 15	#5	March 29
#3	March 25		

- First / Last Day for Students
- Holiday / Kennywood-No School
- Teacher In-Service-No School
- Act 80 Day-No School
- Teacher Clerical-No School
- Parent Conference-No School
- FID-Flexible Instruction Day
- District Closed
- Early Dismissal
- End of Nine Weeks

Preliminary 2026-2027 School Calendar

Rev School Calendar-Approved Regular School Board Meeting xx/xx/20xx

Bell Schedule

RMS Bell Schedules 2026-2027

Regular Schedule

Teachers Arrival	7:10
Student Arrival	7:35 - 7:55
Student Tardy	7:55

Period 1	7:55 - 8:40
Period 2	8:43 - 9:23
Period 3	9:26 - 10:06
Period 4	10:09 - 10:54
Enrichment 5th Grade 5th Grade Lunch	10:09 - 10:23 10:24 - 10:54
Period 5	10:57 - 11:42
Enrichment 6th Grade 6th Grade Lunch	10:57 - 11:11 11:12 - 11:42
Period 6	11:45 - 12:30
Enrichment 7th Grade 7th Grade Lunch	11:45 - 11:59 12:00 - 12:30
Period 7	12:33 - 1:18
Enrichment 8th Grade 8th Grade Lunch	12:33 - 12:47 12:48 - 1:18
Period 8	1:21 - 2:01
Period 9	2:04 - 2:46

Student Dismissal	2:46-2:55
Teacher Dismissal	3:00

2-Hour Delay Schedule

Teachers Arrival	9:10
Student Arrival	9:35 - 9:55
Student Tardy	9:55

Period 1	9:55 - 10:24
Period 2	10:27 - 10:56
Period 3	10:59 - 11:28
Period 4 *5th Grade Lunch*	11:31 - 12:01
Period 5 *6th Grade Lunch*	12:04 - 12:34
Period 6 *7th Grade Lunch*	12:37 - 1:07
Period 7 *8th Grade Lunch*	1:10 - 1:40
Period 8	1:43 - 2:13
Period 9	2:16 - 2:46

Student Dismissal	2:46-2:55
Teacher Dismissal	3:00

Early Dismissal Schedule

Teachers Arrival	7:10
Student Arrival	7:35 - 7:55
Student Tardy	7:55

Period 1	7:55 – 8:25
Period 2	8:28 - 8:57
Period 3	9:00 – 9:29
Period 8	9:32 - 10:01
Period 9	10:04 – 10:33
Period 4 *5th Grade Lunch*	10:36 - 11:06
Period 5 *6th Grade Lunch*	11:09 – 11:39
Period 6 *7th Grade Lunch*	11:42 - 12:12
Period 7 *8th Grade Lunch*	12:15 – 12:46
Activity	12:46 - 2:46

Student Dismissal	12:46-12:55
Teacher Dismissal	1:00

Academic Progress and Reporting

Grading

Grade	Description	Percentages	Quality Points
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		

Honor Roll

Honor Roll designations will be made at the end of each nine-week period at the secondary level. Honor Roll is unweighted.

1. Honor Roll shall include a grade point average of 3.0000 through 4.0000. Highest Honor is a grade point average of 4.000. High Honors is a grade point average of 3.5000 through 3.9999. Honors shall include a grade point average of 3.0000 through 3.4999.
2. A grade of either D or F in any subject will disqualify a student from Honor Roll.
3. An "I" (incomplete) will disqualify a student from Honor Roll consideration unless it is removed prior to Honor Roll determination in the given nine-week period.

Progress Reports

Progress reports are completed during the midway point of each nine week grading period. These reports are completed for all students. Parent/guardians should access grades, progress reports and report cards on the 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.

Summer School and Retention

Students who fail two or more core subjects (ELA, Math, Science Social Studies) may be required to attend summer school or be retained for the following school year.

Books and Educational Materials

Students are responsible for books and other educational materials assigned to them including Chromebooks and other technology. Lost or damaged textbooks, 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.

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/guardians must take an active role in any homework program if it is to be successful. Parents/guardians 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 helping students with assignments whenever necessary.

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.

Cheating and 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 exams is prohibited.

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

Repeated cheating in the same course of study is 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 parents 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.

Student Code of Conduct

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 based on 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.

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 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

Discipline 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 interventions and/or parent contact. Progressive discipline will be followed for the subsequent violations.

The following types of discipline have been adopted.

Lunch Detention- The student will not be seated in the normal eating area during their lunchtime for a designated period.

After-School Detention/In-School Detention– The student will be retained after school or for a designated period 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 three (3) 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 if the suspension exceeds three (3) days.

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 an 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 beyond ten (10) days.

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 as determined by the building principal.

Social Probation - The student will not be able to participate in after school events including being a spectator at a school-based event, attending dances or after school activities.

Criminal Action - Following 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.

Violations of Conduct

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 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 may 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.

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.

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 for monitoring student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

It has been interpreted that articles of clothing such as hats, hoods, bandanas or other head coverings, tank tops, midriff tops, mesh shirts, crop tops, gloves, and slippers are not appropriate school dress and may not be worn in school.

- 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.
- 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.)
- Trousers, jeans, shorts, or pants of any type must be worn at waist height. No underwear may be exposed.
- No pocket chains or wallets with chains are permitted in school. These items will be confiscated and returned only to the parent/guardian of the student, who must come to school to pick them up.
- 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.

Administration has the sole right/responsibility to determine what attire is appropriate.

Controlled Substances/Paraphernalia

Policy 227

The use of drugs and alcohol by the students at 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 at 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.

Electronic Devices and Cell Phones

Policy 237

The Ringgold School District realizes that personal technology has become an embedded aspect of American culture. However, many disruptions to the typical school day occur due to student use and abuse of personal electronic devices. These disruptions are both material and substantial, frequently leading to a loss of instructional time for both individuals and groups. The Ringgold School District's Student Code of Conduct addresses the usage of personal electronic devices. The use of such devices in school buildings, on school grounds during the school day, or on district transportation without a designated adult supervisor is prohibited.

- "Use" shall be defined as the device being turned on or otherwise activated whether sending or receiving a call, message, or other communication, or using any feature of the device including but not limited to games, camera, messaging.
- "School day" shall for purposes of this administrative regulation include extended instructional time as determined by the principal.
- "Designated Adult Supervisor" shall be defined as an adult school employee such as a teacher, police officer, approved adult chaperone, or coach who can monitor and intercede should a student use an electronic device for an inappropriate purpose. Please note that for safety reasons, a school bus or van driver is not considered to a "designated adult supervisor" in this circumstance. The driver's primary responsibility is - and must remain – the safe operation of the vehicle that transports students to and from school.

As such:

1. Students' personal electronic devices (phones, earbuds, etc.) must be turned off and not in sight while on campus and must be kept in lockers or other authorized areas as designated by administration.
2. Students must turn off their electronic devices prior to their entry into the building and/or district transportation.
3. Electronic devices that are visible to faculty, staff, or administration will be confiscated and held by administration in the main office.

First offense: A phone call will be made to the parent/guardian, a verbal warning will be issued, and the electronic device will be returned to the student at the end of the school day.
Second offense: A phone call will be made to the parent/guardian and the electronic device will be returned only to a parent/guardian. Students will not be permitted to retrieve their own electronic device.
Subsequent offenses: A phone call will be made to the parent/guardian, a detention will be issued, and the electronic device will be returned only to a parent/guardian. Students will not be permitted to retrieve their own electronic device.

Chronic or flagrant offenses: After the second offense or in the event of a flagrant offense, a student who has shown either an inability or unwillingness to refrain from violating the electronic device policy may be required to turn that device into the school office at the start of the school day where it will be stored until the end of the day. At the discretion of the school administration, this further restriction may be imposed for a limited amount of time or for the duration of the school year.

4. Parents must pick up electronic devices during normal school building business hours.
5. Students who refuse to tender their electronic device when asked will be considered insubordinate, will be immediately escorted to the office, and may be subject to additional disciplinary action.

The use of smart phones, cell phones, and other such electronic devices during transportation to and from school remains prohibited during the regular school day; however, during non-educational times (such as during sporting events, transportation on field trips, etc.) when there is a designated adult supervisor present, appropriate and reasonable use (listening to music, podcast, etc.) and/or appropriate communication with fellow students, families, and other peers, is permitted.

- This does not include hallways or the cafeteria during the school day.
- Communication that contains hurtful, hateful, or sexually suggestive language remains prohibited.
- Communication that contains any suggestions of violence remain prohibited.
- Any use of the camera feature on an electronic device that violates the district policy remains prohibited.

Parents and students are reminded that the intention of this policy is not to limit contact among families. Parents may call the school's main office to have important messages forwarded to students. Students may also, with permission, utilize the office phones.

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.

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. Weapons shall be defined to include and 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.

Acceptable Use of Internet, Computers and Network Resources

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 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 review Policy 815, Acceptable Use of Internet, Computers and Network Resources and all Administrative Regulations regarding use of District internet and District provided computer equipment.

The Board delegates to the Superintendent authority to implement the Policy 815 through the administration and staff.

Intimidation

Discrimination/Title IX Sexual Harassment Affecting Students

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 based on 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, during, 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 regarding reporting or the investigation of Discrimination, Harassment, or Title IX Sexual Harassment.

Bullying/Cyberbullying

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.

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.

Hazing

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 always prohibited.

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.

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 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.

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.

Sexual Assault

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 judgement 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, extra-curricular 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 the 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 not 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 designed 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 expulsions, 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 students, 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 students with a disability, including students for whom an evaluation is pending, prior to implementing any disciplinary removal or considering a change of placement for the students, the district shall coordinate with the students' Individualized Education Plan (IEP) team to take all the students required to comply with state and federal laws and regulations and Board policies.

The district shall ensure that the convicted or adjudicated students 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 students 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 adjudicated has been reversed and is not pending appeal.

Transfer Students
When the school district received 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.

Physical Altercation
Physical aggression is prohibited in all District buildings, school vehicles and on school property. School authorities shall refer all reports of physical aggression to the Ringgold School District Police Department for investigation. In accordance with the Pennsylvania Crimes Code (Title 18), physical aggression has the potential to result in Summary, Misdemeanor, and/or Felony criminal charges being filed against those involved in the physical aggression. Summary charges are filed with the local District Judge, Mark Wilson, Office 27-1-02. Misdemeanor and Felony criminal charges are filed via Juvenile Allegation/Petition with Washington County Juvenile Court. These criminal proceedings are in addition to the imposed school consequences. All students, no matter what the circumstances, shall make every effort to avoid physical aggression. Verbal harassment is not an excuse to initiate physical contact. Instead, students should seek help from school faculty.

Public Display of Affection (PDA)
Displays of affection construed as being extreme within the school environment are not permitted. Students may be disciplined by the administration for insubordination because of improper displays of affection.

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.

Safety and Procedures

Bus Transportation

The Director of Transportation is responsible for assigning buses and has established a policy regarding student bus assignment. A student is to ride only those buses which are specifically assigned to him/her to prevent overcrowding and 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.

Parent/Guardian 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 and 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 always face the front of the bus.
- Do not stand while the bus is in motion.
- Loud and boisterous talking is not permitted. Do not call out 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.

CATEGORY 1 INFRACTION EXAMPLES (THIS LIST IS NOT ALL INCLUSIVE)

Disruption
Minor property misuse
Minor disrespect
Minor defiance

Recommended discipline

First Infraction: Verbal Warning
Second Infraction: Written Warning
Third Infraction: Call parents and off bus for two (2) days

CATEGORY 2 INFRACTION EXAMPLES (THIS LIST IS NOT ALL INCLUSIVE)

Failure to follow directions
Improper loading/unloading procedures
Standing/moving while bus is in motion
Disrespect
Inappropriate language
Theft
Technology violation
Head/arm/leg out of window
Minor physical contact

Recommended discipline

First Infraction: Written warning

Second Infraction: Written warning and call parents
Third Infraction: Off bus for two (2) days

CATEGORY 3 INFRACTION EXAMPLES (THIS LIST IS NOT ALL INCLUSIVE)

Bullying
Fighting
Physical Aggression
Use/Possession of tobacco, drugs, weapons, combustibles, alcohol
Harassment whether gender, ethnicity, sexual, race, religion, disability, physical characteristics
Minor physical contact/aggression
Destruction of property, i.e. throwing object in/out of bus and vandalism of school property

Recommended discipline

First Infraction: Off bus for a minimum of two (2) days
Second Infraction: Off bus for a minimum of two (2) days and one (1) day added for each additional infraction. Example: two (2) days plus one (1) day, two (2) days plus two (2) days, etc.
Third (or more) Infractions: May result in prolonged suspension from the bus

Cafeteria

Students are restricted to the cafeteria areas during the period they have been assigned to lunch. Restrooms are available near the cafeteria and available upon request. FOOD MAY NOT MAY 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 quantities of 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.

Fire Drills, Severe Weather and 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.

Hallway Procedures

Ringgold Middle School students must have permission from a teacher or staff member to be in the hallways. A student who is in the hall during a class period, lunch period, or assembly programs must have a pass signed by the faculty member who grants permission. No student will be excused by a teacher into the custody of non-school personnel or sent on errands that would necessitate his/her leaving the building. Only the office can make such arrangements. Students in areas without appropriate authorization will be subject to discipline.

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.

- 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.

- 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.

- 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®.

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

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

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

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

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

Immunization

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 based on a strong moral or ethical conviction like 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 Policy 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.

Middle School Nurse (724) 258-2211 ext 3009

Lockers

Policy 226

Unless otherwise notified the school will provide lockers for all students. Pupils are not permitted to change lockers without the principal's permission and are only to use their own assigned locker**.** The locker is school property, and its use is subject to the rules of the school. It is to be kept clean and orderly. Students are to use a lock to secure their belongings, as the

school cannot assume responsibility for lost or stolen articles. The student lockers are equipped with pre-installed locks, students are not permitted to use their own lock.

The administration reserves the right by law to conduct either periodic or spot locker 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.

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

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, locker, and/or car to locate and seize weapons, drugs, contraband goods and/or stolen property.

Searches conducted by the administration may include, but not be limited, 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 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. Lockers 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 individual suspicion, the locker and content 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 search, the student shall be notified prior of a locker search and given the option to be present at the search. Students need not to 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 at 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 assigned (2) assignment of lockers is designed to assure student privacy from instruction by other students, but not from reasonable cause to search lockers; and (3) lockers are intended only for the storage of outwear, books, and other essential school materials.

Motor Vehicle Searches

All vehicles are subject to search. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to random searches of vehicles driven by students to school and parked on campus in designated student parking areas. Refusal by any one of the parties to grant permission shall be cause for the termination of driving privileges.

The principal can search student-operated vehicles with reasonable suspicion. Random searches of student-operated vehicles shall be conducted by the administration, in conjunction with local law enforcement and trained drug dogs. The administrative team will coordinate dog searches of student-operated vehicles each academic year as needed.

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, any student or any motor vehicle on school premises; or (2) identify or dispose of anything found in the course of a search conducted in accordance with this section.

Physical Education

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.

Under no circumstances should money or valuables be left in lockers during physical education classes. Please turn in all valuables to the physical education instructor for safekeeping. We must stress, however, that we are not responsible and cannot be held liable for any amount of money or any personal items which are lost or stolen. Lockers should be secured with a lock provided by the student when used.

Student Activities and Organizations

Student Activities

- All student activity groups, clubs, and organizations must be related to the school program, i.e. they must have as their basic purpose the intellectual, social, and physical development of the students or the furtherance of the general goals of the school and/or school district.
- All student activity groups, clubs and organizations must have a written constitution setting forth the purpose of the organization and a set of by-laws detailing the governance and operations of the organization.
- The by-laws of the organization must specify the methods by which funds are raised and the purposes for and methods of disbursement of funds.
- The by-laws of the organization must specify that the funds of the organization can be spent only to further the purposes of the organization and only by a majority vote of a quorum of the membership or the organization.
- The faculty advisor is responsible for seeing that all funds are raised and distributed in compliance with the constitution and by-laws of the organization.
- The student treasurer of the organization and the faculty advisor are responsible for maintaining complete and accurate records of all funds raised and distributed.

Fundraising

- The principal of the school must approve the method of fund raising for all student activity groups, clubs, and organizations; furthermore, the principal, in conjunction with the Superintendent of Schools, is responsible for scheduling fund raising activities as to avoid conflicts in dates with other student organization fundraising drives.
- All fundraising activities must have a specific purpose. In most cases, funds raised by a student organization should be earmarked for disbursement during the school year in which they are raised.
- The student treasurer and the faculty advisor are responsible for maintaining complete and accurate records of the funds raised by the student organization.
- No student organization is permitted to raise funds by illegal means such as, but not limited to, gambling devices, games of chance, and lottery tickets.
- Funds collected by all student organizations shall be turned in by the faculty advisor to the principal before the end of each school day.
- All revenues of a student organization must be clearly identified and documented at the time that it is turned into the principal. Such documentation must become a permanent part of the records of the organization.

Depositor

- All funds raised by student organizations shall be deposited in a Student Activities Account in a bank(s) designated annually by the Ringgold Board of School Directors.

- No student organization is permitted to establish an account separate from the Student Activities Account. All student organization financial transactions must be made through the designated Activities Account.

Disbursement

- Activities Account funds must be used exclusively for purposes directly related to the objectives of the organization as contained in the constitution and by-laws of the organization.
- All expenditures of Activities Account funds must be authorized by an affirmative vote of a majority of a quorum of the membership as defined in the bylaws of the organization. A record of all votes must be included in the minutes of the student organization.
- All disbursements from the Activities fund must be made by check. Disbursements should be supported by invoices or other documentation that is verified. No expenses should be paid in cash from the revenues of the organization
- Senior class must have expended all funds in their account as of the date of their graduation, i.e., senior classes must have a zero balance and their account terminated immediately upon the date of their graduation.
- No funds from the Student Activities Account shall be used to make loans to persons or organizations.
- No funds from the Student Activities Account shall be used to make purchases for any individual or other organization.

Recording and Auditing

- The faculty advisor and student organization officers are responsible for the collection and maintenance of records regarding the revenue and expenditure of funds from the Student Activities Account.

RMS Activities and Advisors

Extracurricular activities enable students to develop talents that may find little expression in the classroom. Extracurricular activities often require collaboration between students, staff, and community members.

Club offerings vary from year to year depending on student interest; not all the activities listed below will be active each year.

Club or Organization Name	Club or Organization Advisor
Student Council	Mrs. Genchur and Mrs. Rice
RAMS Ambassadors	Mrs. Genchur and Mrs. Rice
Yearbook	Ms. Natalia
Musical	Mrs. Tolliver, Ms. Natalia and Ms. Monaco
National Junior Honor Society	Mrs. Schmidt
Science Olympiad	Mr. Gilpin

Student Athletics

The Ringgold Athletic Department is proud to offer a wide variety of athletic programs at both the high school and middle school levels throughout the year. Middle school sports are open to any student in 7th or 8th grade.

Please check out the Ringgold Athletics' Page to sign up for a sport based on its season. Lastly, all students need to complete a sport physical to participate.

RMS Athletics

Athletics	Season
Football	Fall
Soccer (boys and girls)	Fall
Cross Country (boys and girls)	Fall
Softball	Fall
Cheerleading	Fall
Basketball (girls)	Winter
Basketball (boys)	Winter
Wrestling	Winter
Volleyball (girls)	Winter
Track (boys and girls)	Spring

Eligibility

The Athletic Department will conform to all policies of the Ringgold School District. This handbook will not override School Board approved policies. If there is any conflict between a School Board policy and any policy, procedure or other content of this handbook, School Board policy shall prevail. Each student athlete of the Ringgold Middle/High School will be expected to be in compliance with all regulations of the PIAA and WPIAL, including those that are not specifically listed in this section. Please refer to the appropriate handbook for the full text of all policies and regulations.

Academics: In order to be eligible for interscholastic athletic competition, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board.

To participate in athletics, students must:

- have a 2.0 or higher
- have passed at least four (4) full-credit subjects, or the equivalent, during the previous grading period; AND
- have an overall GPA of 2.0 in their core subjects or NCAA-approved eligible courses OR an overall GPA of 2.5

Back work may be made up, providing it is in accordance with the regular rules of the school. In cases where a student's work in any preceding grading period does not meet the standards provided for in this Section, said student shall be ineligible to participate 9 in interscholastic athletics for the first fifteen (15) school days of the next grading period. At the end of the fifteen (15) days, the ineligible student may become eligible if his or her grades meet the current academic standards.

*At the end of the school year, the student's final credits for the entire year shall be used to determine his or her eligibility for the fall season of the following school year.

Game Day/Daily Practice

To participate in extracurricular activities, including games and practices, student athletes must be present in school no later than 10:15am at the high school and 10:54am at the middle school, and any early dismissal may not take place before 12:33pm. The student athlete's tardy or early dismissal must be excused as per the School District guidelines.
If a student athlete has an unexcused absence the day before or the day a holiday recess begins, the student athlete will be ineligible to participate until school resumes and they have been in attendance a full day.

Semester Absences: Student athletes will be ineligible to participate in any activity or sport if he or she accumulates fifteen (15) or more non-attendance occurrences per semester. Occurrences include all excused/unexcused absence, excused/unexcused tardiness, and excused/unexcused early dismissal. The attendance procedure will be as follows:

- After the 10th non-attendance occurrence, a courtesy letter will be sent home notifying the student athlete and their parent(s).
- The 15th non-attendance occurrence will result in an automatic one (1) week suspension from all athletic and extracurricular activities. This suspension will be served from the immediately following Sunday through Saturday.
- Every additional non-attendance occurrence will result in an additional week of suspension.

Pupil Services

CHILD FIND AND ANNUAL NOTICE TO PARENTS (CFR 300.125)

In compliance with state and federal law, the districts listed above will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain 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 pupil services office.

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 or she should contact the school district/IU (see contacts) and request an explanation.

Intermediate Unit 1 acts as a MAWA, a public education agency 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 1 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 aforementioned school districts provide educational services for all eligible students either through district-operated classes, contracts with Intermediate Unit #1, 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 beginning 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 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 or 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. The 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 or she is evaluated, but is not evaluated before parents give permission for their child to be evaluated.

The 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 districts. 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.

The 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.

The 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. The 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. The 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 the 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, the school district will provide you a list of the types and location of education records collected, maintained, or used by the agency. Additionally, the 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. The school district will decide whether to amend the records within 45 school days of receipt of your request. If the 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 that 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 or her professional responsibility. Additionally, the 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 regarding 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.

The school districts listed above will provide ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact your local school district contact.

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 a 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 a 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 feet 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. The 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 socio/cultural deprivation are masking gifted abilities.

Positive Behavior Intervention and Support

All Ringgold Middle School Students are subject to the District Student Conduct and Discipline Code. Additionally, Ringgold Middle School will follow a School-Wide Positive Behavioral and Supports framework.

What is PBIS?

School-wide Positive Behavioral Interventions & Supports (PBIS) is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. Schoolwide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

PBIS at RMS

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 RMS's PBIS Team to identify problem areas, brainstorm interventions, acknowledge students exhibiting positive behavior, and communicate the findings to staff, students, and parents/guardians.

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

At RMS, we are providing a safe environment where today's students are respectful, accountable, and motivated to face the challenges of tomorrow.

PBIS Behavioral Matrix

This matrix outlines what these expectations look like in different school environments:

Social Emotional Learning	Cafeteria	Hallways & Stairs	Arrival/ Dismissal	Restrooms & Locker Rooms	Bus & Bus Stop	Learning Space	Activity Space: Auditorium, Gym, Media Center	Office Space: Guidance, Nurse, and Main Office	*When I feel upset, I...
Respectful	Voice level as directed by staff	Voice level ONE	Voice level ONE	Voice level ONE	Voice level as directed by driver	Voice level as directed by staff	Voice level as directed by staff	Voice level ONE	Ask to speak to a trusted adult Express my feelings calmly using "I statement"
	Use appropriate language	Use appropriate language	Use appropriate language	Use appropriate language	Use appropriate language	Use appropriate language	Use appropriate language	Use appropriate language	
	Follow directions of staff	Follow directions of staff	Follow directions of staff	Follow directions of staff	Follow directions of bus driver	Follow directions of staff	Follow directions of staff	Follow directions of staff	
	Respect and maintain school property	Respect and maintain school property and personal space	Respect and maintain school property	Respect and maintain school property and personal space	Respect and maintain school property	Respect and maintain school property	Respect and maintain school property	Respect and maintain school property	
						Listen to the speaker	Listen to the speaker		
Accountable	Keep space clean	Keep space clean	Report to appropriate area promptly	Keep space clean	Keep space clean	Be prepared	Enter and exit promptly	Enter and exit promptly	Ask to speak to a trusted adult
	Dispose of trash properly	Use your own locker	Place all belongings in locker at arrival	Report any concerns to adults	Report any concerns to adults	Be on time	Be on time	Ensure you have a pass	
	Remain in seat		Collect all belongings for dismissal	Use only when necessary	Enter and exit promptly	Complete and turn in assignments	Use equipment purposefully and properly	Use only when necessary	
Mindful	Maintain positive interactions	Maintain positive interaction	Maintain positive interaction	Maintain positive interaction	Maintain positive interactions	Be proud of your work	Maintain positive interactions	Maintain positive interactions	Use appropriate coping methods to deescalate Show self-awareness to those around you
	Make healthy choices	Strive to be inclusive	Be ready	Maintain privacy	Strive to be inclusive	Give your best effort	Strive to be inclusive	Strive to be inclusive	
	Encourage others	Encourage others	Encourage others	Use for intended purpose	Encourage others	Encourage others.	Encourage others	Encourage others	
	Use your time wisely	Move directly to your destination with a pass	Move directly to your destination	Move directly to your destination with a pass	Be thoughtful of those around you	Respect differences and abilities	Respect differences and abilities	Repect differences and abilities	
Safe	Use walk pacing	Walk on the right side	Walk on the right side	Wash your hands	Sit properly and face forward	Sit properly	Sit properly	Sit properly	Remain calm Find a safe space that is supervised
	Keep hands, feet, and objects to yourself	Keep, hands, feet, and objects to yourself	Keep hands, feet and objects to yourself	Keep hands, feet, and objects to yourself	Keep hands, feet and objects to yourself	Keep hands, feet, and objects to yourself	Keep hands, feet, and objects to yourself	Keep hands, feet and objects to yourself	
	Follow safety and emergency procedures	Follow safety and emergency procedures	Follow safety and emergency procedures	Follow safety and emergency procedures	Follow safety and emergency procedures	Follow safety and emergency procedures	Follow safety and emergency procedures	Follow safety and emergency procedures	
	Eat only your food	Keep walkways, exits and doorways clear	Be alert (Remove earbuds/earphones)	Keep water in the sink/toilet					
What the teacher does:	Support transitioning to cafeteria reinforcing hallway expectations	Actively monitor between class periods.	Greet students warmly	Actively monitor from designated post.	Reinforce bus expectations.	Supervise all areas of the learning space.	Transition students to and from in an orderly manner	Support student needs	Teacher should support self-regulation skills
	Actively monitor students and model appropriate behavior.	Limit students access to bathroom and nurse during instructional periods.	Actively monitor from designated post.	Limit students to bathroom space.	Support transitions in and out of building.	Provide engaging learning opportunities for all students	Supervise all areas of the activity space.	Encourages students to return to class	
		Ensure students utilize a pass					Provide engaging learning opportunities for all students		

School Counseling Services

Middle School students have been provided the services of school counselors. The Guidance Department serves each student in a variety of ways. Their chief functions are to provide individual counseling so that each student can help himself with his educational, vocational, and personal problems; to guide students in course selection; 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. Guidance services are always available when a student is reevaluating his/her program and educational plans. Additionally, counselors solicit parental requests for student-parent-teacher-counselor conferences and arrange meetings at a time convenient to all parties.

Mrs. Melissa Berry mberry@ringgold.org		**Miss Taylor Clawson** alucas@ringgold.org
Last Names A - G	Last Names H - N	Last Names O - Z

Student Assistance Program (SAP)

The Ringgold School District has implemented a Student Assistance Program. Several building faculty and staff members have been trained to provide help in the identification and referral of those students experiencing problems that create barriers to learning. Faculty, staff, students, and parents/guardians may refer students to the team for review and to provide appropriate help. Forms for referral may be obtained on the district website and/or all individual school pages. Additional information concerning these groups will be provided throughout the year.

Safe2Say Something

Safe2Say Something is a Pennsylvania youth violence prevention program that allows students, parents/guardians, and community members 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.

Parent Involvement

Attendance of Students

Policy 204

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 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).

Compulsory Attendance

"Compulsory school age" shall mean the period of a child's life from the time the child's parent elect to have their 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 whole holds a certificate of graduation from a regularly accredited, licensed, registered, or approved high school.

"Habitually truant" shall mean six (6) or more 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.

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.

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.).

Classroom Teacher Responsibilities

1. Report accurately and timely into the school management system any student's absence from class.
2. Provide make-up work for all students who have excused absences from class, 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 exist.
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 <u>or</u> 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

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 total of 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.

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.

Ringgold Middle School	RMSAttendance@ringgold.org	724-258-2211

Please feel free to copy and use the following template as your excuse form. Please complete all the 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 sports 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 would 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 truant (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:

Number of Days	Unlawful Absences
3	● Attendance letter sent ● SAIC encouraged
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 3 days of unlawful absence
Number of Days	**Total Absences (Parental and Unlawful)**
10	● Attendance letter sent home via certified mail ● Medical or Legal excuses required
Abbreviations	
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 Attendance Office/Main Office a written statement, signed by a parent or guardian that contains the following: (Request forms may be obtained in the Attendance Office/Main Office)

- Student's name (first/last)
- Grade level
- Day and date for dismissal
- Reason for early dismissal; if medical appointment, name of doctor and time of appointment must be included
- Signature of parent or guardian
- 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 Attendance Office for approval. At that time, the student will receive a pass to leave class and report to the Attendance 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 Attendance 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 Attendance 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 in their classroom at 7:55. A bell will designate the start and end time of each class period. Excessive tardiness to school is not acceptable. Students are expected to be in all their classes when the late bell rings unless they enter with a written excuse from a school official verifying legitimate reasons for the lateness. Excessive 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 at 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 have to have an excuse upon arrival to school. Failure to turn in a note upon arrival will result in the tardiness being unexcused.
2. After the fourth unexcused tardy, a letter will be sent home.
3. Further unexcused tardies will result in possible referral to the magistrate.
4. Any student who is tardy (Excused or Unexcused) ten (10) days without proper medical documentation will be required to submit a doctor's note for subsequent tardies.

	Normal School Day	**Half Day Mark**
Ringgold Middle School	7:55am - 2:46pm	11:25am

Classroom Attendance

1. Students are expected to attend all of their classes as they appear on their schedule.
2. No student is permitted to be excused from a class unless the scheduled classroom teacher has received prior notice and given approval. Students who fail to follow this procedure will be issued a class cut and will receive no credit for work for that period.
3. Guidance visitations are not permitted without a guidance pass and approval from the classroom teacher involved. If a student asks to see his/her school counselor for an emergency situation they may not be denied. The student is required to sign in at the Guidance Office.
4. Students who are attending scheduled school activities must check with the classroom teacher prior to the activity in order to receive all assignments and work.

Educational Tours and School Sponsored Student Trips

Upon receipt of an approved "Educational Trip Request" form from the parents/guardians 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/guardians 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 will be 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 with 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/guardians 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: _____

An electronic form can be found at Parent Forms - Ringgold Middle School.

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, it is the responsibility of the parents/guardians 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.

Delay and Closure of School
Emergency announcements pertinent to the delay or closing of school will be made on major local radio stations, TV stations and the district's auto call. Students and families should not 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) or through the One-Call System.

Enrollment
Policy 200
Enrollment throughout the school year occurs at the Ringgold Central Office located at 400 Main Street, New Eagle, PA 15067. Appointments for a new student/returning student can be made by contacting Nikki Mathews (nmathews@rinngold.org) or by calling 724-258-9329. 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.

Homelessness
Policy 251
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.

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 Nikki Mathews (nmathews@rinngold.org).

Student Drop-off and Pick-up

Students are to be dropped off at Door 15 (Gymnasium entrance between 7:35 a.m. and 7:50 a.m. Students are to remain in vehicles until RMS staff ask them to disembark and enter school. Students are considered tardy at 7:55am.

Students arriving / picked up after 7:55 a.m. must be dropped off / picked up at the Main office and signed in/out by the parent/guardian.

End of the day pick-up following student bus dismissal is also at Door 15 (Gymnasium entrance). This time is normally at 2:50 p.m. on regular and 2-hour delay days; 12:50 p.m. for early dismissal days. Students will remain in the building until the parent pulls up and RMS staff calls for them to exit the building.

Visitors

Policy 218.3 and Policy 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.