RINGGOLD HIGH SCHOOL

STUDENT HANDBOOK

2026-2027 EDITION

PRINCIPAL'S MESSAGE

Dear Student:

Welcome to Ringgold High School and best wishes for a great 2026-2027 academic year! On behalf of the faculty and staff at Ringgold High School and the entire Ringgold School District, we are proud and excited to have you as a student. Whether you are a returning 10th, 11th, or 12th grader, or a new student or 9th grader attending for the first time, we look forward to a successful year together.

We hope that you will view your high school experience not just as a time for attending required classes, but as a time during which you prepare yourself for life beyond RHS. We strongly encourage you to take advantage of the many programs and activities that are offered in addition to the rigorous curriculum to help broaden your horizons and explore new areas of interest.

This handbook should be used as a reference to many of the school district's policies, practices, procedures, guidelines, rules and services that apply in the high school. Please read it thoroughly and share it with your family. We recommend that you file it in a convenient location for easy reference. The information contained in this Handbook is also available on our website at https://rhs.ringgold.org/.

Once again, welcome to Ringgold High School for the 2026-2027 academic year. You are an important part of the traditions of excellence that exist at RHS, and we look forward to a successful year.

Sincerely yours,

Dr. Tiffany L. Bevard

Dr. Tiffany Bevard, Principal
Ringgold High School

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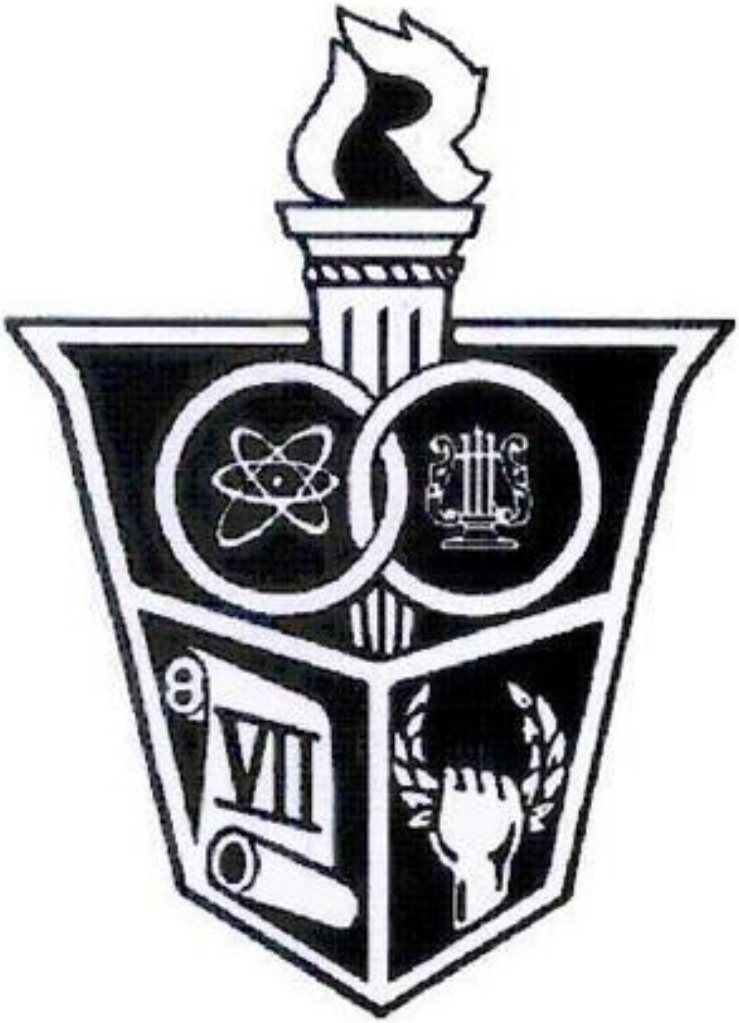
RINGGOLD HIGH SCHOOL PHILOSOPHY

Ringgold High School and District policies are formulated in compliance with the Pennsylvania Statutes.

It is our philosophy to promote:

- The traditions of our American democracy.
- The opportunity to implement Constitutional rights and responsibilities.
- Intellectual skill development necessary to thrive in a changing and competitive society.
- The mastery of concepts and skills which focus on information processing, problem solving, higher-order thinking and creativity.
- A positive work ethic and the behaviors associated with good citizenship including reliability, responsibility, punctuality, regular attendance, self-respect, self-discipline, community involvement and respect for the dignity, worth, and property of others.
- Education on an individualized basis accommodating the particular needs and learning styles of each student.
- Shared decision-making and encourages faculty, staff, parents, students and community members to participate jointly in the planning of school-related projects.
- Integrate learning and involve students in projects and activities that go beyond the traditional lecture/textbook approach.
- Interactive learning where students take ownership and are actively involved in their own education.
- The responsible use of technology to solve problems and be prepared to cope successfully with challenges of everyday living.

RINGGOLD HIGH SCHOOL
COAT-OF-ARMS



SHIELD

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.*

RINGGOLD 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

RINGGOLD ALMA MATER

Ringgold gracious alma mater
We thy precious name revere.
May each noble son and daughter
Cherish thee thine honor dear.
May they lamp be ever bright
Guiding us to truth and light.
As a beacon o'er dark water,
This is for thee 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.
May your spirit brave and strong
Honor right and conquer wrong.
This the essence of our song
Ever to you our hearts belong.

RINGGOLD SCHOOL DISTRICT

400 Main Street
New Eagle, PA 15067

CENTRAL ADMINISTRATION – 724-258-9329

Mr. Randall S. Skrinjorich, Superintendent of Schools
Dr. Greg Saraceni, Assistant Superintendent of Schools
Mr. Ed Broadwater, Director of Educational Technology
Mrs. Shannon Crombie, Director of Human Resources & Curricular Programs
Mrs. Sherry Black, Director of Pupil Services
Mr. Ephraim Yoder, Coordinator of Special Education & Psychological Services
Mr. Scott Stephenson, Director of Athletics
Mr. Clayton Shell, Chief of Police
Mr. Nevin Beatty, Sergeant, Ringgold Police
Mr. Ramont Small, Sr., Truancy Officer-District Wide

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
Mrs. Kim Moore Burchill, Secretary of the Board/Treasurer
Miss Hanna Engle, Board Recording Secretary
Mr. Carl Beard, Solicitor

2026-2027 DIRECTORY OF RHS PERSONNEL

Office Hours: 6:30 AM-2:30 PM

Administration	**Important Phone Numbers**	
Dr. Tiffany Bevard, Principal	Main Office	724-258-2200 x2301
TBD	Main Office	724-258-2200 x2305
Dr. Heather Roman, Assistant Principal	Main Office	724-258-2200 x2303
Mr. Clayton Shell, RSD Chief of Police	Security Office	724-258-2200 x2312
Mr. Nevin Beatty, Sergeant RSD Police	Security Office	724-258-2200 x2103
Mr. Scott Stephenson, Athletic Director	Athletic Office	724-258-2200 x2122
Administrative Assistants	**School Counselors**	**School Nurse**
Mrs. Kim Bedner	Mrs. Kristie Rygiel-Debor (A-G)	Mrs. Jean Sames
Mrs. Deanna Boyce	Mrs. Kasandra Staffen (H-N)	
Ms. Andrea Kroll	Mrs. Phoebe Dailey (O-Z)	**Science**
Ms. Kellie Stanko	Dr. Jamie Brownfield (Transition)	Miss Madison Forsythe
Mrs. Kristina Wilson		Miss Michelle Glaid
	Family & Consumer Science	Mr. Craig Johnston
Art	Ms. Heather Segina	Mr. John Laukaitis
Mrs. Theresa Campa	Ms. Lauren DelBiondo	Mrs. Kimberly Leasure
Mr. Allen Lewis		Mr. Josh Nicklow
	Industrial Technology	Mr. Jason Pfarr
Business Education / Technology Information	Mr. David Gilpin	Dr. Patience Stanicar
Mr. Darren Hale	Mr. Joseph Pleva	
Drama	**Mathematics**	**Social Studies**
Mrs. Jamie Bogol	Mr. Cody Gibson	Mr. William Callaway
	Mr. Richard Hirsh	Mr. Matthew Egizio
English	Mrs. Ashley Joseph	Mrs. Brandi Maher
Mrs. Jamie Bogol	Mr. Don Roberts	Mr. William Royal
Ms. Christine Davis	Mrs. Judith Roche	Mr. Daniel Shipman
Mr. Martin Harris	Mrs. Lynnette Rowe	Mr. Lucas Smith
Mrs. Briana Roesner	Mr. Christopher Szalay	Mr. Garrett Whalen
Mrs. Rhonda Strain	Mr. Vito Villani	
Mrs. Kelly Thompson		**Emotional/Learning Support**
Mrs. Nicole Waters	**Music**	Ms. Taryn Beegle
Ms. Mara Whalen	Ms. Dawn Mason	Mrs. Darcy Cheek
	Mrs. Colleen Tolliver	Ms. Megan Diggans
Foreign Language		Mrs. Marisa Edwards
Ms. Margarita Carhuaslla	**Phys. Ed./Health**	Mrs. Deborah Hurlburt
Mrs. Melissa DeOrio	Mrs. Casey Bacha	Mrs. Tori Kunzelman

	Mrs. Mandy Lutska	Mrs. Karen Lake
	Mr. David McDonough	Mrs. Nichole Ragnelli
	Miss Devyn Peskorski	
	Mrs. Tiffani Trice-Kolar	

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	

July

January

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

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						

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					

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

February

15 Presidents Day
24 Act 80 Day - No School

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						

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			

September

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

March

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

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			

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

October

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

April

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	

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					

November

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

May

27 Early Dismissal
28 Kennywood Day
31 Memorial Day

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					

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		

December

23 Early Dismissal
24-31 Winter Recess

June

4 Last Day of School
4 Graduation
4 End of 4th Nine Weeks

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

2026-2027 REGULAR BELL SCHEDULE

LUNCH 5	
Period	Time
1	7:03 - 7:48
2	7:51 - 8:36
3	8:39 - 9:24
4	9:27 - 10:12
Lunch 5	10:15 - 10:45
6/7	10:48 - 11:33
8/9	11:36 - 12:21
10/11	12:24 - 1:09
12	1:12 - 1:57

LUNCH 7	
Period	Time
1	7:03 - 7:48
2	7:51 - 8:36
3	8:39 - 9:24
4	9:27 - 10:12
5/6	10:15 - 11:00
Lunch 7	11:03 - 11:33
8/9	11:36 - 12:21
10/11	12:24 - 1:09
12	1:12 - 1:57

LUNCH 9	
Period	Time
1	7:03 - 7:48
2	7:51 - 8:36
3	8:39 - 9:24
4	9:27 - 10:12
5/6	10:15 - 11:00
7/8	11:03 - 11:48
Lunch 9	11:51 - 12:21
10/11	12:24 - 1:09
12	1:12 - 1:57

LUNCH 11	
Period	Time
1	7:03 - 7:48
2	7:51 - 8:36
3	8:39 - 9:24
4	9:27 - 10:12
5/6	10:15 - 11:00
7/8	11:03 - 11:48
9/10	11:51 - 12:36
Lunch 11	12:39 - 1:09
12	1:12 - 1:57

2026-2027 2-HOUR DELAY BELL SCHEDULE

(Note: AM Tech does not attend MVCTC.)

LUNCH 5	
Period	Time
1	9:03 - 9:33
2	9:36 - 10:06
3	10:09 - 10:39
4	10:42 - 11:12
Lunch 5	11:15 - 11:45
6/7	11:48 - 12:18
8/9	12:21 - 12:51
10/11	12:54 - 1:24
12	1:27 - 1:57

LUNCH 7	
Period	Time
1	9:03 - 9:33
2	9:36 - 10:06
3	10:09 - 10:39
4	10:42 - 11:12
5/6	11:15 - 11:45
Lunch 7	11:48 - 12:18
8/9	12:21 - 12:51
10/11	12:54 - 1:24
12	1:27 - 1:57

LUNCH 9	
Period	Time
1	9:03 - 9:33
2	9:36 - 10:06
3	10:09 - 10:39
4	10:42 - 11:12
5/6	11:15 - 11:45
7/8	11:48 - 12:18
Lunch 9	12:21 - 12:51
10/11	12:54 - 1:24
12	1:27 - 1:57

LUNCH 11	
Period	Time
1	9:03 - 9:33
2	9:36 - 10:06
3	10:09 - 10:39
4	10:42 - 11:12
5/6	11:15 - 11:45
7/8	11:48 - 12:18
9/10	12:21 - 12:51
Lunch 11	12:54 - 1:24
12	1:27 - 1:57

2026-2027 2-HOUR EARLY RELEASE SCHEDULE

(Note: PM Tech does not attend MVCTC.)

LUNCH 5	
Period	Time
1	7:03 - 7:33
2	7:36 - 8:06
3	8:09 - 8:39
4	8:42 - 9:12
12	9:15 - 945
Lunch 5	9:48 - 10:18
6/7	10:21 - 10:51
8/9	10:54 - 11:24
10/11	11:27 - 11:57

LUNCH 7	
Period	Time
1	7:03 - 7:33
2	7:36 - 8:06
3	8:09 - 8:39
4	8:42 - 9:12
12	9:15 - 945
5/6	9:48 - 10:18
Lunch 7	10:21 - 10:51
8/9	10:54 - 11:24
10/11	11:27 - 11:57

LUNCH 9	
Period	Time
1	7:03 - 7:33
2	7:36 - 8:06
3	8:09 - 8:39
4	8:42 - 9:12
12	9:15 - 945
5/6	9:48 - 10:18
7/8	10:21 - 10:51
Lunch 9	10:54 - 11:24
10/11	11:27 - 11:57

LUNCH 11	
Period	Time
1	7:03 - 7:33
2	7:36 - 8:06
3	8:09 - 8:39
4	8:42 - 9:12
12	9:15 - 945
5/6	9:48 - 10:18
7/8	10:21 - 10:51
9/10	10:54 - 11:24
Lunch 11	11:27 - 11:57

NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS

RINGGOLD SCHOOL DISTRICT
CHILD FIND AND ANNUAL NOTICE TO PARENTS
(CFR 300.125)

In compliance with state and federal law, 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 appropriate district contact listed above.

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 that provides early intervention to eligible three-to five-year-old children 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, speech and language support. Students found to meet eligibility criteria as "mentally gifted" may receive services through the district's Gifted Support programs.

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

Identification activities are performed to find a child who is suspected of 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 with a list of the types and locations 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 a 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 than officials of the school district collecting or using the information for purposes of identification of your child, locating your child and evaluating your child or for any other purpose of making available a free appropriate public education to your child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his 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 and issue a report of findings and necessary corrective action within 60 days. The Department will take necessary action to ensure compliance is achieved.

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

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Ave, SW Washington, DC 20202-4605

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

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

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.

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.

Ringgold School District Board Policy 103.1 - Nondiscrimination - Qualified Students with Disabilities:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=BCGK8P509F45
Ringgold School District Board Policy 114 - Gifted Education:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTEA76FC91

ATTENDANCE REGULATIONS (Policy 204)

PURPOSE

All students have a responsibility to attend school regularly and promptly in order that they may receive the full benefit of the educational programs offered by the Ringgold School District. The Educational Program offered by this district is predicated on the presence of the student and requires continuity of instruction and classroom participation.

The attendance regulations of the Ringgold School District, Policy 204, are designed to comply with the Pennsylvania School Code and in addition, to assist the students and families in resolving problems which contribute to poor attendance (PA School Code Section 1327 and 1330).

Ringgold School District Board Policy 200 - Enrollment:
https://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=CK7LXF54A186

COMPULSORY ATTENDANCE

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

School is in session at Ringgold High School daily from 7:03 a.m. to 1:57 p.m.

Late Arrival/Tardy	Early Release	Half Day Absent	Full Day Absent
7:03 a.m. to 8:35 a.m.	1:05 p.m. to 1:57 p.m.	Arrive at /after 8:35 a.m. but before 10:30 a.m.	Did not attend school for the day; Leave before 8:35 a.m.; or

arrive after 10:30 a.m.

Please Note - Any 5 combinations of late arrivals/tardies/early releases will equal ½ day absence.

CLASSROOM TEACHER RESPONSIBILITY

1. Report accurately and timely into the school management system the attendance of students from each 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/lawful or unexcused/unlawful.
2. Participation in school-related or sponsored activities is not considered an absence.
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 the parent/guardian.

PARENT RESPONSIBILITY

1. The Commonwealth of Pennsylvania requires all children between the ages of 6 and 18 to attend school unless legally excused. Parents are responsible for their child's attendance at school. As part of their responsibility, parents are expected to provide the school with a written excuse for their child's absence on the day the student returns. Any excuse not submitted on the day of return must be submitted within 3 days of the absence.
2. The parent should contact the school if extenuating circumstances regarding a child's absence exist.
3. An excuse must be presented to the attendance office. Failure to bring in an excuse within three school days upon return to school will result in the absence being marked unexcused and/or unlawful. The excuse must be provided in writing 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. Phone number or e-mail address where the parent may be contacted during the day

Signed excuses (includes tardies and early releases) may be submitted by email to the following:

rhsattendance@ringgold.org

Written excuses, signed by the parent or guardian, are required for all absences. Medical doctor's 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 tenth (10) day of total absence. Extenuating circumstances will be reviewed. A letter stating such will be mailed to the parent or guardian on the occurrence of the tenth (10) day of absence. School Nurse excuses are not considered a medical excuse.

ATTENDANCE NOTIFICATION PROCEDURE

Ringgold School District Attendance Notification Procedures:

a. Parents are notified daily via call blast of student absences.
b. Three (3) unexcused/unlawful absences (truant student) – attendance letter sent – parent is encouraged to schedule a School Attendance Improvement Conference (SAIC) with their child's assigned school counselor
c. Four (4) or more unexcused/unlawful absences – attendance letter sent – a School Attendance Improvement Conference is scheduled with the student's assigned school counselor, the school is required to make a referral to Washington County Children and Youth Services (CYS), and the Truancy Officer(s) may conduct check-ins/home visits.

d. Six (6) unexcused/unlawful absences (habitually truant student) – attendance letter sent home via certified mail including a copy of the SAIP – School is required to make a referral to Washington County Children and Youth Services (CYS). The school may also file charges before the local magistrate and continue to do so for every third subsequent unlawful absence that follows. The school will complete a Student Assistance Program (SAP) referral and the Truancy Officer(s) will conduct check-ins/home visits.
e. Ten (10) or more absences – attendance letter sent home via certified mail – to inform you that a medical excuse will be required for each day of absence after the tenth day of absence. Ongoing check-ins/home visits will occur by the Truancy Officer(s).

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 stricter attendance tracking, including wellness checks.

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. Family emergency (explanation required).
    e. Recovery from an accident.
    f. Observance of a bona-fide religious holiday in accordance with the student's religious beliefs.
    g. Health care from a licensed practitioner when it is not practical or possible to receive such care outside of school hours (verification required from the health care provider).
    h. Family educational trips and tours (approved in advance).
    i. Urgent personal reasons that are approved by the school administration.
    j. Court appearance (verification required).
    k. School sanctioned educational tours, trips, Extra-curricular activities, or Sport Events.
    l. Suspension from school.
    m. College or postsecondary institution visit (approved in advance).

2. All excuses must be turned into the attendance office by the end of the third school day following a student's return. If an excuse is not received the absence will be considered unexcused/unlawful.
3. 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 misses one (1) day, they will have one (1) day to make up work, if the student misses two (2) days, they will have two (2) days to make up work, etc. It is primarily the responsibility of the student to arrange make-up work missed during his/her absence.

Parental Notice of Absence –

4. Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

5. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

UNEXCUSED 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.
2. 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 into an "unexcused" absence.
3. Written excuses, signed by the parent or guardian, are required for all absences. Medical doctor 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 tenth (10) day of total absence. Extenuating circumstances will be reviewed. A letter stating such will be mailed to the parent or guardian on the occurrence of the tenth (10) day of absence. School Nurse excuses are not considered a medical excuse.

EARLY DISMISSALS

Early dismissals from school are considered an 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 a written statement, signed by a parent or guardian, that contains the following.

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

***Procedures for early dismissals*:**

1. Requests must be presented to the attendance secretary in the Main Office for approval. At that time, the student will receive a pass to leave class and report to the Main Office at the time of their dismissal.
2. All students leaving for early dismissals must be signed out at the time of dismissal by a parent/guardian or designated school official.
3. Students returning from an early dismissal are to report to the Main Office and sign in. If returning from a doctor's appointment, verification must be submitted at that time. A pass to class will be issued by the Main Office.
4. A student who becomes ill or injured during school must report to the nurse. A parent will be contacted, and the pupil will be dismissed if necessary. Students signed out without being seen by the nurse will be considered unexcused for the remainder of the school day and will receive zero credit for the missed classes.
5. No student, including students aged 18 and older, is permitted to leave the school building for any reason without the knowledge and permission of the appropriate school officials.

School Visitors (AR 907)

Parent or Guardian Entering a School to Sign Out a Student

A Parent(s), Guardian(s), or a Designee of the Parent/Guardian entering a school with the intent and purpose to sign out a student for an early dismissal, or because the child is sick or has an illness, must provide the Police/Security Officer assigned to the school, a state issued driver's license, or a state issued identification card, for entry into an automated visitor management system with digital ID verification technology.

Should a Parent, Guardian, or a designee not have their state issued driver's license or state issued identification card physically upon them, the Police/Security Officer shall first search the management system database to determine if that person has been entered into the management system before.

If that person has been previously screened by the management system, the Police/Security Officer shall proceed as is normal.

If that person has not been previously screened by the management system or is not found in the system's database of previously screened persons, the Police/Security Officer shall manually enter that person into the management system. In this event, the principal must be notified and approve of the child leaving the school with that Parent, Guardian, or Designee.

TARDINESS

Students are expected to be at school and in their first period class by the start of school. Excessive tardiness to school is not acceptable. Students are expected to be in all of their classes when the late bell rings unless they enter with a written excuse from a school official verifying legitimate reasons for the lateness. Any offenses by students who enter the classroom after the late bell or are in the halls without a hall pass may result in an after-school detention.

A student who arrives at school after the start time should report directly to the Main Office. A student who arrives at school after the 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, an 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 at school. Failure to turn in a note upon arrival will result in tardiness being unexcused.
2. After the third unexcused tardy, the student will receive a written warning from the Attendance Office.
3. After the fourth unexcused tardy, a letter will be sent home and a detention will be assigned.
4. Further unexcused tardies will result in additional consequences, loss of privileges, and possible referral to the magistrate.
5. 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 excused tardies.
6. Any combination of five (5) late arrivals/tardies/early releases will equal ½ day absence.
7. Students who enter class 5 minutes late will be considered a class cut. Class cut is considered a class absence. Class cuts will result in disciplinary action (i.e. detention, in-school suspension, out-of-suspension). Progressive discipline will occur. If the student fails the class due to excessive class cuts, the student will be required to make up the lost credit in subsequent years and will not be permitted to make up that credit in a summer school program.

ATTENDANCE REQUIREMENTS FOR PARTICIPATION

To participate in extracurricular activities, students must be present in school no later than 10:05 a.m.
The student's tardy or early dismissal must be excused as per the guidelines indicated above.

EDUCATIONAL TOURS/ 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. In order 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 TEN (10) 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. 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 ten (10) days per year for educational tours. Tours sponsored by the school district are to be included in the ten (10) day limitation.
6. School-sponsored trips which are one (1) day or more in length are included in the ten (10) day trip/tour limitation. Students and their parents must exercise caution in arranging educational trips or in granting permission for student participation in school-sponsored trips or club-sponsored off campus activities. The purpose of the limitation is to align the policies of the Ringgold School District with the ten (10) 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 building Principal.
7. Educational trips **will not** be approved for students with over ten (10) days of absences from school or who are failing two (2) 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 ten (10) or more days absent one (1) week prior to the date of the trip and/or students with serious/chronic behavior problems will be ineligible to attend.

CLASS ATTENDANCE

1. Students are expected to attend all of their classes as they appear on their schedule. This includes the student’s lunch period as it is a scheduled, non-graded class.
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. School Counseling visitations are not permitted without a school counselor 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. Students are required to sign in at the School Counseling 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.

5. Excusal from study hall/resource time must follow the same above procedures. The resource teacher must have a written request from a staff member prior to the student being granted permission to leave. Failure to do so will be considered a class cut. The resource/study teacher at his/her discretion may also issue passes to the technology/computer lab, nurse or restroom.

STUDENT ATTENDANCE IMPROVEMENT PLAN (SAIP) MEETINGS

1. The Student Attendance Improvement Plan (SAIP) Meeting Team may consist of the Building Principal or the Principal's designee, the school counselor, the truancy officer(s), the school social worker, the school nurse, and additional members of the school staff.
2. Presence at the truancy hearing may consist of, but not limited to, the student, parent/guardian, the truancy officer(s), and any other person that the Principal or the Principal's designee believes necessary to ensure a fair hearing.
3. Attendance is monitored by the truancy officer(s) and the Principal or the Principal's designee throughout the school year.

ATTENDANCE EMAIL ADDRESS

All email correspondence for Ringgold High School should be sent to the following:
rhsattendance@ringgold.org

Ringgold School District Board Policy 204 - Attendance:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=BEJM3X5957B0

STUDENT ARRIVAL

- All students are required to have their belongings searched upon entrance to the building.
- All students are required to walk through a metal detection system.
- Students must have all bags unzippered prior to placing the bag on the search table.
- Students are NOT permitted to bring open food or beverages into the building, including but not limited to Dunkin', Starbucks, McDonalds, etc.
- Students are NOT permitted to bring ice.
- Students may bring water bottles, for example Stanleys and Yetis; however, those containers must be empty.
- The school doors close promptly at **7:00 A.M**. Students must be in their first period class **by 7:03 A.M.** or they will be considered tardy.

EXAMPLE EXCUSE FORM

Student's Name_____ Grade_____ Period 1_____

Dates of Absence_____

Full Day_____AM_____PM_____

Reason: _____

Parent's/Guardian's Signature_____

Home Phone_____Work Phone_____

✂----------

Student's Name_____ Grade_____ Period 1_____

Dates of Absence_____

Full Day_____AM_____PM_____

Reason: _____

Parent's/Guardian's Signature_____

Home Phone_____Work Phone_____

✂----------

Student's Name_____ Grade_____ Period 1_____

Dates of Absence_____

Full Day_____AM_____PM_____

Reason: _____

Parent's/Guardian's Signature_____

Home Phone_____Work Phone_____

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.

ASSEMBLIES

School assemblies are held periodically in order to communicate information, share learning experiences or promote school spirit. Students are typically called to assemblies by grade level from their classrooms.

Students are expected to be attentive and respectful towards the presenters, students, and staff in assemblies in all areas (i.e. auditorium, media center, gymnasium, etc.) at all times. Students that do not follow these expectations in assemblies may be issued consequences by the principals.

BOOKS

Students are responsible for books assigned to them. Replacement fees for lost or damaged textbooks will be assessed according to the age of the textbook determined by the year of purchase by the Ringgold School District.

COMPUTER DEVICES (Chromebooks) (Policy 815)

Chromebooks and chargers will be paid for by the student at the full cost of the replacement. Students will be charged $20 for missing chargers and $230 for any complete Chromebook replacement due to damage.

BUS TRANSPORTATION (Policy 810; Policy 810.2)

The Director of Transportation is responsible for assigning buses. All school rules are enforced during all bus/school trips.

Students are to:

- Board the bus at the assigned stop.
- Ride only on the assigned bus.
- Remain seated throughout the ride.
- Keep your head, hands, and feet inside the vehicle.
- Not cause disturbances that may interfere with the driver's responsibilities.
- Not use tobacco / Vape products or profanity.
- Get off the bus only at designated stops.

If disturbances on the bus are excessive and are interfering with the safety of the students riding the bus, the student may forfeit the privilege of bus transportation. Transportation issues should be addressed at the bus garage (724) 258-5709.
Ringgold School District Board Policy 810 - Transportation:
https://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTZZ79DFA9

CAR TRANSPORTATION/STUDENT DRIVING REGULATIONS (Policy 223)

- Parking on school grounds **is a privilege** and will be treated as such.
- All students desiring to drive to school in a private vehicle must file the proper forms in the high school security office. Any student who is granted permission will be issued a numbered permit.
- Driving a private vehicle to school will be limited to students in grade 10, 11, and 12 only.
- In all cases of student driving, there are to be NO RIDERS in the same vehicle except for student riders residing in the same household.
- **Students will not be permitted to go into the parking lot for any reason once the school day begins. There will be no exceptions. All students will be treated as if they rode a bus to school.**
- A parental/information form must be filed in the high school security office BEFORE a student can drive a private vehicle to school.
- All vehicles parked on school property are subject to search. As a condition of obtaining a parking permit, each student applying for a parking permit, and each student's parent or guardian, shall consent to random searches of vehicles driven by students to school and parked on campus in designated student parking areas. By parking on school property, students agree to relinquish their expectation of privacy when it comes to the vehicle.
- Only approved applicants will be issued a driver's permit.
- All vehicles must be parked in the area designated for student parking. Students must park in the parking space with the same number as the issued permit. Students are not to loiter in or near cars but go directly to the building upon arrival.
- A student parking permit must be properly displayed in all private vehicles on the rear-view mirror while on school grounds.
- All vehicles are to be locked for the day. The Ringgold School District is not responsible for lost and/or stolen items or damage that occurs in the parking lot.
- Students are not permitted to move their vehicles or use their vehicles to run errands during the day.
- The speed limit of 15 miles per hour will be strictly enforced. Student drivers will be responsible for adhering to the regulations set forth in this policy and in the parental/information form.
- There will be a fee of $15 for the school year (no matter what time of the year it is) to obtain a parking permit. This fee is nonrefundable. Any student, who had his/her permit **suspended** during the first semester, **may reapply in the second semester at the additional fee of $15**. Any student, who had his/her permit **revoked, may not reapply**.
- A student with 3 or more unexcused **tardies** during a semester will have their parking pass suspended or revoked as deemed by the principals:
    - First infraction: 3 unexcused tardies – Two (2) weeks suspension of driving and parking pass
    - Second infraction: 4 unexcused/persistent tardies – Four (4) weeks suspension of driving and parking pass
    - Third Infraction: 5 unexcused/persistent tardies – Nine (9) weeks suspension of driving and parking pass
    - Fourth Infraction: 6 unexcused/persistent tardies – Eighteen (18) weeks or One (1) Semester suspension of driving and parking pass
- Persistent tardiness to school by a driver with more than six (6) unexcused **tardies may** have his/her driving permit revoked permanently for the rest of the year.
- The high school principals have the right to suspend or revoke any driving permit for reasons, at his or her discretion, not included in Policy 223. The high school principals have the right to adjust the above mentioned consequences for the driving and parking pass privileges.
- Driving to school without a permit will result in disciplinary action; the vehicle being towed (at the owner's expense) and any future driving privileges being forfeited.

- The principal, principal's designee, and chief of police will have the right to suspend or revoke any driving permit for discretionary reasons included or not included in Board Policy 223- Student Driving and Parking Lot Privileges: http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTM277F9B6

CAFETERIA (Policy 808)

Students may purchase or bring lunch. Free lunches are available for those students who qualify. No student will be permitted to eat in a teaching classroom. Students **may not** remove food/drink from the cafeteria without prior permission. All students are to report to the cafeteria area for lunch. Loitering in the halls or bathrooms is not permitted. Students who arrive late to lunch will be disciplined accordingly (see Tardy section).

Ringgold School District Board Policy 808 - Food Service:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=BFFQZE6A259A

CLASS CUTS

Class cuts will result in the assignment of an in-school/out-of-school suspension.
Five (5) minutes tardy to class will be considered a class cut.

STUDENT CONDUCT (Policy 218)

All Ringgold High School Students are subject to the Student Discipline Policy in Board Policy 218. Additionally, Ringgold High School will follow a School-wide Positive Behavioral Interventions & Supports (PBIS) framework.

CHEATING/PLAGIARISM/FORGERY

- 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.
- **Cheating offenses will result in the following:**
    - **First offense-handled by an individual teacher.**
        - The teacher must produce evidence/documentation as to the offense. The parent/administrator must be notified within three days of the incident.
        - Depending on the severity of the incident, the teacher may issue a warning or failure of that particular activity, assignment, quiz or examination.

    - **Repeated cheating – handled by the Principal/Designee**
        - Cheating in the same course of study is considered repetitive and requires additional disciplinary action.
        - All cases of alleged repetitive cheating should be referred to the Principal in writing by the end of the school day when the incident occurred.
        - The parent will be informed immediately.
        - The student will receive a failing grade for the marking period for which the work was to be counted.

- No student may forge, falsify, alter, or misuse any school document or communication to the school. Any violation of this may result in school discipline.

CHILD ABUSE

The Board requires district employees, independent contractors, and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.

Ringgold School District Board Policy 806 - Child Abuse:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=B5PJ9C4BF4CD

COPY MACHINE

Many students find it advantageous to have copies of their research reference materials for home study. A copy machine is provided in the library for this purpose. Copying pornographic, obscene or derogatory material is prohibited.

DEBTS OWED

Students are required to pay for lost or damaged textbooks, equipment, technology (Chromebooks et. al.) not returned at the conclusion of the school term, as well as cafeteria debts. 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

Student obligations/fines accrue and carry over throughout their high school career in grades 9-12. Student obligations/fines must be resolved prior to leaving the Ringgold School District. Students who do not meet their obligations by returning texts or satisfying fines will not be permitted to participate in dances, senior activities, graduation ceremonies etc., and may have their final report cards held until all debts are satisfied.

DELAYS/VIRTUAL DAYS and CLOSING OF SCHOOL

Emergency announcements pertaining to delays or closings will be on local radio and television stations, and on www.ringgold.org. Students and families are asked not to call the school offices concerning Delays / Virtual Days or school closings.

DIRECTORY OF RHS PERSONNEL

Please click here to view a directory of all staff and their contact information

ELECTRONIC DEVICES (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.

As such, 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. Students must turn off their electronic devices prior to their entry into the building and/or district transportation. Electronic devices that are visible to faculty, staff, or administration will be confiscated and held by administration in the main office. Students who refuse to tender their electronic device when asked will be considered insubordinate and may be subject to additional disciplinary action beyond the action(s) taken for the violation of the electronic device policy.

Ringgold School District Board Policy 237 - Electronic Devices:
https://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=CK5FUQ40D92E

Ringgold School District Board Policy 815 – Acceptable Use of Internet, Computers and Network Resources
https://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=CTAJ334A1C09

FIELD TRIPS (Policy 121)

Field Trips, as permitted by school policy, can be a very beneficial part of a student's educational experience. School sponsored field trips will be noted for attendance purposes but will not be counted as an absence towards denial of credit. Field trips are a privilege; therefore, the following guidelines are set forth:

- Students must have a Field Trip Approval/parental Permission form filled out and returned before the date in order to be eligible to go on a field trip. The teacher or sponsor responsible for the trip will distribute these forms. All classroom teachers' signatures approving the student going on a field trip must be completed. **Classroom teachers have the right to deny a student the privilege of going on a field trip if that student has excessive absences, or if the academic performance is not satisfactory at the time of the trip.** If the student is not eligible for a field trip for any of the above reasons, then the student may not attend the event.
- Students absent from any class in excess of ten (10) times per semester, regardless of reason, will be excluded from field trip participation. Likewise, students academically failing ANY class will not be permitted to attend any field trip during the time the grade remains failing.
- Students must be in compliance with the District Attendance Policy.
- Any student who goes on a field trip is responsible for getting the work ahead of time for classes he or she will miss. The student is responsible for turning in all work on the same day as those who were in class on the day of the field trip. Also, any homework assigned for the day following the field trip should be prepared by the student and ready to hand in upon returning to class. **It is the student's responsibility (not the teacher's) to make sure that work is completed.**
- Behavior: Students shall not be permitted to attend a Field Trip if they are on Social Suspension (i.e. more than 2 In-School Suspensions and/or any number of Out-of-School Suspensions).
- Any student excluded from school during the date(s) of the scheduled trip shall not be permitted to attend the trip.

FIELD TRIP PERMISSION FORM

STUDENT NAME:
FIELD TRIP SPONSOR:
LOCATION:
DATE:
TIME:
GRADE LEVEL:
COST:

Students who are planning to attend the above field trip must get permission from all teachers and their parent(s) or guardian. Students are reminded they must meet all academic qualifications and teachers may refuse to give permission based on academic performance. As always, all district rules and regulations are to be followed.

If teachers give their permission for the student to attend, they are to initial in the box of the period they have the student and list the work the student will miss.

Pd 1	Pd 6
Pd 2	Pd 7
Pd 3	Pd 8
Pd 4	
Pd 5	

PARENT (GUARDIAN) FORM
I am aware my son/daughter will be attending a field trip with the Ringgold School District on the dates and time provided at the top of the page. I am also aware of any financial responsibilities for the field trip.

Parent (Guardian) Signature Date

Student Signature Date

FIRE DRILLS / SEVERE WEATHER / SAFETY DRILLS (Policy 805)

Fire / Severe Weather / Safety drills are conducted at regular intervals during the school year. In case of a fire / Severe Weather or Safety drill, listen calmly to the directions given to you by the teacher. Go quietly and calmly to the place to which you are assigned. Fire and Severe Weather posters are placed in each room. Students are asked to read and become familiar with them.

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 nurse is not present the student is to report directly to the main office. UNDER NO CIRCUMSTANCES ARE ILL STUDENTS PERMITTED TO STAY IN THE RESTROOM. THEY MUST REPORT TO THE NURSE'S OFFICE. All first aid is administered in the health office.

Parents are required to telephone the nurse (724-258-2200 ext. 2311) in cases where their children have serious communicable diseases or illnesses requiring hospitalization. These reports and the daily check made on student absences keep the school well informed on each student. Students who are ill may only be dismissed by the nurse or administration. Students must sign out in the attendance office.

MEDICATION (Policy 210)

A student who is required to take prescription medication or over-the-counter medication during school hours must bring the medication in the prescription bottle. The parents must also sign a Medication Authorization form indicating the reason for the medication and the time at which it is to be taken. Both the prescription bottle and the note are to be presented to the school nurse. If the nurse is absent, the student should then report to the main office. Medical verification is needed for any student to be excused from a class or an activity due to a medical problem. The verification must be currently updated and on file in the nurse's office.

The School District physician has authorized administration of specific over the counter medication to students at the discretion of the school nurse according to a defined protocol. A parent/guardian must give medication permission/medical authorization by completing **both** sides of the Ringgold School District emergency Card for accident or illness.

Ringgold School District Board Policy Links:

Immunization Policy 203:http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=APKQKH699C74

Communicable / Infectious Diseases 203.1 : http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTH477660D

HIV Infection Policy 203.2: http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTH8776AE3

Health Examinations / Screening Policy 209: http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTH8776AE3

Head Lice Policy 209.1 : http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTJ6778E59

Diabetes Management Policy 209.2: http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=BBHRBB64D9C5
Use of Medication Policy 210: http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTJ87790D4

Possession/Use of Asthma Inhalers Policy 210.1: http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=BBHQXT63A81B

Student Allergies Policy 210.2: http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=BGKNUR5E9CD7

Student Accident Insurance Policy 211: http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTJJ779C23

Student Wellness Policy 246: https://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=CHLLHU5692AB

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 school.

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

INTERNET USAGE (POLICY 815)

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

To this end, the Board established 815-AR-0 Computer Use Guidelines 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.

RESPONSIBLE USE GUIDELINES

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

DISCIPLINE

Violations of district policy will result in appropriate student discipline, in accordance with the school district's Student Conduct and Discipline Code and this Ringgold High School Student Handbook. This may include loss of the privilege to access the Internet/school district network/district-provided computer equipment for a defined period or permanently, suspension and/or expulsion, costs incurred for loss, theft, damage or destruction to/of equipment, loss of credit for a course, and/or criminal or legal proceedings.
Ringgold School District Board Policy 237 – Electronic Devices:
https://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=CK5FUQ40D92E

Ringgold School District Board Policy 815 - Student Use of Internet/ School District Network and District Provided Computer Equipment: https://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=CTAJ334A1C09

LOCKERS AND VALUABLES

SEARCHES (Policy 226)

The school will provide lockers for all students. The locker is school property, and its use is subject to rules of the school. They are to be kept clean and orderly. STUDENTS SHOULD USE A LOCK to secure their belongings, as the school cannot assume responsibility for lost or stolen articles. 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 school in accordance with Policy 226. Searches conducted by the administration may include, but not be limited to, utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety, and welfare of the school population.

Unless it is an absolute necessity, students should not bring valuables or carry large sums of money to school. Students should not leave these items in their lockers.

Students are advised to visit lockers only when it will not delay their arrival to their next class. Limited visits to lockers reduce congestion in the halls and decrease tardiness. The writing and pasting of materials in lockers which results in marking or damage to the locker will be considered vandalism and disciplinary action will be taken accordingly.

SCHOOL COUNSELING SERVICES

Counselors can assist in the areas of personal/social, academic, and career. (Mrs. Rygiel-Debor, A-G; Mrs. Staffen, H-N, Mrs. Dailey, O-Z, Dr. Brownfield, Transition Counselor/RCA)

Students may make appointments to see their counselor through the counseling office secretary and/or with a counselor personally. Appointments should be scheduled during study hall whenever possible. Visiting the counseling office without an appointment and during a regular scheduled class may be considered an unexcused absence or class cut.

School Counseling Department Testing

P.S.A.T./N.M.S.Q.T.
AMERICAN COLLEGE TEST (ACT)
COLLEGE BOARDS (SAT)
ADVANCED PLACEMENT EXAMS (AP)
PENNSYLVANIA KEYSTONE EXAMS
ASVAB

Testing dates will be communicated to students and posted on the RHS website.

Scheduling

All students have an opportunity in the spring of each year to select courses appropriate to their needs. Students are given a course selection sheet and can find the program of studies on the Ringgold website. A schedule is defined as 8 class periods and a lunch period. ALL COURSE SELECTIONS WILL BE CONSIDERED FINAL, AND SCHEDULE CHANGE REQUESTS WILL ONLY BE CONSIDERED FOR THE FOLLOWING REASONS:

- Scheduling error
- Summer work is completed
- Insufficient credit for graduation

- Previous failure – class taught by a teacher with whom the student failed and when another instructor is available
- Placed in a wrong level course
- Academic review team discretion

Procedure for Schedule Changes

No schedule changes will be made after August 1st unless for one of the reasons listed above.

Course Withdrawal

- **Withdrawal from Semester/Year-long Course(s)**
  All course request changes/drop requests must be made no later than August 1. Any course request change/drop request received after August 1 will not be reviewed.

Course Waiver Policy

Philosophy
A waiver is a contract between the student and parent(s) and the school district. It provides a course placement which supersedes the prerequisites of that course. The student may pursue such a contract. This action carries with it responsibility and accountability. Thus, abuse of the waiver system will have consequences. Neither curricular content nor performance expectations of a course will be deleted or diminished to accommodate waivered students.

Procedures
The current teacher shares the course recommendation with the student. If the parent/student indicates intent to opt for a course other than the recommended course:

Communication is initiated by the parent and student to the appropriate school counselor. A meeting will be set up by the academic review team (counselor, administrator, and department head if applicable). Information will be shared with the parent and student regarding the recommendation procedure, student achievement, and past performance of waivered students in the course being considered.

If a waiver contract is still desired, the waiver form is given to the student by the school counselor. The signed waiver implies the acknowledgement of the conditions identified on the form.

- A list of waivered students is generated by the school counseling office and is distributed to administration by the end of the school year. The list will be kept on file in the counseling office.
- Students who waive into a class cannot change placement.

If a student has a signed waiver, they are not permitted to withdraw from the class as stated on the waiver unless approved for serious and necessary case-by-case situations as determined by administration. If a student is approved to withdraw from a course for which a waiver contract has been signed, the student will receive a WF, and that grade will be included in the GPA calculation.

Withdraw Failing, "WF" Grade Calculation

A "WF" given as a quarter grade will add zero (0) quality points to be counted towards the GPA for that specific grading period. In addition, the credits attempted for that class will be added to the total credits attempted to calculate the GPA for that quarter. This is exactly the same calculation used if an "F" grade was given. **A "WF" prevents honor roll status for the effective quarter only.**

The difference in the calculation of a "WF" class is that the following quarters will not be affected by the "WF" course. That is, no quality points or credits attempted will be added to calculate the GPA. In addition, the final GPA is not affected.

The “WF” will not be factored into any subsequent grading period following the withdrawal. The “WF” course will show on the student’s transcript as a “WF” with .00 credits but will not be used in the calculations of credits attempted. The final QPA will be the same on the report card and the transcript.

Withdrawal from School

After consultation with teachers/counselors/parents/administrator, a student who has reached the age of **18** (with parent signature) or older may withdraw from school.

HALL PASSES

Students do not have time to use the restroom between class periods since there are only 3 minutes to walk to the next classroom. Therefore, students will report to their next class, ask the teacher to use the restroom, and obtain a hall pass to the restroom.

No student may be in the hall after classes start without an electronic hall pass and paper pass. It is the student’s responsibility to procure a valid hall pass before entering the halls. Failure to obtain a pass will result in appropriate disciplinary action.

A student who is in the hall during class periods, lunch periods, and assembly programs must have a pass signed by the person who grants permission and stating the reason, the time and the date. Teachers on hall duty will require the students to produce the hall pass for verification purposes.

No student should 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.

PARENT PORTAL

Parents/guardians may subscribe to the FOCUS Parent Portal to access student grades, attendance, assignments, etc. on www.ringgold.org. Parents have been provided with a username and password. If you have difficulty logging on see https://rsd.focusschoolsoftware.com/focus/auth/.

PHYSICAL EDUCATION

Any money or valuables left in lockers during physical education classes need to be secured by a student provided lock on a locker. We must stress, however, that we are not responsible and cannot be held liable for any amount of money or any personal items which have been lost or stolen.

PUBLIC DISPLAY OF AFFECTION (PDA)

Displays of affection construed as being inappropriate within the school environment are not permitted. Students may be disciplined by the administration for insubordination for improper displays of affection.

PUBLIC ATTENDANCE AT SCHOOL EVENTS

(Policy 904)

Ringgold High School welcomes the public at activities and events sponsored by the district, but also acknowledges its duty to maintain order and preserve its facilities during such events. This policy establishes conditions, restrictions, and procedures to regulate public attendance and conduct at school and school-sponsored activities.

Ringgold School District Board Policy 904 - Public Attendance at School Events:
https://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=CTAJ354A1C12

PUBLIC COMPLAINTS (Policy 906)

When an individual has a complaint, we encourage a resolution through informal communication with the appropriate instructor, academic program director/dean, staff member, or administrator who may be able to help rectify or clarify the situation before a written complaint is initiated.

The district welcomes inquiries, suggestions, and constructive criticism from parents/guardians, district residents or community groups regarding the district's programs, personnel, operations, and facilities.

Ringgold School District Board Policy 906 - Public Complaints:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=AWSHEN48162B

RINGGOLD CYBER OPTIONS

The district has provided one cyber option for the 2026-2027 school year: Ringgold Cyber Academy.

RINGGOLD CYBER ACADEMY (RCA)

Ringgold Cyber Academy classes occur online, in an asynchronous format. There is no live instruction. Students who are successful in completing these classes typically work on their courses each day to stay on pace and complete all assignments.

Ringgold Cyber Academy classes are facilitated through Waterfront Learning, a program operated by Intermediate Unit Three, using their teaching staff. The courses are not taught by Ringgold School District teachers. Students requiring help in a particular class should reach out to the appropriate Intermediate Unit teacher for assistance, as they would in a traditional class. Please note that teachers may not be available to assist or respond to students during the day because many of them teach in other schools.

While we recognize the importance of providing flexible educational options for families, we also must stay true to the mission of Ringgold School District. We must be sure that each child is wholly participating and benefiting from their educational opportunities. For some students, the Ringgold Cyber Academy's asynchronous option provides a venue that is unique, robust, and challenging. It allows students to work at their own pace and allows families a flexibility that can be enhanced by other learning experiences provided at home.

For others, asynchronous programming may not provide the same structure and support that is needed and available to students who attend school in person. This option prevents students from participating in laboratory experiences, project-based learning, or other hands-on workshops that occur in classrooms. The Ringgold Cyber Academy also limits opportunities for social interactions with peers, and teachers teaching in this program may not be able to respond to emails and phone calls during the school day. For these reasons, we do not recommend the Ringgold Cyber Academy for students who typically need greater structure or support.

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 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.).

STUDENT CONDUCT

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 public school or from extracurricular activities because of being married or pregnant. • No student shall be denied access to a free and full public education on account of race, religion, sex, national origin, handicap, or physical appearance.
- Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school.
- Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
- Although it is the responsibility of every citizen to show proper respect for his country and its flag, students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.
- Students have the right to govern the length or style of their hair including facial hair unless the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard.
- 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, Ringgold School District policy prohibits students from wearing hats or head coverings of any kind (including headbands) in school. Students may be required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the students. Administrators have the sole right/responsibility to determine what attire is appropriate.
- Students must be permitted to make up, without penalty, all examinations and class work missed during a period suspension, legal absence from school or absence from class because of authorized school activities.

It will be the responsibility of the student to contact his/her teachers immediately upon his/her return to school or during his/her next regularly scheduled class to arrange for make-up work. Examinations and class work not made up within a reasonable period following the return of a student to school will result in failure for that work and will be averaged with the student's other examinations and work in the determination of a final grade.

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.

Ringgold School District Board Policy 218 - Students Discipline:
https://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=CLMSFC709334

STUDENT GOVERNMENT (Policy 228)

The Student Government is an organization through which students can demonstrate their leadership abilities as they plan and attend school activities. As the members work with faculty and administration, students may share their concerns about the school.

- The Student Government shall consist of the senior class officers, junior class officers, sophomore class officers, freshman class officers.
- All legislative powers herein granted shall be vested in the Student Government.
- The Executive Committee shall have the power to execute all laws and resolutions passed by the Student Government. The Executive Committee may make all regulations necessary for executing said laws and resolutions.
- The Executive Committee shall consist of 16 officers.

Class Officers:

- Each class - Senior, Junior, Sophomore, and Freshman - will elect a President, Vice-President, Secretary and Treasurer.
- Election of officers shall be held no later than four weeks after the beginning of the school year.
- Each candidate shall report to an assigned area of the school where he/she shall register his/her name as a candidate.

- Each class will hold an assembly. Candidates will be introduced to their respective class. During the assembly, candidates for President will deliver a campaign speech.
- A ballot containing the names of all candidates shall be prepared.
- A definite time shall be set for an election.
- It is the responsibility of each Class Officer to attend Student Government meetings and Student Government sponsored activities.

Alternates will take the place of representatives when it is necessary. A student who does not meet his/her responsibilities could be suspended from Student Government and could be replaced by other students.

STUDENT RECORDS (Policy 216)

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes.

Ringgold School District Board Policy 216 - Student Records:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTJX77AB69

STUDY HALLS

Study halls are to be quiet periods during which students must work on subject assignments. Students are not to be excused to go to the gym from study halls or other classes and are not permitted to sleep, use cell phones, or play games during the period. Students are required to bring materials related to academic assignments.

TELEPHONE

Parents should not call or text their student(s) during school hours. In case of an emergency, please call the high school office; a message will be taken at the office and transmitted to the pupil. Pupils will not be called to the office for a telephone call except in cases of emergency. Students who intend to stay for the after-school activities should be considerate and arrange for rides home in advance. The office phone is not available after school for after-school activities.

UNAUTHORIZED AREA OF THE SCHOOL BUILDING AND GROUNDS

Students are required and expected to be in a designated area throughout the school day. If a student is not in this required area, appropriate disciplinary action will be taken.

If a student is suspended out of school, he/she is **not** permitted on school grounds or to attend any school-related function.

VISITORS IN THE BUILDING (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.

Ringgold School District Board Policy 218.3 - Metal/Weapon Detection Systems/ Devices:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTLF77E352

WHEN ALL ELSE FAILS

When all else fails, **report to the office.** Students who are in doubt about an immediate responsibility to any regulation should report to the office for the information needed. For example, if a teacher tells a student to report to him/her after school and the student cannot locate the teacher or proper room, he/she should report to the office so that the student is on record as trying to do what is right and proper.

HOMEWORK POLICY (Policy 130)

Teachers and administrators 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. Regular homework assignments produce mental discipline, strong work habits, and effective organizational skills.

Parents/guardians must take an active role in any homework program if it is to be successful. Parents are responsible for encouraging students to complete assignments thoroughly and accurately, establishing a regular schedule for undertaking homework assignments, providing a quiet and orderly environment for study and, whenever necessary, helping students with assignments.

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

Homework is a vital component of the educational program of the Ringgold School District. As such, students, teachers, administrators, and parents are obligated to work toward achieving the goals of this school district policy.

Role of Student

- All students will be responsible for developing work and study skills necessary to complete their educational assignments. Students should:
    - Notify the parent/guardian of their assignment.
    - Complete all assigned homework in the prescribed format.
    - Understand all aspects of the assignment, i.e., when the assignment is due, how it should be completed, and the purpose of the assignment.
    - Organize their available time during and after the school day so that assignments are completed on the due date.
    - Take the responsibility for securing assignments from all classes missed due to their absence from school or class.

THE SCHOOL CURRICULUM

PROGRAM OF STUDIES

The program of studies of the Ringgold High School is designed to meet the present and future needs of the youth of this community. It provides thorough preparation for students who expect to enter college, nursing or trade and

vocational schools as well as those who plan to seek employment or enter the armed forces immediately after graduation. The program is flexible and is planned to meet the individual needs of students and to promote sound growth and achievement.

In all of the curricular areas, Ringgold High School provides for a minimum number of required courses complimented by a wide variety of electives. The electives may be chosen from an extensive list offered each year.

It is essential that each student has a well-established career and/or educational goal(s) prior to selecting a program of studies to pursue at Ringgold High School. Students having problems or specific questions regarding course selection should contact their school counselor. The Program of Studies can be located under the RHS counselor's section of the website.

Ringgold School District Board Policy 105.1 - Review of Instructional Materials by Parents/Guardians:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTDR76E946

INDEPENDENT STUDIES (Policy 118)

Independent study is offered only to students who are unable to enroll in a regularly scheduled class due to scheduling conflicts or a heavy course load. Any student requesting independent study must have the approval of the cooperating teacher, school counselor, and principal. The cooperating teacher must submit to the principal a proposal outlining the activities to be completed by the student and an explanation of the evaluation procedures to be utilized.

WORK EXPERIENCE PROGRAM

The Work Experience Program is available to twelfth (12) grade students who can demonstrate a justifiable reason for being accepted into the program. The program permits a student to carry a reduced schedule of academic classes and then be excused early for work. Therefore, the student must be able to earn the necessary credits for graduation without relying on the credits that will be earned in work experience.

A student who is considering work experience must consult with his/her counselor and the principal. It is the responsibility of the student to find a job, maintain it and secure the principal's approval prior to being scheduled for work experience. A student who has been scheduled for the program and then loses his/her job will be assigned to classes and study halls during the assigned work experience time when possible. The deadline to apply for work experience is the start of the third nine weeks.
A student is entitled to one (1) unit of school credit for each semester's participation in work experience education when he/she meets the following requirements—the student:

- is employed on a job which is deemed to have sufficient educational value;
- is scheduled at least 15 hours per week at the job site, and the work is completed at least partially, Monday through Friday, on scheduled school time; and
- receives an overall rating of satisfactory or above from the job site supervisor and the school counselor.

Students are not permitted to leave before their last scheduled class or lunch period including on 2-hour delay days and 2-hour early release days. Students must arrange their start time with their employer to be **after** their scheduled school day ends and have enough time to travel safely to work. The Work Experience Program is a privilege to support students; however, school and academics are the priority. If students do not follow the rules and expectations of the Work Experience Program, then they will be removed from the program and given a full day schedule in brick-and-mortar school setting.

WORK PERMITS

Work permits can be obtained in the high school main office. Parents must call to schedule an appointment at (724) 258-2200. The parent/guardian must accompany the child to the scheduled appointment and bring a copy of the child's birth certificate to secure the work permit.

INDUSTRIAL TECHNOLOGY PROJECTS POLICY

The members of the Technology Education Department and the administration have established a maximum cost price for projects in the secondary schools.

Projects required by the instructors and utilized solely for instructional purposes and with the end product not practical for use ($5.00 per pupil for students at the High School level) will be paid by the District.

Students are encouraged to purchase their own materials; if the project is for personal use and/or of utility value, the amounts permitted ($5.00) will be deducted from the total cost of the projects with the student paying the balance. These projects usually affect the students from ninth (9th) through twelfth (12th) grades.

The policy is to be explained to all students at the beginning of the school year by the Technology Education teachers.

CAREER TECH PROGRAM

To be considered eligible to attend career-tech upon entrance of your 10th grade year, the following criteria must be accomplished:

- No more than 5 unlawful/unexcused absences
- Academics – must pass all four core subjects in addition to accumulating 6.5 credits during freshman year
- Discipline – any student who has demonstrated disregard for the policies and rules of the district or the school may not be permitted to attend career-tech
- Students with outstanding debts will not be permitted to attend career-tech

DRIVER'S EDUCATION

Students interested in receiving driver's education training during the school year will need to contact the driver's education teacher as soon as possible to put their name on the list. There is a $25.00 fee per student for this program payable at the RHS office. Payments may be made in cash or check made payable to "Ringgold School District". These services are contingent upon the district employing a certified driver's education instructor

CREDIT FOR COURSES

Courses scheduled for thirty-six (36) weeks, or two (2) semesters, carry one (1) unit of credit.

Courses scheduled for eighteen (18) weeks, or one (1) semester, carry one-half (1/2) unit of credit.

Courses scheduled for nine (9) weeks, or 1 quarter, carry a quarter (1/4) unit of credit.

CLASS RANK / WEIGHTED GRADES (Policy 214)

Rank in class is the position of any one student in his/her class (based on his/her year of graduation or expected year of graduation) in relation to all other students in his/her class. Class rank is based on a cumulative grade point average. It is computed by converting the final letter grades to grade point equivalents and multiplying this figure by the number of credits per course. The sum of these products is then divided by the total credits to determine an index number. The index numbers are then placed in numerical order to determine class rank.

Ringgold School District Board Policy 214 - Class Rank:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=B8AW2E6F1A86

GRADUATION REQUIREMENTS (Policy 217)

A minimum of **25** credits is required for graduation from Ringgold High School. These requirements are established by the State Board of Education of Pennsylvania and the Directors of Ringgold School District.

Courses have variable credits. Please refer to the Program of Studies for individual course credit value.

Graduation from RHS is based upon **successful completion** of a **minimum of 25 credits** earned from the following **requirements**.

4 full-year courses	English (different course levels)
4 full-year courses	Mathematics (Algebra I is required, if not taken in middle school)
4 full-year courses	Science (a Biology course is required)
3 full-year courses	Social Studies
2 semester courses	Physical Education
3 semester courses	Career Explorations, Health, & Personal Finance

Elective credit requirements vary based on student's course selections. School counselors will assist students to determine required elective credits for graduation.

*Students are not permitted to take courses that would exceed the 8-period school day. Credit will only be given for courses as described in the Program of Studies. Online courses are limited. College in High School and Honors courses are not offered online.

Failure of a student to comply with the above requirements and others so identified by the high school administration will jeopardize the student's graduation status.

Students are required to earn a score of proficient or advanced the Keystone Exams in order to receive a diploma. Those students who did not score at the proficient or advanced level on the Keystone Exams must fulfill the requirements set forth by Act 158 for graduation. To review the pathways to graduation, please follow this link.

GRADE LEVEL DETERMINATION - By Credits Earned

YOG	Freshman	Sophomore	Junior	Senior
2022 and beyond	0-6.49	6.5-13.49	13.5-18.99	19-25

GRADING

GRADING SCALE

- Percentage/Letter Grade System

Grade

90-100	A - Superior
80-89	B - Above Average
70-79	C - Average
60-69	D - Below Average
0-59	F - Failure, no credit
	I - Incomplete, no credit awarded

INCOMPLETE GRADES

- Any student who has received an "Incomplete" grade during a grading period must have the "I" removed within two weeks following that grading period. If the student makes no effort to have this "I" removed, the subject teacher is to issue a failing grade for only the work not completed and then compute the grade for the grading period. However, failure to complete major assignments (e.g., nine weeks' test, term paper, or nine weeks' project) should result in a failing grade for the nine weeks' period in which the assignment is due.
- Students must be made aware of the significance of such assignments at the beginning of each nine-week grading period. Any "Incomplete" on the end of the year report card must be changed within two weeks of the last day of school. It is the teacher's responsibility to finalize the incomplete grade during the two weeks' period. Any extenuating circumstances should be referred to the high school principal.

ASSESSMENTS

- It is suggested for the teachers in the Ringgold High School to provide students with a minimum of 9 graded assignments/assessments per 9-week period.

DETERMINATION OF FINAL GRADES

- Students scheduled for full-year courses will receive four (4) grades: one (1) grade for each of the four (4) nine-week quarters. These grades will be given as percentage grades. The final grade will be an average of the four (4) quarter scores.
- Students scheduled for semester (18 week) courses will receive a total of two (2) grades—one (1) grade for each of the two (2) nine-week sessions. These grades will be given as percentage grades. The final grade will be an average of the 2 quarter scores.
- Students scheduled for 9-week courses will receive one grade—one (1) grade for a nine-week session. The final grade will be the 1 quarter score.

PHYSICAL EDUCATION GRADING POLICY

- If a student is to be excused from physical education for an extended period of time, the student must present a doctor's excuse. A copy of this excuse is to be kept by the teacher and the original given to the school nurse. A student with a medical slip from a physician will be given a modified program of physical

education. The physician will be sent a form in which he/she can complete, stating the exact type of activities in which the student can participate.

- 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 adapted program as circumstances permit.

REPORTING OF PUPIL'S ACADEMIC AND BEHAVIORAL PROGRESS TO PARENTS

Guidelines for Parents

1. The Focus Parent Portal can be used to access students' grades and assignments on a regular basis https://rsd.focusschoolsoftware.com/focus/auth/.
2. nmatthews@ringgold.org.
   - Be sure to include your name, e-mail address, and name of student(s). Please note that access to the Student Portal is created through the Parent Portal.
   - Please check your contact information when logged into the Parent Portal. If you see an address, phone, e-mail, etc. is incorrect please contact the school that your child attends to have the information updated.

Guidelines for Teachers

1. Notify parent/guardian of any discipline issues in your classroom.
2. Notify parent/guardian of students' incomplete assignments and failing grades throughout the course of the nine weeks.

Mid-Period Progress Reports

Students who are in danger of failing will automatically receive a progress report. The mid-term progress report will be e-mailed home.

Before a senior can fail a course that will prevent him/her from graduating, the parents of the student must be afforded the opportunity to meet with the teacher of the course. The teacher is obligated to explain the reason(s) for the possible failure and outline a program by which the student may pass the course. If the parent(s) fail to attend this conference, the teacher must meet with the student in the conference, explain the reason(s) for possible failure, and outline a program by which the student can pass the course. Both the efforts to have the parents attend such a conference and the conference proceedings must be documented by school authorities. The above must take place when a student receives a second failing percentage in the subject needed for graduation.

Report Cards

Report cards are issued at the end of each quarter or nine weeks' session.

HONOR ROLL (unweighted)

- Honor Roll designations will be made at the end of each nine-week period.
  - Honor Roll shall include 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.
  - Students must carry at least five (5) potential credits to be considered eligible for either Honor Roll or High Honor Roll. To accommodate special situations, the following addendum to the above requirement should be considered.
  - Any work experience student who carries four (4) potential credits would be eligible for Honor Roll consideration.

- A grade of either D or F in any subject will disqualify a student from Honor Roll.
- An "I" (incomplete) will disqualify a student from Honor Roll consideration unless it is removed within the required time period.

GRADUATION CEREMONIES

The Ringgold Board of Education believes that the high school graduation ceremony is the culmination and celebration of years of learning, growth, and achievement. As such, it is expected that all students, and all those in attendance, will conduct themselves with dignity and decorum, befitting the occasion.

If students fulfill graduation requirements by the end of the last term of their senior year, they may participate in graduation ceremonies. Each student will be awarded a diploma after satisfactorily completing local and state requirements. Upon request, each graduating student will receive a final transcript.

Graduation ceremonies will be conducted in the following manner:

1. Each participating student must participate in the graduation ceremony rehearsal. Each student who participates will purchase or rent the proper cap and gown as designated by the school administration and the class advisor/activities director.
2. Caps and gowns will be worn in the proper manner, as designated by the school administration and class advisor/activities director.
3. Honors cords will be distributed based upon students' cumulative weighted GPAs.
4. Each student who participates will be expected to cooperate with the class advisor/activities director and to participate in all parts of the graduation ceremonies.
5. Failure to comply with the above requirements will automatically forfeit a student's privilege to participate in the graduation ceremonies.
6. In the event that other forms of corrective actions are imposed for violations of school rules, the student may be denied participation in the commencement ceremony. Such exclusion will be regarded as a school suspension. In such instances, the diploma will be granted.
7. A student's diploma and official transcript may be withheld until the student pays for any school property that has been lost or willfully damaged. Upon payment for damages, or the equivalency through voluntary work, the diploma and official transcript will be released. The student and his/her parents will be notified regarding the nature of the violation or damage and how restitution may be made.
8. The two (2) students with the highest weighted quality points earned will speak at commencement on behalf of the graduating class. Also, the senior class president and up to three (3) students from the entire senior class will be selected by a panel of administrators and educators to speak at graduation.
9. If a student enlists with any branch of the armed services and deploys prior to graduation and is unable to walk, they will be recognized by having their name announced at graduation.
10. The processional will be as follows: Valedictorian, Salutatorian, Class Officers, and the remaining graduates alphabetically.

Student Behavior Expectations and Standards

The tone of the Graduation Ceremony is orderly and dignified. Any prospective graduate attracting negative attention and/or disrupting the proceedings will be escorted from the field immediately. His/her diploma will not be awarded and requests for transcripts will not be honored until a parent/student conference is held with the principal.

Male students are expected to wear the following clothing: 1. Dress shoes and socks (no tennis shoes or flip-flops). 2. Dress slacks (no denim jeans or shorts). 3. Dress shirt with a collar (ties are strongly recommended).

Female students are expected to wear the following clothing: 1. Dress shoes (no tennis shoes or flip-flops). Avoid spiked heels as they may dig into the ground when you walk. 2. Dresses, skirts and blouses, or dress pants and blouses (no denim jeans or shorts).

Do not arrive with any devices such as air horns, fireworks, squirt guns, apparel, or any objects that could be used to disrupt the ceremony.

Students are only permitted to wear honors chords, pins, stoles, and sashes that are issued by Ringgold School District to students earning highest honors, military, class officers, and National Honor Society members, Valedictorian, and Salutatorian. Honors chords, pins, stoles, and sashes provided by any other affiliated in-house club or organization as well as outside organizations or independent from families are not permitted to be worn during the commencement ceremony.

Graduation caps may be decorated in a two-dimensional design. No three-dimensional designs are permitted. Graduation cap designs must be school appropriate.

EXTRA-CURRICULAR ACTIVITIES (Policy 122)

ATHLETICS

The interscholastic athletic program is an integral part of Ringgold High School's total educational experience. Interscholastic athletics provide a wholesome competition against other schools in a variety of sports and are intended to stimulate school spirit and pride among the student body and school district. Please reference the Student Athlete Handbook for further information.

Ringgold High School competes in interscholastic athletic contests in accordance with the rules and regulations set forth in the Constitution and By-Laws of the W.P.I.A.L. and P.I.A.A.

Competitive Spirit	Fall/Winter
Cross Country (Boys & Girls)	Fall
Football (JV and Varsity)	Fall
Golf	Fall
Soccer (Boys & Girls) (JV and Varsity)	Fall
Tennis (Girls)	Fall
Volleyball (Girls)(JV and Varsity)	Fall
Basketball (Boys & Girl) (JV and Varsity)	Winter
Basketball (9th Grade- Boys)	Winter
Indoor Track (Boys & Girls)	Winter
Swimming (Boys & Girls)	Winter
Wrestling (Junior High and Varsity)	Winter
Baseball (JV and Varsity)	Spring
Softball (Girls)(JV and Varsity)	Spring
Tennis (Boys)	Spring
Track (Boys & Girls)	Spring

CLUBS / ORGANIZATIONS

The Ringgold High School sanctions school clubs/organizations which supplement the academic program of the institution. They are designed to foster the intellectual, physical, and social growth of students at school. Clubs/organizations should have clearly defined goals and objectives, and student members should involve themselves in long-term projects.

Any expenditure of funds from student club/organization accounts must be approved by members of the club/organization and recorded in its minutes.

The Clubs/Organizations offered at Ringgold High School include:

Academic Team	9	10	11	12
Art Club	9	10	11	12
Band	9	10	11	12
Book Club	9	10	11	12
Chess Club	9	10	11	12
Christian Fellowship and Outreach	9	10	11	12
Color Guard	9	10	11	12
Comic Book Club	9	10	11	12
Community Service	9	10	11	12
Dance Team	9	10	11	12
Debate Team	9	10	11	12
Drama	9	10	11	12
English Festival	9	10	11	12
Envirothon	9	10	11	12
Fall Production	9	10	11	12
Fine Arts Exhibit				12
French Club	9	10	11	12
HOCO Committee		10	11	12
Indoor Drumline	9	10	11	12
Interact	9	10	11	12
Jazz Band	9	10	11	12
Mock Trial	9	10	11	12
Musical	9	10	11	12
National Honor Society			11	12
NRG Healthy Choices Club	9	10	11	12
Orchestra	9	10	11	12
Outdoor Adventures Club	9	10	11	12
Pa. Jr. Academy of Science	9	10	11	12
Peer Jury		10	11	12
Pennsylvania Math League				12
Pit Orchestra	9	10	11	12
Prom Committee			11	
PTSA	9	10	11	12
Rampound	9	10	11	12
Razz-Ma-Tazz	9	10	11	12
Robotics / Battle Bots	9	10	11	12
SADD	9	10	11	12
Science Olympiad	9	10	11	12
Science/Math Honor Society	9	10	11	12
Sea Perch	9	10	11	12
Spanish Club	9	10	11	12
Student Athletic Trainer	9	10	11	12
Student Activities	9	10	11	12
Student Forum	9	10	11	12
Student Government	9	10	11	12
Squirrel Watching	9	10	11	12
Teen Outreach			11	12
T.E.A.M.S. Competition		10	11	12
The Future Is Mine	9	10	11	12

Technology Student Association	9	10	11	12
Unified Club	9	10	11	12
Writer's Forum	9	10	11	12

SOCIAL ACTIVITIES

Homecoming – sponsored by the Student Government and held during a home varsity football game. The Homecoming Dance is open to juniors and seniors.

Junior-Senior Prom – sponsored by the Junior Class and held in May. This dance is formal and is open to juniors and seniors.

SOCIAL SUSPENSION

Participation in extracurricular and social activities is a privilege, and the right to participate **may be revoked** due to academic, attendance, or disciplinary issues.

Students that receive a social suspension will be ineligible to attend or participate in Ringgold School District extracurricular activities including but not limited to; any school sponsored events (home or away), athletics, band or choral concerts, musical, club activities, dances, field trips, assemblies, etc. Social suspensions will last for a set number of calendar days and include activities or events that occur on weekends, during holiday or summer break, or other non-school days.

Students that receive any form of Out-of-School Suspension (OSS) and/or 3 or more In-School Suspensions (ISS) at any time during the school year will be placed on social suspension and will not be permitted to attend any dances (i.e. Homecoming, grade level dances, Prom, etc.) or any other off-campus event (i.e. field trips). However, students will have an opportunity to attend in-school events (i.e. assemblies, club activities, etc.) if the student shows behavioral progress during the social suspension time period.

Although individual sponsors or coaches reserve the right to set academic and behavioral criteria, the administration reserves the right to use Social Suspension as a consequence for behavior infractions.

NATIONAL HONOR SOCIETY

- Criteria for Selection:
  - 3.7 or better (cumulative weighted GPA)
  - Activities: **Grade 11 (3) and Grade 12 (4)**
  - Teacher recommendation

- Membership in this chapter shall be based on Scholarship, Service, Leadership and Character. Some of the many responsibilities carried with induction into the society are:
  - **Scholarship: Scholarship** means a commitment to learning. The student will be requested to maintain a 3.7 average.
  - **Service:** Willingness to work without monetary compensation or without recognition for the benefit of those in need is the quality we seek in our membership. The student will be required to participate in our service projects.

- **Leadership: Leadership** means taking the initiative in class and school activities; the real leader strives to aid others to attain the same objective. **National Honor Society members should be positive role models in the school and community.**
- **Character: Character** encompasses many aspects including honesty, responsibility, fairness, courtesy, tolerance, and cooperation.

- Students in grades 11 and 12 will be inducted.

DISCIPLINE (Policy 218)

DISCIPLINARY MEASURES

Falling within the Board of School Directors' authority to make reasonable rules and regulations governing student conduct, the following types of discipline have been adopted:

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

In-School Suspension - The student will not attend regular classes but will attend school. The student will be assigned to a designated area for directed study and is required to turn off his/her cell phone and turn it into the In-School Suspension monitor teacher. Failure to follow this procedure will result in additional days of In-School Suspension, Out-of-School Suspension, and/or additional consequences including loss of privileges.

Exclusion from school:

Out-Of-School Suspension – The student will be excluded from school for a period of one (1) to ten (10) consecutive school days.

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

Alternative Education – The student will attend the Ringgold Cyber Academy (RCA) online program or another appropriate alternative placement.

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

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

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

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

VIOLATION LEVELS

LEVEL I VIOLATIONS

Abuse of hall pass privileges Cell phone violation Computer/AUP violation Disruption of the bus Disruption of the cafeteria Disruption of the classroom Disrespectful behavior towards peer Dress code violation Driving/parking violation Excessive unexcused tardies Failing to return requested materials	Inappropriate or vulgar language Insubordination Misuse of or tampering with school property or equipment Out of assigned area Public display of affection Safety violation Skipping class Skipping detention hall assignment Tardy to class without a pass

LEVEL I DISCIPLINARY ACTION

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

LEVEL II VIOLATIONS

Continuation of Level I violations Academic dishonesty/cheating Defacing school property Defiance of school rule or directive Lying/False statement Forgery/Altering note Lying to or misleading school personnel Horseplay	Inappropriate peer interactions Leaving building without permission Minor physical altercation Obscenity directed to another person Plagiarism Skipping school Throwing objects

LEVEL II DISCIPLINARY ACTION

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

LEVEL III VIOLATIONS

Continuation of Level II violations Bullying/Cyberbullying Destruction to school property Disrespectful behavior towards teacher Disorderly conduct Fighting/attempt to injure another person Harassment Hazing Leaving school grounds without permission	Racial/Ethnic intimidation Sexual harassment Stealing/Possession of stolen property Theft Threats Tobacco/Lighter/Vape (possession, use, sale) Unauthorized use of school facilities/grounds

Lying to Administrator	

LEVEL III DISCIPLINARY ACTION

Disciplinary consequences Level III Violations depend on the complexity and severity of the violation. The consequence for first-time violations may result in suspension of privileges, safety plan, parent/administrator conference, restitution of damages or property, restorative practice intervention, in-school suspension, out-of-school suspension, SAP referral, and/or referral to the police as dictated by school policy. Progressive discipline will be followed for subsequent violations.

LEVEL IV VIOLATIONS

Continuation of Level III violations Arson Assault of staff/student Drug/Alcohol violation (possession, use, sale) Inappropriate sexual conduct/material	Reckless endangerment Terroristic threats or Bomb threats Vandalism Weapons violation Conduct or actions that threatens or has the effect of compromising the safety and welfare of students and staff

LEVEL IV DISCIPLINARY ACTION

Level IV violations are very serious in nature. Level IV violations will result in Principal/Student/Parent Conference. Dependent on the disciplinary violation and related policy, the following action will be taken:

- Immediate out-of-school suspension
- Informal hearing
- Referral to SAP
- Restitution for damages
- Referral to the police
- Suspension from extracurricular activities
- Probationary contract upon/if return to school
- Possibility for expulsion
- Other disciplinary action deemed appropriate by the Administration and/or policy

CONDITIONS AND CIRCUMSTANCES SURROUNDING THE USE OF DISCIPLINARY MEASURES LISTED IN THIS CODE

The building principal or his/her designee (a teacher acting in place of the school principal) shall normally have discretionary powers to assign the following types of discipline for the previously mentioned violations, which occur on school property, school buses or at school sponsored activities.

Types of discipline normally assigned by the principal or his/her designee:

- Lunch Detention
- After-School Detention/Saturday
- Social Suspension
- Bus Suspension
- Conflict Resolution
- In-School Suspension

- Out-Of-School Suspension

A building principal must, prior to assigning any of the following types of discipline, consult with the Superintendent or his designee for approval of the disciplinary action.

Types of discipline, which may be assigned following a consultation with the Superintendent or his designee:

- Out-Of-School Suspension (4-10 days)
- Alternative Education
- Criminal Action
- A combination of more than one type of discipline

Expulsion from school may occur only after formal Board action (or parental waiver of formal Board action).

Physical Contact

Reasonable force may still be used by teachers and school authorities under any of the following circumstances:

- To quell a disturbance.
- To obtain possession of weapons or other dangerous objects.
- For the purpose of self-defense.
- For the protection of persons or property.

After-School Detention/Saturday

Students will be retained after school or on Saturday. Each building principal will be responsible for setting the rules, times and locations for this detention. Detention time will be a period of directed study. Any student who does not conform to all the rules and regulations in the detention area will be subject to further disciplinary action. Students assigned to detention must find their own transportation home. Failure to report to an assigned detention will result in further disciplinary action.

Conflict Resolution / Mediation

The purpose of this tool is to create an understanding between/among the parties named below. This understanding, in turn, is to bring closure to any conflict, disagreement, etc., in which the parties have been involved and to emphasize that those named are expected to conduct themselves appropriately as students in the Ringgold School District and as citizens in our community.

This student in the conflict has been directed to review and abide by the district's policy on harassment, which can be found in *The Student Handbook*. Students have been reminded that it is the responsibility of every student is to develop a climate within the school district that is conducive to wholesome learning and living, as well as to respect the rights of teachers, students, administrators and all others who are involved in the educational process as per the Pennsylvania Code (www.pacode.com).

It is expected that those named in this mediation agreement:

- Will not talk negatively to and or about another to others (this includes social media)
- Will not take any action toward another which could be interpreted as a negative action
- Will not solicit, employ, or incite others to violate this agreement

Failure to abide by this agreement may result in disciplinary consequences.

Detention

A student whose misconduct impedes the orderly classroom procedures or interferes with the orderly operation of the school will receive detention. (Ex: tardies to school, tardies to class, loitering, running, or shouting in the halls)

- Each building principal will be responsible for setting the rules, times, and locations for this detention.
- Students will be assigned a detention by the principal/designee.
- Notification will be provided by the principal/designee in writing.
- Detention responsibilities take precedence over all after school activities, including band, athletic, organizational meetings, or work.
- Detention time will be a period of directed study.
- Students are responsible for making their own transportation arrangements.
- Teachers may assign their individual after-school detention using the same guidelines as the school administration and are responsible for monitoring the detention.
- If the student fails to serve teacher assigned detention, the parent will be contacted by the teacher and the student will be referred to the school administration/designee for additional disciplinary action.
- Students who fail to report to teacher assigned detention will receive an office assigned detention.
    - Students may not report late to detention.
        - No sleeping is permitted during detention.
        - No talking or eating/drinking is permitted.
        - Must turn off cell phone and turn it into the detention monitor.
        - Work must be brought to detention.
        - Time is to be spent on work that is academic in nature.
        - Seating arrangements are made by the monitor.

- Seniors who owe detention/disciplinary obligations may meet the obligations up to and including the day of graduation.
- Students who owe detention/disciplinary obligations may meet the obligations up to and including the last day of school.
    - After these dates, detention assignments will be restricted during summer vacation.
    - Students who fail to make up disciplinary obligations will be suspended. In-School Suspension will begin the first day of the next year with a Principal Review.
    - The student will be excluded from all extracurricular/athletic activities until the disciplinary action is made up in total.

In-School Suspension

Students whose misconduct impedes the orderly classroom procedures, interferes with the orderly operation of the school and/or school sponsored activities, or whose frequency or seriousness tends to disrupt the learning climate of the school may be assigned **In-School Suspension.**

Examples (But Not Limited To):

Insubordination	Identification violation
Insolence	Abuse of vehicular privileges
Class cut	Student meal violations
Inappropriate classroom behavior	Snowballing
Gambling	Failure to serve detention
Cheating	Misbehavior during field trips or school programs
Unauthorized leaving of class/school building	Trespassing on or in school property when closed
Using forged notes or excuses	Destruction of the property of others
Violation of dress guidelines	Other violations of federal, state, or local law

In-School Suspension

- Students will report to school but not to regular classes.
- Students will be assigned to a designated area in each respective building for directed study.
- The principal, or designee, will be responsible for setting the times and locations of this suspension.
- Any student who fails to conform to all the rules and regulations will be subject to further disciplinary action.
- Failure to report to an in-school suspension will result in further disciplinary action.

Students assigned to in-school suspension will be given academic assignments to complete during the period of their in-school suspension. Students that have completed assignments sent by their teachers will be given other school-related assignments. Under no condition will students be permitted to waste time, talk, or sleep while assigned to in-school suspension.

No student may receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

Communication to the parent or guardian shall follow the suspension action taken by the school.

Exclusion From School (Policy 233)

Out-of-School Suspension

Behavior on the part of the student involves misconduct whose frequency or seriousness tends to disrupt the learning climate of the school and/or acts directed against persons or properties and whose consequences could endanger the health or safety of others in the school may be assigned **Out-of-School Suspension**.

Acts which are criminal in nature may be referred to the appropriate law enforcement office.

Examples (But Not Limited To):

All In-School Suspension offenses committed chronically Fighting – Disorderly conduct charges will be filed Theft/possession/sale of stolen property Lewdness or indecent exposure Possession, sale, or use of firecrackers, cherry bombs or other fireworks Walkouts Terroristic threats Extortion or attempted extortion	Profanity to school personnel Other violations of federal, state, or local laws Bullying (cyber) Verbal harassment (verbal, physical, emotional) Obscene, abusive, or disrespectful language, writing or gestures Minority/ethnic racial slurs or intimidation Possession or use of tobacco/vape products Vandalism – must also make restitution

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 and opportunity to present his/her side of the story."

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

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

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

Students that receive any form of Out-of-School Suspension (OSS) and/or 3 or more In-School Suspensions (ISS) at any time during the school year will be placed on social suspension and will not be permitted to attend any dances (i.e. Homecoming, grade level dances, Prom, etc.) or any other off-campus event (i.e. field trips). However, students will have an opportunity to attend in-school events (i.e. assemblies, club activities, etc.) if the student shows behavioral progress during the social suspension time period.

Expulsion (Policy 233)

Behavior on the part of the student involves misconduct whose frequency or seriousness tends to disrupt the learning climate of the school. These acts are directed against persons or property which do or could endanger the health, safety or welfare of the student or others in the school. These acts will require administrative action which may result in the immediate removal of the student from school and the possible intervention of law enforcement authorities.

Examples (But Not Limited To):

Bomb threat or threatening phone calls	Possession/use/sale of alcohol
Possession/use of weapons	Possession/use/sale of drugs/drug paraphernalia
Aggravated assault/battery	Other violations of federal, state, or local laws
Arson or attempted arson	Terroristic threats

Pupils may be expelled for a period exceeding ten (10) school days or permanently by a majority vote of the Board of School Directors (24 P.S. Sec. 1318) following a formal hearing before the entire Board of School Directors, a committee of the board composed of no fewer than three members or a duly qualified hearing examiner.

The following procedures must be observed in connection with a formal hearing conducted by the Board of School Directors:

- Notification in writing of the charges lodged against the pupil must be sent to the parent(s) or guardian(s) by certified mail.
- Sufficient notice of the time and place of the hearing must be given.
- The accused pupil must be accorded the right to be represented by counsel.
- An accurate record of the hearing must be kept and made available to the accused pupil.
- The Board of School Directors must honor a request by the accused pupil that the formal hearing be held in private.

During the period prior to the hearing and decision of the Board of School Directors in an expulsion case the student shall be placed in his normal class except as set forth in the next paragraph.

If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) school days if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.

Alternative Education

Those pupils whose behavior disrupts the harmonious functioning of the school may be assigned to an alternative form of education. Such an assignment may be made by the principal following an informal hearing and consultation with the district Superintendent or his/her designee. Assignment of a pupil to a program of alternative education beyond ten school days requires a formal hearing before the Board of School Directors. Students placed on alternative education will be able to earn credit for graduation. No student assigned to alternative education may participate in or attend extracurricular activities.

Alternative Education for Disruptive Youth (AEDY) Programs in Pennsylvania were created to provide education to students in grades 9-12 who have been removed from the regular education setting for certain disciplinary reasons. These programs help students work on behavioral problems while, at the same time, keeping up with schoolwork. Placements in AEDY Programs are temporary. Students may only stay in placement until they have met their behavioral goals, at which time, students return to the regular education setting. Schools placing students in AEDY Programs may not discriminate on the basis of race, national origin, disability, and/or any legally protected category.

Reasons for Placement in an AEDY Program

Students may be placed for one or more of the following reasons:

1. Disregard for school authority, including persistent violation of school policy and rules.
2. Display of or use of controlled substances on school property or during school-affiliated activities.
3. Violent or threatening behavior on school property or during school related activities.
4. Possession of a weapon on school property or during school-affiliated activities.
5. Commission of a criminal act on school property or during school-affiliated activities.
6. Misconduct that would merit suspension or expulsion under school policy

Immediate Placement

A student may be placed in an AEDY program immediately for reasons two, three and/or four. This is because the student is considered a threat to the safety of other students/staff or creates an unsafe school environment.

Interventions

Prior to placement in AEDY, a student should receive the following:

- Meeting(s) with an administrator (principal, assistant principal, etc.)
- Meeting(s) with the school counselor
- Offer for a Student Assistance Program (SAP) referral Students immediately placed for reasons two, three and/or four are not required to receive these interventions before they are placed.

During Placement in AEDY

The student must receive a behavioral assessment and behavioral goals when placed in an AEDY Program. The school district and the AEDY Program should work with the parent and the student to create behavioral goals based on his/her reason for placement and information from the behavioral assessment.

The student must receive a formal periodic review (progress review) at least once each semester. The parents and the student, as well as AEDY staff, staff from the school district, and other outside agencies should attend the review. The student's progress towards academic, behavioral and attendance goals will be reviewed. Once behavioral goals are met, the student is ready to return to the regular education setting. Once behavioral goals are met, a transition plan is created.

Criminal Action

Suspension of a pupil by school authorities in no way overrides possible criminal action or civil suit brought by law enforcement authorities of other parties.

Following an investigation of the conditions and circumstances surrounding any discipline case, the school district reserves the right to file criminal charges against the accused student.

Students may also be turned over to local or state law enforcement authorities for criminal prosecution.

Any Combination of the Above Disciplines

Following an investigation of all the conditions and circumstances surrounding any discipline case, the school district representatives reserve the right to use a combination of any of the previously mentioned disciplines.

Example: A 1–3-day suspension may be extended into a 5–10-day suspension after the appropriate hearing is held and then following with criminal prosecution.

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

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

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

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

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

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

Ringgold School District Board Policy 218 - Student Discipline:
https://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=CLMSFC709334

Ringgold School District Board Policy 233 - Suspension and Expulsion:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTPF7854AC

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

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

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

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

Sexual assault - means any of the following offenses:

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

Authority

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

Delegation of Responsibility

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

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

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

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

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

Guidelines

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

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

1. Being educated in the same school building.
2. Being transported on the same school vehicle.
3. Participating in the same school-sponsored activity.

Return of Student to School

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

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

Transfer Students

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

Mon Valley Career & Technology Center (MVCTC) Students

Ringgold High School and MVCTC Administration reciprocate the consequence set forth by the other school. Therefore, if a student violates a school rule and/or policy at MVCTC and receives a consequence (i.e. loss of driving privileges, out-of-school suspension, expulsion, etc.), Ringgold High School will also enforce the consequence for the set days of the consequence and vice versa.

SEARCHES (Policy 226)

Rationale

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 in order to locate and seize weapons, drugs, contraband goods and/or stolen property.

The rationale for this policy is that, although students have rights under the Fourth Amendment, these rights must yield to the extent that they interfere with the school officials' fundamental duty to operate the school as an educational institution. Also, a reasonable right to search and seize is necessary in the performance of the school official's duties, even though they may infringe, to some degree, on a student's Fourth Amendment rights. Stern vs. New Haven Community Schools 529 F. Supp. 31 (E.E. Mich. 1981).

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 suspicion and individualized suspicion to search that 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, bookbag, gym bag, etc.
- 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 or the assistant superintendent or solicitors have been consulted. Such searches of a student shall be conducted in a private room by a person of the same sex as the students being searched. At least one, but not more than three additional persons of the same sex as the student being searched, shall witness but not participate in the search.

At the request of the student to be searched, an additional person of the same sex, designated by the student, and at that time reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified as soon as reasonably possible. No strip search will be conducted without consultation with the superintendent, assistant superintendent, or school solicitor.

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

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

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 allow random searches of vehicles driven by students to school and parked on campus in designated student parking areas. Also, search of that vehicle when there is reasonable cause for the search of the motor vehicle. Refusal by any one of the aforementioned to grant permission shall be cause for the termination of driving privileges.

The principal can search student vehicles with reasonable suspicion. Random searches of student vehicles shall be conducted by the High School administration, in conjunction with local law enforcement, used trained drug dogs. The High School administration will coordinate random drug dog searches of student 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; (3) destroyed if it has no significant value; or (4) turned over to law enforcement as evidence in a criminal proceeding.

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.

Ringgold School District Board Policy 226 - Searches:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTME7807F7

SOUND PRODUCING EQUIPMENT

For several years, the Ringgold School District has had a policy prohibiting students from bringing radios, tape recorders and other sound reproducing equipment to school. It has been the experience of school authorities that these devices cause disturbances in the school and lead to ill feelings and hostility between and among students. As a result, both teachers and administrators will strictly enforce this regulation.

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.

TOBACCO & VAPING PRODUCTS (Policy 222)

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a **cigarette, cigar, little cigar, chewing tobacco, pipe** tobacco, **snuff** and snus.

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

3. Any product containing, made or derived from either:

    a. Tobacco, whether in its natural or synthetic form; or

    b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

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.

Ringgold School District Board Policy 222 - Tobacco & Vaping Products:
https://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=CLMSQB70BEA7

TRANSPORTATION (Policy 810)

- This policy applies to students awaiting, boarding, riding, and disembarking from school buses, vans, and private carriers.

- The following types of behavior are prohibited:
    - Smoking, vaping, chewing tobacco and using snuff.
    - Fighting.
    - The use of obscene words, gestures, vulgarity, and profanity.
    - Throwing objects in or from school buses, vans, and private carriers.
    - Vandalism.

Any other disruptive behaviors which occur will be assigned appropriate disciplines.

- Students who violate this policy will be suspended from riding the bus, van, or private carrier. Disciplinary action is also under the principal's discretion. The principal or his/her designee may exercise their authority as follows:

Category 1:
- First Infraction: Verbal Warning and call parents
- Second Infraction: Written Warning and call parents
- Third Infraction: Call parents and off bus for two (2) days

Category 2:
- First Infraction: Written warning and call parents
- Second Infraction: Off bus for two (2) days
- Third Infraction: Off bus for three (3) days

Category 3:
- 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.

Category 1 Infraction Examples (this list is not all inclusive)
- Disruption
- Minor property misuse
- Minor disrespect
- Minor defiance

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

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

In addition to receiving any of the disciplines listed previously, any student cited for vandalism on school buses, vans and private carriers will lose riding privileges until restitution has been made to the school district.

Ringgold School District Board Policy 810 - Transportation:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTZZ79DFA9

STUDENT DRESS & GROOMING GUIDELINES (Policy 221)

General:

- Students must wear styles and clothing which do not constitute a health or safety hazard and do not cause a disruption of the school program or interfere with the rights of others.
- Students may be required to wear prescribed clothing in physical education, art, industrial arts, family and consumer science classes, science classes with labs and for participating in the school band and interscholastic athletics.
- Chains are not permitted.
- AI glasses are not permitted in school or to be worn in school. Students needing prescription glasses must wear regular glasses.

Headwear:

- Students are prohibited from wearing hats or head coverings of any kind in school. This includes hoods, bandanas, beanies, etc. This does not include hair accessories that do not contain any of the aforementioned descriptors listed.
    - 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.
    - Sunglasses are not permitted unless a medical excuse is provided to the office.

Tops:

- Students are not permitted to wear clothing that is revealing including bare midriffs, tube tops, low-cut shirts, sheer, or ripped.
- Students are not to wear clothing that could be interpreted as gang related, violent, vulgar, indecent, or obscene, either by wording or visual description. T-shirts or other clothing promoting obscene, profane, and other content likely to disrupt the educational process, and messages promoting drugs or alcohol are not permitted.

Bottoms:

- The length of skirts, dresses, and shorts should be below fingertips. When standing erect with hands at the side, the length of the shorts or skirt should be below the fingertip.

Footwear:

- Students are to wear safe footwear.

Other:

- Undergarments, including boxers, bra straps, and/or bralettes or bra tops, are not to be exposed.
- Students are prohibited from carrying and wearing blankets in school.

Students wearing garments or articles which are deemed inappropriate due to length or style must obtain other clothing for the remainder of the day or be sent home (unexcused absence).

Ringgold School District Board Policy 221 – Dress & Grooming:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=A6RNSZ5B2034

CONTROLLED SUBSTANCES / PARAPHERNALIA (previously titled Drugs and Alcohol) (Policy 227)

PREFACE

The use of drugs and alcohol by the students of the Ringgold School District is directly harmful to the school district's educational mission. The school district strongly endorses the concept of prevention through education and supports the use of classroom instruction to inform students about drugs and alcohol. The school district's goals are to educate, to intervene through early identification, to make appropriate referrals for treatment, to develop a support system for students and to ensure through appropriate disciplinary measures that the educational mission of the district is achieved.

POLICY

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

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

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 will be permitted providing proper authorization is supplied by the student's parent or guardian.
All medication/drugs (prescription and/or non-prescription) which school personnel are asked by parents or 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. Non-prescription 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 non-prescription) must be delivered to and kept in the possession of the school nurse or school principal. In no event shall any student be permitted to be in the physical custody of any medication/drugs prescription and/or non-prescription), except at such time as it is being administered pursuant to the terms of the Policy. It is the parent or 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.

Any student ingesting medication/drugs administered under the above provision shall not be in violation of the Policy.

Ringgold School District Board Policy 227 - SUBSTANCES / PARAPHERNALIA (previously titled Drugs and Alcohol): https://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=CLMSFM70933B

STUDENT AT RISK FOR SUICIDE (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 can trust, call 1-844-SAF2SAY, SPHS Care Center (Crisis Intervention) at 1-877-225-3567, or call the National Suicide Hotline at **988 or 1-800-273-8255**

Ringgold School District Board Policy 819 - Suicide Awareness, Prevention and Response: https://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=CWVHSD49BD9B

SCHOOL POLICE

The Ringgold School District Police shall protect and serve by monitoring and ensuring the safety and security of students, staff, community members and property to create and maintain a safe and healthy learning environment by fostering open channels of communications, teamwork, and relationship development with students, teachers, staff, administrators, parents, community resources, and local law enforcement to identify and resolve potential safety and security issues. Although school police officers work collaboratively with building principals, school police officers are not disciplinarians and should not be viewed as such. Only building principals can administer and assign disciplinary consequences.

Clayton R. Shell, Chief of Police cshell@ringgold.org

Nevin Beatty, Police Sergeant nbeatty@ringgold.org

SAFETY

The district's system of emergency preparedness shall ensure that: the health and safety of students and staff are safeguarded; the time necessary for instructional purposes is not unduly diverted; minimum disruption to the educational program occurs; and students are helped to learn self- reliance and trained to respond sensibly to emergency situations.

All threats to the safety of the schools shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness. The Ringgold School District has developed procedures for

the handling of school emergencies which include: a plan for the prompt and safe evacuation of the schools and safe dispersal of students from school property which shall be practiced monthly in fire drills conducted in accordance with law; and the conduct of bus evacuation drills twice a year in accordance with law.

Ringgold School District Board Policy 709.1 - Active Shooter/Violent Intruder:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTXW79919B

FIREARMS AND OTHER WEAPONS POLICY (218.1)

POLICY

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.
- 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.

DEFINITIONS OF TERMS

Weapons

Anything readily capable of lethal use or causing serious bodily harm and possessed under circumstances not manifestly appropriate for lawful uses which it may have, including but not limited to:

- Any knife, cutting instrument, cutting tool, nunchuck stick and any other tool, shunt or artificial supplement for fist, feet, shoe, etc. or other instrument capable of inflicting bodily injury.
- Any gun which does not use an explosive propellant to expel a projectile and has a bore less than one-half inch in diameter and any type of look-alike firearm which is incapable of operation.
- Any type of ammunition (bullets, caps, etc.) which alone or used along with a weapon is capable of producing bodily injury.

Firearms

Any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, or the frame or receiver of any such device. For the purposes of this policy, the following are also considered to be firearms:

- Any silencer or muffler for an object described above.
- Any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device.
- Any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled.

Possession

Under the personal custody or control of the student, either on the person of the student, in the student's assigned locker, or in the student's personal belongings including vehicles brought onto school property.

Investigating Official

The Superintendent and their designee, including whether or not the incident occurs away from school property; the building principal if the incident occurs on school property.

RESPONSIBILITIES OF STUDENTS, PARENTS, VISITORS, AND EMPLOYEES

- Any person who has knowledge of a weapon or dangerous instrument being possessed in violation of this policy shall immediately inform an employee of the Ringgold School District. The employee shall immediately report the incident to the chief administrator or the designee of the chief administrator in that school building, who shall begin an investigation at once.

- Any student who has knowledge of a violation of this policy shall be subject to discipline if such student does not immediately report the same to an employee. A student will also be subject to discipline if the investigating official determines that the student knowingly made a false report of a violation of this policy.

PENALTIES

Possession of Weapons and Dangerous Instruments Other Than a Firearm

If a student is found to be in violation of this policy by possessing a weapon or dangerous instrument other than a firearm:

- The student may be referred to the local police for criminal prosecution of a weapon on school property in violation of Section 912 of the Crimes Code, 18 Pa.C.S.A. 912. Violators of Section 912 face a sentence of up to five (5) years imprisonment and payment of up to a $10,000.00 fine.
    - The severity of any administrative punishment imposed (suspension, expulsion, etc.) will be based upon the intent of the student and the type of weapon possessed and other relevant disciplinary considerations.

Possession of a Firearm

If a student is found to be in possession of a firearm in violation of this policy:

- The student shall be referred to the local police for criminal prosecution for possession of a weapon on school property in violation of Section 912 of the Crimes Code, 18 Pa.C.S.A. 912. Violators of Section 912 face a sentence of up to five (5) years imprisonment and payment of up to a $10,000.00 fine.
    - The student will be immediately suspended, an informal hearing will be conducted by the administrators, and a due process expulsion hearing before the Student Discipline Committee of the Board of School Directors will also be conducted within ten (10) school days, if possible.
        - If the Student Discipline Committee determines that the student has brought a firearm to school in violation of this policy, it shall recommend to the Board of School Directors to expel the student from school for a minimum of ONE (1) CALENDAR YEAR, unless exceptional circumstances warrant otherwise, on a case-by-case basis.

Ringgold School District Board Policy 218.1 - Weapons:
https://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=CLMSHG70A1BA

BULLYING/CYBER BULLYING (Policy 249)

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

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

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
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.

Ringgold School District Board Policy 249 - Bullying/Cyber Bullying:
https://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=CTAJLG4DB238

HAZING POLICY (Policy 247)

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

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

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

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

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

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

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

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

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

Ringgold School District Board Policy 247 -
Hazing: http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=BS8MTL5C3730

DISCRIMINATION / TITLE IX (Policy 103)

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

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

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

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

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

1. Sufficiently severe, persistent, or pervasive; and
2. A reasonable person would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

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

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

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

Ringgold School District Board Policy 103 - Discrimination / Title IX Sexual Harassment Affecting Students: http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=BS8MSV5C3721

Ringgold School District Board Policy 104 - Discrimination / Title IX Sexual Harassment Affecting Staff: http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=BS8MTA5C372C

DATING VIOLENCE (Policy 253)

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

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

Ringgold School District Board Policy 253 - Dating Violence:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=BS8MTU5C3733

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

SAFE2SAY SOMETHING

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

STUDENT ACTIVITIES FUNDS AND ACCOUNTS (Policy 618)

The policy of the Ringgold School District regarding Student Activities Funds and Accounts shall be as follows:

ORGANIZATIONAL RESPONSIBILITIES

- The Board of School Directors of the Ringgold School District is charged with the responsibility of
- adopting and enforcing reasonable rules and regulations regarding the management, supervision, control, and prohibition of activities related to the school program, including raising and disbursing funds for any or all such purposes.
- The Board of School Directors of the Ringgold School District is charged with the responsibility of adopting and enforcing reasonable rules and regulations regarding the organization, management,

supervision, control, financing, or prohibition or organizations, clubs, societies, or groups of the members of any class or school within the Ringgold School District.

- The Superintendent of Schools, as chief school administrator, is responsible for implementing policies and establishing administrative regulations for Student Activities Funds and Accounts.
- The principal of each school is responsible for working with students and faculty advisors, implementing policies and regulations, administering fiscal procedures, and maintaining appropriate fiscal records.
- The Secretary of the Board is responsible for prescribing appropriate accounting procedures and for internal auditing of Student Activities Accounts.
- Faculty Advisors are responsible for working with students in specific activities and for carrying out administrative regulations.
- An educational secretary in each building shall be designated as the custodian of the funds in the Student Activities Account and shall be bonded appropriately.
- Student Activities Account Funds should be raised by students and expended for purposes related to the overall school program. Student participation in the decision-making process regarding the raising and expenditure of Student Activities Funds is mandatory in the Ringgold School District.

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 the 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 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 in to the principal. Such documentation must become a permanent part of the records of the organization.

DEPOSITORY

- 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.
- Activities funds, wherever possible, should be invested in interest-bearing accounts permissible under the provisions of the Pennsylvania School Code.
- Interest earned on all interest-bearing accounts shall be prorated monthly among all individual students' activities accounts on the basis of the percentage of funds in the individual account in relation to the total account.

DISBURSEMENTS

- 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 by-laws 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.
- Checks will be issued by the custodian of the Activities Account only after a complete and accurate check request form has been submitted. The check request form must be signed by the authorized student organization officer, faculty advisor and principal.
- No checks will be issued by the custodian of the Activities Account if funds of the individual student organization are not available, i.e. one student organization cannot draw upon the funds of another student organization in the Activities Account.
- All checks drawn on the Activities Account must be signed by both the custodians of the funds and principal. No checks should be signed until they are filled out completely, including name of the payee, the date and amount.
- Any expenditure involving materials or supplies exceeding $1,000.00 (or the amount established by the legislature) cannot be made until a minimum of three (3) bids or quotations are solicited from vendors. All bids and quotations must be in writing and kept on file by the student organization.
- All contracts between student organizations and vendors must be approved by the principal and Superintendent of Schools. Contracts involving significant expenditures of Activities Account funds should be reviewed by the school district solicitor.
- 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.

RECORD 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.

- Each month, the principal shall be responsible for submitting a statement detailing the deposits and expenditures from the Student Activities Account and reconciliation of the Student Activities Account with the bank statement to the Superintendent and Board of School Directors.
- The principal is responsible for a regular internal audit of the financial records of each student organization and determination as to whether or not funds are being expended in compliance with the objectives, constitution, and by-laws of the organization.
- The Student Activities Account shall be audited yearly by the firm of a certified public accountant employed by the Ringgold School District.

INITIATION AND TERMINATING ACCOUNTS

- The principal is authorized to increase the number of organizations with funds in the Activities Account when a bona fide school organization is formed. However, the principal must review the constitution to ascertain whether or not its purpose is related to the overall school program and its system of governance provides for student participation in the decision-making process prior to the organization's raising and expending funds.
- New accounts should not be formed for a one-time or short-term activity. All student organizations with funds in the Activities Account should have long-range goals and objectives related to the overall school program.
- The principal is authorized to close the accounts of student organizations which are no longer functioning or active. All organizations which plan to cease operating should expend all of their funds on a legitimate organization-oriented or school-oriented activity or project and thus disband with a zero balance.
- The principal may request authorization from the Superintendent of Schools to transfer funds from the account of any long-time inactive organization to the account of the Activities #1 fund. However, every effort should be made to have a zero balance in the account of any organization which no longer plans to function.
- The accounts of all senior high school classes will be terminated as of the day of their graduation. The faculty advisor and principal are responsible for ensuring a zero balance as of the day of their graduation.

Ringgold School District Board Policy 618 - Student Activity Funds:
http://go.boarddocs.com/pa/ring/Board.nsf/goto?open&id=9WSTWH795D13