# Table of Contents

#

# 2 FERPA

4 Student Bulletin

4 School Attendance Law

4 Absences

5 Academic Elig. Regulations

6 Activity Trips

6 Before/After School Detent.

7 AP Classes

7 Athletics

7 Behavior on School Busses

8 Bus Rider Rules

9 Change of Address

10 Cheerleading

10 Class Sponsorship

10 Closed Campus Policy

11 Club Fees

11 Concurrent Enrollment

12 Credit Recovery

13 Discipline

13 Bullying

15 Discipline Plan

15 Disruptive Behavior

16 Discipline Policy

20 Dress Code

23 Electronic Devices

24 General Conduct

25 Suspension

25 In-School Suspension

27 Out of School Suspension

27 Grading Scale

27 Graduation Exercises

27 Ushers/Escorts

28 Valedictorian/Salutatorian

29 Homework

29 Honor Roll

29 Immunization Law

30 Insurance

30 Leaving School During Day

30 Length of School Year

30 Library Policies

31 Lockers/Property

31 Lost/Found

31 Lunch Room

32 Meningitis

33 Moment of Silence

33 Motor Vehicles

34 Student Parking

34 New Regulations

34 Oklahoma Honor Society

35 Parental Contact

35 Pep Club

36 Profanity

36 PDA

36 Queens

36 Report Cards

36 Reporting

39 Scholastic Information

41 School Health

41 School Property

42 School Telephone

42 School Spons. Activities

42 Searches

43 Semester Tests

44 Senior Activities

44 Sickness or Accident

45 Smoking/Tobacco

45 Sportsmanship

45 Attendance

46 Tardies

47 Use of Copier

47 Veterans Day

47 Vocational Opportunities

47 School Withdraw

47 Work Release

48 Yearbook

49 Calendar

51 Signature Page

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**Ringwood Public Schools - Board of Education**

Margaret Baker- Clerk       Seat 1

Dale Hamm- Member              Seat 2

Brian Jantzen- Vice President Seat 3

Dennis Burnett- President                Seat 4

 Kaylyn Newman- Member Seat 5

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# STATEMENT OF RIGHTS (FERPA)

Parents and students have the following rights under the Family Educational Rights and Privacy Acts and the Ringwood FERPA policy.

1. Parents and eligible students have a right to inspect and review the student’s education records.

2. The Ringwood School District intends to limit the disclosure of information contained in a student’s educational record except:

A. By the prior written consent of the student’s parent or the eligible student.

B. As directory information.

C. Under certain limited circumstances as permitted by the FERPA.

3. A student’s parent or an eligible student has the right to seek to correct parts of the student’s education record that he or she believes to be inaccurate, misleading, or in violation of the student’s rights. This includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student’s request.

4. Any person has the right to file a complaint with the Dept. of Education if the Ringwood School District violates the FERPA.

5. Copies of the Ringwood FERPA policy are available through the Superintendent’s office, High School Principal’s office, or the Elementary Principal’s office.

All rights and protections are given to parents under FERPA and this policy transfers to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an “eligible student.” The district will arrange to provide translations of the notice to non-English speaking parents.

The forwarding and disclosure of disciplinary records or other education records to a school district in which a student seeks or intends to enroll shall be in accordance with the annual notification requirements and provisions

of FERPA. 10 O.S. § 7005-1.2; S.O.O. § 822.1.

# RINGWOOD JUNIOR HIGH/HIGH SCHOOLSTUDENT BULLETIN 2022-2023

The building opens at 7:45 am each morning. Students should go directly to the gym before the first bell rings at 8:10 a.m. The class bell rings at 8:15 am and classes begin immediately. Students needing an admit to class can pick it up in the principal’s office between 8:05 am and 8:15 am.

Students have the opportunity for conferences with individual teachers from 7:45 to 8:15 am. To have a conference, make arrangements with the individual teacher beforehand.

During lunch breaks, students are expected to be in the cafeteria, the gym, or any other location appointed by the administration. Students are permitted in the building during inclement weather, to use the restrooms, or to use the water fountains. With permission from individual teachers, students may use a classroom to study, however, this must only occur in the presence of a teacher, never without supervision.

Students will not be allowed in a building without direct supervision unless permitted by an administrator on a case-by-case basis.

**SCHOOL ATTENDANCE LAW**

Article X, Section 196 (70-10-105) - School attendance is mandatory for children between the ages of seven and eighteen. A fine may be assessed on a parent who does not comply with the law. A copy of the law will be furnished upon request.

**ABSENCES**

Excused absences are granted for the following reasons:

1. Personal or family illnesses.

2. Medical appointments

3. Legal matters

4. Funerals for family members

5. Extenuating circumstances deemed necessary by the principal.

6. Observance of holidays required by student’s religious

affiliation

7. Family-related absences will be excused.

If a note or phone call is not completed **within 5 school days**, the absence will be considered unexcused. It is the responsibility of the parent to notify the school by 10 a.m. if a child is to be absent. If no contact is made the parent must send a note or call the day the child returns before the student can be excused. The student has the same number of days missed to make up all work missed without penalty. It is the responsibility of the student on the day of return to make arrangements to see that the work is made up.

**Students are required to attend school for at least a ½ school day (at least 3 periods) the day when they are going to compete and represent Ringwood High School or Ringwood Junior High in extracurricular activities. Prior exceptions may be granted by the principal on a case-by-case basis.**

**ACADEMIC ELIGIBILITY REGULATIONS**

 Ringwood High School requires grade checks which are made on the Thursday of each week following the 3rd week of the nine weeks grading period. If a student is failing a class or classes he/she is advised of his/her situation. The student will be placed on eligibility probation. If at the end of the following week the student is failing any class, the student becomes ineligible beginning the following Monday and is ineligible until Sunday at Midnight. Once your child is ineligible, he/she will not be allowed to participate in any extracurricular school activity until he/she becomes eligible again. **Students ineligible for two consecutive weeks may be required to attend extra learning opportunities as decided by the administration. This may include morning/lunch/afternoon required tutoring sessions.**

**ACTIVITY TRIPS**

The school will provide, or make arrangements for transportation to all inter-school contests for the participants. If riding a bus, or other school-provided transportation, students must return the same way, or parents must personally excuse the student. Students representing the Ringwood School or accompanying school groups to other towns are subject to the authority of the activity sponsor. **Organizations are required to leave all vehicles and premises clean after use. Failure to comply can result in loss of privileges as decided by the administration.** School rules will be followed on all trips.

**BEFORE/AFTER-SCHOOL DETENTION**

All assigned detentions can be any day during the week from **7:50-8:20 am or 3:15-3:45 pm**. The administration reserves the right to increase the assigned time as needed.

1. The student will stay with a teacher or administrator and complete any assigned tasks throughout the entire assigned time.

2. The student will have one day to make arrangements for a ride home and any appointments they may need to change.

3. The student must have schoolwork or a library book during detention time.

4. The student MUST be in the detention room by the assigned time.

5. There will be NO breaks during detention time.

6. There will be NO food or drink during detention.

7. NO sleeping.

8. NO computer work will be allowed.

Failure to follow the above rules or skipping detention will result in double the original punishment or possible suspension from school.

**AP CLASSES**

All AP courses will be weighted when figuring grade point averages. The weighted points will be 5-4-3-2-0 (A-F). Students are not required to take the AP exam for college credit to receive the weighted scale.

**ATHLETICS**

Any student representing the Ringwood Junior-Senior High School in any inter-school contest must meet the minimum requirements of the OSSAA and any other requirements as prescribed by the Ringwood School Board. Any athlete must abide by the same rules as is followed at school.

**BEHAVIOR ON SCHOOL BUSES**

In cases where the bus driver has difficulty controlling children on buses, the driver will bring the student or students to the principal’s office for a conference regarding the difficulty. If this procedure fails to bring about cooperation the child will be disciplined by the administration.

It is within the school’s jurisdiction to prevent the child from riding the bus. This policy is not intended to relieve the driver of their responsibility for maintaining control of the children. If the principal thinks the driver is not doing all they can or should, a conference with the driver will be set up to develop better management practices.

Failure to secure acceptable bus behavior through the above procedure justifies asking the superintendent to arrange a conference with the bus driver, and/or the parents of the offending student.

**BUS RIDER RULES**

**Previous to Loading (on the road and at school)**

1. Be on time at the designated school bus stop-keep the bus on schedule.

2. Stay off the road at all times while waiting for the bus.

3. Wait until the bus comes to a complete stop before attempting to enter.

4. Be careful in approaching bus stops.

5. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

**While on the Bus**

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Loud talking and laughing or unnecessary confusion diverts the driver’s attention and may result in a serious accident.
4. Treat bus equipment as one would valuable furniture at home.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Do not leave books, lunches, or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out of the bus window.
10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Horseplay is not permitted around or on the school bus.
12. Bus riders are expected to be courteous to fellow pupils, the bus driver, and patrol officers or driver’s assistants.
13. Keep quiet when approaching a railroad crossing.
14. In case of a road emergency, children are to remain on the bus.

**After Leaving the Bus**

1. When crossing the road, go at least ten feet in front of the bus; stop; check traffic; watch for the bus driver’s signal; then cross the road.
2. Students leaving on the right side of the road should immediately leave the bus and stay clear of traffic.
3. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

**CHANGE OF ADDRESS**

If at any time during the school year a student moves to a different address, this change must be reported to the school office. Likewise, a change in telephone number, or the new installation of a telephone should be reported.

**CHEERLEADING**

Being removed from the cheerleading squad for any reason, such as grades or misconduct, will result in administrative approval being required to audition in the future. All students wishing to participate are required to audition each year. Cheerleading is considered a leadership organization. Students involved in cheerleading will be required to follow the requirements set forth by the sponsor and administration.

**CLASS SPONSORSHIP**

Each class will have a class sponsor. Both the senior and junior classes will have two teacher sponsors assigned by the principal.

**CLOSED CAMPUS POLICY**

It is the policy of the Ringwood Board of Education that the Ringwood School campus be closed during normal school hours. Students are required to stay on campus during the lunch break and all other breaks during the day.

1. During the lunch break, students are not allowed south of the north edge of the Vocational Agricultural building or north of the high school building.
2. Students are not allowed to go to their cars while parked off- campus for any reason and those parked on-campus only with a teacher or administrator’s permission.
3. All visitors must check in the superintendent’s or principal’s office to state their business on campus.
4. Students may leave campus with special permission to attend emergencies or for medical appointments. Parents may check their children out of school at any time during the day.
5. An administrator will decide whether a child may leave in unforeseen instances.

**CLUB FEES**

The following fees and dues will be collected from the students in the various organizations and classes:

1. FFA—--------$15.00 per year
2. FCCLA—-------$13.00 per year
3. Pep Club—---------$2.00 per year
4. Letterman Club—---------5.00 per year
5. Class dues are determined by the individual classes

**CONCURRENT ENROLLMENT**

 Senate Bill 290 allows for students to take college classes for dual credit purposes or just college credit. Seniors in high school are tuition free for up to 6 credit hours each semester pending allocation of funds by the Oklahoma State Regents of Higher Education. Seniors are responsible for books & fees. Juniors who have met requirements may participate in the concurrent enrollment classes but must pay tuition, books & fees. Concurrent Enrollment paperwork should be submitted to the counselor for principal approval before being sent to Redlands Community College.

OSDE approved for academic credit:

College Algebra 1 unit High School Algebra II

General Biology 1 unit High School Biology II

General Botany 1 unit High School Botany

English Comp I ½ unit of English IV

English Comp II ½ unit of English IV

Intro. To Chemistry 1 unit of High School Chem.

Chemistry I 1 unit of High School Chem.

American History to 1877 ½ unit of High School Am. Hist.
American History from 1877 ½ unit of High School Am. Hist. Intro. to Geography ½ unit High School Wld. Geog.

American Fed. Government ½ unit High School Am. Gov.

Intro. to Speech ½ unit High School Speech

If a student chooses to take a Concurrent Enrollment Course for dual credit, the grade they receive will be calculated into their GPA and final class ranking. Students must have a dual credit form with parent signature on file in the HS office prior to the beginning of the term.

**CREDIT RECOVERY**

Ringwood Schools participates in two credit recovery programs. Hosted at Ringwood Schools and utilized by our Alternative Education Program is the A+ Recovery Program. It is available for students that are behind in credits. All credits provided through the regular education program are available through the A+ Recovery Program. All courses are approved by the Oklahoma State Department of Education.

 Students participating in the Northwest Tech program in Fairview will be able to recover credits through the NovaNET Courses or E2020 also approved by the OSDE. Classes available are: English 1,2,3,4, Algebra 1,2, Geometry, US History, World History, Geography, US Government and Economics. These classes are offered only as an alternate path for credit recovery and will require principal approval.

**DISCIPLINE**

“The teacher of any child attending a public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from the school, or any other school function authorized by the school district or classroom presided over by the teacher (School Laws of Oklahoma Art. VI, Sec. 124).”

“Provided, however, that nothing contained in this act shall prohibit any parent, teacher, or other persons using ordinary force as a means of discipline, including but not limited to spanking, switching, or paddling (School Laws of Oklahoma Art. XII, Sec. 652).”

Corporal punishment is accepted by the Ringwood Board of Education. When corporal punishment is administered, it must be in the presence of an adult and must not be administered in the presence of a pupil. A parent/guardian will be notified before corporal punishment is administered.

**BULLYING**

Threatening behavior or bullying is defined as a repetitive activity, which portrays that another person, persons, or property may or will be harmed or killed. As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any repeated gesture, written or verbal expression, use of the internet, cellular phone, any other electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, use of the internet, cellular phone, any other electronic communication, or physical act. Such behavior is specifically prohibited by board policy.

Recommended Disciplinary Progression:

1. First Offense:
	* Conference with student and 3 days of In-School Suspension
2. Second Offense:
	* 3 days of Out-of-School Suspension
3. Third Offense:
	* 5 to 10 days of Out-of-School Suspension

Ringwood Schools will not tolerate retaliation for reporting bullying. The school administration will discipline any student who retaliates against anyone who reports an incident, or against any person who testifies, or assists in an investigation.

**DISCIPLINE PLAN**

The goal of any disciplinary policy is to:

1. Correct the misconduct of the individual and to promote adherence by students to the policies and regulations of the district.
2. To provide quality education for all students.

Ringwood Public Schools will not tolerate disruptive acts interfering with the tranquility and safety of its school and students. Students shall be under the supervision of and accountable to school personnel. This includes going to and from school, school sponsored activities and going to and from such activities.

**DISRUPTIVE OR INTERFERING BEHAVIOR**

A disruptive or interfering act is defined as, but not limited to, enticing, encouraging, promoting or participating in activities which interfere with the due process of the educational program of the school. The following activities, if accomplished for the purpose of disrupting or interfering with the due process of the educational program, are examples of behavior constituting disruptive acts:

1. Demonstrations
2. Sit-ins
3. Walkouts
4. Blockages
5. Group violence
6. Disrespect or disobedience to school personnel
7. Harassment and/or intimidation, verbal or physical, of students or school personnel
8. The use of obscene, lewd or profane language (visual and/or auditory)
9. Fighting
10. Disruptive publications
11. Theft or inappropriate use of personal or school property.
12. Laser lights are prohibited at school or school activities.
13. Electronic devices such as cell phones, I-Pods, or walkmans, blackberries, smart watch devices or other palm held devices **must remain in your locker or vehicle, turned off and not used during school hours unless given permission by school personnel.**
14. No recording devices, audio, visual, or other electronic devices such as cell phones, I-pods, smart watches, walkmans, blackberry, or palm held devices will be allowed during detention.
15. Bags/Backpacks will remain in lockers or in a spot in the classroom decided by the teacher during the day and may only be accessed between classes or with school personnel approval.

Administrative response to student misconduct is a matter directly influencing the morale of the entire student body. As such, each student’s discipline is based on a careful assessment of the circumstances surrounding each infraction (i.e.., the student’s attitude, the seriousness of the offense and its potential effect on other students).

**DISCIPLINE POLICY**

Before any punishment takes place parents and/or law enforcement will be notified if punishment calls for such action.

**Theft and/or Destruction of Property**

(each item is viewed as a separate offense and will receive separate punishment)(i.e. Theft 3 days - Destruction 3 days)

1. **1st offense**-Three day suspension, notify parents
2. **2nd offense**-Five day suspension, notify parents and law enforcement
3. **3rd offense**-Ten day suspension, notify parents and law enforcement

**Possession and/or Use of
Alcohol, Tobacco and/or E-Cigarette product**

Each item is viewed as a separate offense and will receive a separate punishment (i.e. Possession 3 days - Alcohol use 3 days - Tobacco 3 days.)

1. **1st Offense -** 3 day suspension, notify parents
2. **2nd Offense** - 5 day suspension, notify parents and law enforcement
3. **3rd Offense** - 10 day suspension, notify parents and law enforcement

**Fighting and Assault-Physical or Verbal**

1. **1st Offense** - Three days suspension or 2 swats and 2 days of ISS.
2. **2nd Offense** - Five to ten day suspension
3. **3rd Offense** - Suspension for the remainder of the semester and one more semester**.**

**Possession of Weapons**

Suspension from school of up to two semesters

**Possession or Use of Illicit Drugs**

1. **1st Offense** -Ten day suspension
2. **2nd Offense** -Suspended for remainder of current semester
3. **3rd Offense** -Suspended for up to two semesters

**Morality: i.e.. Pornographic Material, Sexual Harassment, Lewd Acts**

1. **1st Offense**: 3 day suspension from school
2. **2nd Offense**: 5 day suspension from school
3. **3rd Offense**: 10 or more days suspension from school

**Profanity, Gambling (cards, dice, or any other form**

**in which betting or wagering could occur.**

Discipline can range from in-school suspension to out-of-school suspension and will be determined on a case by case basis by administration.

**Truancy, Cutting Class, Leaving School Without Administrative** **Permission**

One or more of the following:

1. One to three days in-school suspension,
2. after-school-detention,
3. parent conference,
4. corporal punishment,
5. suspension.

**Disrespectful to School Employees**

One or more of the following:

1. Three to five days in-school suspension,
2. Detention,
3. parent conference,
4. corporal punishment,
5. suspension.

**Bus Misconduct**

One or more of the following:

1. Assigned seat,
2. parent conference,
3. loss of bus riding privileges,
4. suspension.

**Unexcused Tardiness, Disruptions**

One or more of the following:

1. One to five days in-school suspension,
2. after-school-detention,
3. lunchroom duty,
4. parent conference,
5. corporal punishment,
6. suspension.

**Use of Electronic Devices**

1. 1st Offense: The students’ parents/guardian will be contacted to come to school to retrieve them from the office during regular school day (8:00-3:15pm) The device will be locked up in the office until it is picked up by the parent/guardian.
2. 2nd Offense: The student will receive 1 day of ISS or 2 swats.
3. 3rd Offense: The student will receive 3 days of ISS or 1 day and 2 swats.
4. 4th and Up Offense: The student will be suspended for three (3) days with zeros. This could result in the student failing all classes due to the number of days missed in a grading period if the last offense should occur multiple times within the same grading period. Due to the nature of the offense, the administration has the right to make the discipline correspond with the offense.
5. Students may be required to turn over their phones to the office in the mornings if they continually disregard the handbook policy on electronic devices.

**Public Displays of Affection**

One or more of the following:

1. Morning-detention,
2. Lunchroom duty,
3. Parent conference,
4. One to five days in-school suspension,
5. Corporal punishment,
6. Suspension.
7. Parents will be contacted with each offense.

**Dress Code Violations**

 One or more of the following:

1. Detention,
2. Lunchroom duty,
3. Parent conference,
4. One to five days in-school suspension,
5. Suspension,
6. Corporal punishment,
7. Parents will be contacted with each offense.

**Overriding Internet Filter**

 **No student will be allowed to override the school internet filter unless permission has been given by the school administration. Any student caught overriding the filter will be suspended out of school for one day first offense, three days second offense and long term third offense. All internet privileges will be closed for the remainder of the school year upon first offense and thereafter.**

**DRESS CODE**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and in attendance at all school sponsored activities, including overnight trips. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages/tobacco, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

Student dress (including accessories) may not display lewd, vulgar, obscene, depicting weapons, or offensive language or symbols, including gang symbols.

All students will exemplify grooming standards that project a positive image for the student, school, and district. Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted.

**HAIR**

Hair must be clean and neatly groomed and worn in a style that does not obstruct the view of the face.

Hair that is deemed a significant disruption must be corrected before returning to school. This would include but is not limited to spiked hair or other sculpted hairstyles.

**CLOTHING**

1. Students must wear clean clothing.
2. Pants must be worn with the waist at waist level or higher.
3. Undergarments of any kind are not permitted to show.
4. Your body must be completely covered by school appropriate attire from shoulder to shoulder, armpit to armpit, and down to the length requirement for shorts.
5. Pants with holes above the short length requirement must be accompanied by a non-underwear clothing item under the entirety of the holes. Coverings over the holes such as duct tape are not allowed.
6. Shorts, dresses and skirts must rest at a fingertip length while arms and shoulders are in a resting position.
7. Shirts must be worn correctly as designed and rest below the waist.
8. All students must wear clothes that are the appropriate size. Extremely oversized or tight clothing is not acceptable.
9. Appropriate footwear must be worn at all times. Sleep shoes are not allowed.
10. Tops must have at minimum of a three finger width strap and armpit to armpit and below must be covered.
11. Students are not permitted to wear tights, spandex, leggings, jeggings or other form-fitting pants unless the student wears a top, shorts, or skirt that meets the length requirement for shorts.
12. Clothing should be weather appropriate.

**ACCESSORIES**

1. Sunglasses, hats, or caps are not to be worn inside a school building.
2. Hair rollers, hair curlers, plastic hair bags, and other similar grooming items will not be worn inside the school.
3. Any body piercings must be covered at all times while students are under the school’s jurisdiction.
4. Tattoos are allowed, however, be prepared to cover it up if the administration considers it inappropriate, or if it is considered unprofessional or inappropriate for the activities you are involved in.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the students dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the principal determines that a student’s grooming or clothing violates the school’s dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension (please see ISS policies) for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with Student policies.

In interpretation of the dress code to all students, the administration will have total authority. If there are situations that arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the existing policy until such time that the policy is revised or changed to cover the situation.

**ELECTRONIC DEVICES**

All electronic devices and their accessories must be kept in the student’s locker or vehicle. The only exception is during activities outside of the school campus if allowed by the activity head. Punishments are covered under the discipline policy.

**GENERAL CONDUCT**

1. Each student is expected to show courtesy and respect, and to follow the directions of those in charge.
2. All teachers are to be addressed Miss, Mrs., or Mr., never by first or last name only.
3. Students are expected to be careful of all school property and in no way mar or disfigure it. Any student defacing school property will be held liable for its repair or replacement.
4. No one is to leave the school grounds between classes or during school hours without permission from the office.
5. Students are expected to keep the school grounds, rooms and halls free from paper and other refuse. Waste baskets and trash cans are to be used for this purpose.
6. No eating candy during school.
7. Do not demand too much of the teacher’s time. Other students may also have questions.
8. Accept criticism courteously, and do not talk back when reproved.
9. Be prepared to begin the lesson without borrowing pencils, paper, books or other equipment.
10. Be orderly in the classroom even when the teacher is out of the room or absent.
11. Wait for the teacher to dismiss the class. The bell is a guide for the teacher and does not dismiss the class.
12. No pop, juice, water, or other drinks in halls, classrooms, or lockers.
13. Backpacks or other bags must be kept in lockers or in a teacher designated location.

**SUSPENSION**

Any pupil guilty of immorality or violation of the regulations of a public school may be suspended by the principal of such school. Suspension shall not extend beyond the current school semester and the succeeding semester; provided, the pupil shall have the right to appeal the decision of the principal to the board of education of the district. Upon a full investigation of the matter, the board of education shall determine the guilt or innocence of the pupil and its decision shall be final (Oklahoma School Law Act. XXIV, Sec. 381).

When suspension is the only solution, this procedure is to be followed. When senior high school students are sent home before the end of the day, every reasonable attempt is made to notify the parents. Junior high school pupils are not dismissed before the end of the school day without advance notice to parents.

Written notice or suspension is directed to the parents and a copy is sent to the office of the Superintendent of Schools. Such notice is mailed the same day the suspension occurs.

Occasionally emergency situations arise and immediate action is deemed necessary. This action occurs when the behavior unquestionably requires the immediate removal of the pupil from classes. In such cases the same general procedure specified above is followed with regard to notification of all persons concerned.

Any student suspended out of school will be required to take all semester tests.

**IN-SCHOOL SUSPENSION**

1. The student is isolated from the student body during the school day.
2. Students receive regular assignments from teachers.
3. The principal administers tests needing to be taken.
4. If school work is not completed, or there are any problems with the student, extra days will be added or swats may be given.
5. Students must stay properly seated with their feet on the floor.
6. No sleeping.
7. Restrooms breaks-approximately 10:30 a.m.. and 2 p.m.
8. Any marking on walls, desks, etc. in the detention area will be reason for added punishment.
9. No participation in school activities during the school day during in-school-suspension. Students in ISS or suspended will not be allowed to participate in extracurricular activities either before, during or after school

 The first offense that results in ISS, student work will count as full credit. The second offense that results in ISS, student work will count as a max of 70% credit. After the second offense, student work will count as a max of 70% credit and/or the administrator shall have authority to enforce student credit on a case by case basis.

Nothing in the discipline schedule shall be construed to deny the student’s right to a fair and orderly hearing, appeal, counsel and due process in cases ending in suspension or expulsion.

This schedule is interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action warranted in situations not covered in the disciplinary action schedule.

**OUT-OF-SCHOOL SUSPENSION**

Student discipline with out-of-school suspension will be given their daily assignments for the length of time they are serving suspension. Work is required to be completed and turned into the teacher the day the student returns to class. Students receive a 0% for the assignments during their time missed. Students serving out-of-school suspension will not be allowed to participate in any extra-curricular activities either before, during or after school until suspension has been completed. Students serving out-of-school suspension will not be allowed to attend extra-curricular events until the suspension has been completed.

**GRADING SCALE**

A 90 and above B 80-89 C 70-79

D60-69 F below 60

**GRADUATION EXERCISES**

No student will be allowed to participate in graduation exercises who has not completed at least 24 units of academic work and satisfactorily completed all required courses by the date of graduation exercises. All students that meet this requirement will walk with that class.

**GRADUATION USHERS AND ESCORTS**

Escorts and ushers for graduation are selected by the principal on an honors basis. The top six Juniors based on five semester grades, will serve as escorts and ushers at graduation exercises. The top two academically will be the escorts for each exercise.

In the event of a tie for the usher positions, all students involved in the tie will serve as an usher. If a tie occurs involving three students, all three will serve as escorts. If four or more ties, lots will be drawn to establish one set of escorts for Baccalaureate while the other set serves as ushers. They will then switch for Commencement. In the event of a tie in the seventh grade, the same procedure for the high school will be used.

**VALEDICTORIAN AND SALUTATORIAN**

All members of the graduating class who have attained a grade point average of 4.00 and above from grades 9-12 (figured after the 3rd 9-weeks of the senior year) are to receive the Valedictory award.

In the event there are no 4.00 and above GPA, the student with the highest GPA will be the Valedictorian. The next highest GPA will receive the Salutatory award. In the event that grade points are identical for either award, more than one award will be presented.

In the grade school promotion exercises, grades 6-8, the same procedure will be used as at the high school level and the awards will be tendered accordingly.

**GUIDANCE**

Guidance services are planned to help all students get the most out of school offerings. Some of this help is given by teachers in classroom groups and in home rooms.

**HEALTHY FOOD OPTIONS**

Breakfast and Lunches

1. A hot lunch and breakfast program is provided in the cafeteria for the benefit and convenience of both student and parent.
2. Students may bring their lunch, but they will be required to eat in the cafeteria.
3. We encourage all our students to eat at school. Any exceptions must be cleared through the office.
4. Lunch accounts must be prepaid.
5. No pop or soft drinks are allowed in the cafeteria
6. High School students (grades 9-12) will be allowed to purchase items from the vending machines.

**HOMEWORK**

As a part of the instructional program, each student is required to do homework when it is assigned by the teacher as a regular part of the school program.

**HONOR ROLL**

Following each nine week grading period, and the completion of a semester of work, honor roll lists will be compiled and posted containing the names of students who have maintained grades of “B” or above.

Those students maintaining grades no less than “B” will be listed on the Principal’s Honor Roll. Those students maintaining straight “A’s” will be listed on the Superintendent’s Honor Roll.

Exceptions: Since AP classes are weighted, students with a “B” in AP classes may still make the Superintendent’s Honor Roll. Students with a “C” in AP classes may still make the Principal’s Honor Roll.

**IMMUNIZATION LAW**

It is the duty of the school authorities to enforce this law by admitting only those students who have completed all required immunizations. Exemptions to the immunization law are available upon request.

**INSURANCE**

The school will make accident insurance available to all students. Whether students purchase this insurance is optional to them.

The Attorney General of the State of Oklahoma has ruled that a school district cannot pay medical bills nor purchase accident insurance on its students. In making this insurance available, the school district assumes no obligation as an agent or representative of the insurance company, but will assist students in filing claims

**LEAVING SCHOOL DURING THE DAY**

If a student needs to leave during the school day, they must have a legitimate excuse along with parents or guardians permission and check out through the office. Failure to check out through the office will result in the assumption the student is skipping school.

**LENGTH OF SCHOOL YEAR**

According to Oklahoma State School Law for Standards for Accreditation of Oklahoma Schools and Technology Centers; Standard III - 210:35-3-46 Administrative and Supervisory Services

* A school year consists of 1080 hours which 171 days are used for instruction with five (5) days for professional development. Therefore there is no such thing as skip days without the school being penalized for having such.

**LIBRARY POLICIES**

1. No visiting in the library. Students may only speak quietly about school work.
2. Magazines are only to be handled by the librarian.
3. Books are to be checked out and checked in only by a librarian.
4. A reference book needing to be used in a classroom can be checked out for one hour with a written request from the teacher. The book must be returned at the end of the class period. A fine of 5 cents per hour is levied for reference books not returned at the end of the hour.
5. Students who do not check a book in on the due date are charged 5 cents per school day until the book is returned to the library and checked in.
6. The library is only open when the librarian or a teacher is present.

**LOCKERS AND PERSONAL PROPERTY**

A locker is to be used only for storage of outer garments and school materials. The locker is not the student’s private property and may be opened by school authorities at any time. Any unauthorized items found in the locker may be removed.

Students that lose or damage their locks or lockers will be held accountable. The school is not responsible for things stolen or missing from a locker.

**LOST AND FOUND**

All articles found should be turned in at the office. Valuable articles will be kept in the office and will be returned to the owner upon identification. Students might inquire several times for a lost article as it may not have been located immediately. Mark belongings plainly to help in the recovery of the item should it become lost.

**LUNCH ROOM**

The lunch period is 30 minutes long. Students should plan to eat in the cafeteria. Meals may be purchased or a student may bring lunch from home. Proper behavior is expected in the cafeteria at all times. Improper conduct in the cafeteria may result in loss of cafeteria privileges.

A hot lunch and breakfast program is provided in the cafeteria for the benefit and convenience of both student and parent. If your child has a food allergy, a doctor’s note must be provided to the cafeteria manager at the start of each school year.

The child nutrition secretary will handle lunch money through both the lunchroom and the central office. These monies, other than daily charges, may also be turned in to the secretary. Lunch room rates are set each year.

 **Each student’s lunch account balance must be maintained. Board policies on excessive balances will be followed.**

**MENINGITIS**

Meningococcal disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria meningitidis.

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15-22 years, are at increased risk because of behaviors that spread the disease.

The disease is spread by droplets in the air and direct contact with someone who is infected. This includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing lipstick, lip balm—anything an infected person touches with his or her mouth.

Meningitis may be prevented by: Vaccines can prevent many types of the disease, but not all types. There are two vaccines available in the U.S. that protect against 4 to 5 strains of the disease.

The symptoms of Meningitis are: Headaches, fever, chills, stiff neck, extreme tiredness, vomiting, sensitivity to light and rash of small purplish black-red dots.

**MOMENT OF SILENCE/FLAG SALUTE**

A law in the state of Oklahoma passed in the spring of 2002 requires schools to “observe one (1) minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.” Ringwood JH/HS will recognize one (1) minute of silence when we have our daily announcements at the beginning of first hour.

As of 2014, the Oklahoma Legislature passed a law requiring that each classroom recite the Pledge of Allegiance.

**MOTOR VEHICLES**

Cars, motorcycles, pickups, or other motorized vehicles must be parked in the assigned lot immediately after arrival at school. Vehicles may be taken from the parking lot area only with special permission from the principal. For security reasons, no one shall remain in the parking area before school or during the lunch period. This includes going to a vehicle for any reason.

No joy riding around the school campus before school. Any violation of these rules will result in disciplinary action to those involved. Non-licensed drivers are not allowed to use the school parking area at any time.

Students **are not allowed** to drive their vehicles from the parking lot North of the main building to the sports complex during Athletics. Driving to school is a privilege, therefore this privilege can be revoked.

Driving or parking incorrectly will result in the immediate loss of privileges for a time period set by the principal.

**Students need to provide the office a copy of the insurance and driver's license before being allowed to drive on campus.**

**STUDENT PARKING**

Students will have designated parking in the North parking lot between the High School and New Gym. Students will not be allowed to park in the South parking areas unless instructed by the school administration. Students who park in non-designated parking areas could lose driving privileges at school. Students participating in athletic events may park in the parking lot between the High School and New Gym. The school reserves the right to revoke parking privileges for issues including but not limited to excessive tardiness, and violation of the RPS discipline policy.

**NEW REGULATIONS**

New regulation imposed by a school official verbally is intended to be obeyed. Ignorance is no excuse. The principal will make an announcement of a new regulation several times and post it on the bulletin board.

**OKLAHOMA STATE HONOR SOCIETY**

Students of the upper four grades are eligible to compete scholastically to become members of the State Honor Society. The upper 10% of our high school enrollment are selected for this honor.

**PARENTAL CONTACT PROCEDURE**

It is the desire of the Ringwood Board of Education and the staff of Ringwood Schools to get all questions and concerns of parents/guardians answered in as fast and efficient means as possible.

To accomplish this, the following procedure needs to be followed as closely as each situation will allow.

1. Step One: Call the teacher involved or set up an appointment with the teacher to thoroughly discuss the issue.
2. Step Two: If step one does not get all issues and concerns resolved to where both parties feel they can consider the matter closed, the parents/guardians should contact the building principal about having a conference.
3. Step Three: If step one and two do not get all issues resolved, then an appointment should be scheduled with the Superintendent of Schools.
4. Step Four: The last step to resolving an issue should be with the Ringwood Board of Education.

The members of the Ringwood Board of Education want to emphasize that they are board members one night a month and cannot possibly be familiar with the everyday happenings of students, teachers, and parents of the Ringwood School District. Please help all parties involved, especially the student, by following the above procedure.

**PEP CLUB**

All interested high school and junior high students willing to pay a membership fee, and abide by the rules and regulations of the Pep Club are eligible and may apply for membership. The Pep Club will be supervised by a sponsor appointed by the school administration. Pep Club members will be given a discount at all home high school athletic contests.

**PROFANITY**

The use of profanity while at school or at a school activity will not be tolerated. It can bring about consequences such as suspension.

**PUBLIC DISPLAY OF AFFECTION**

Punishment will be the separation of the two students while at school for a time specified by the principal. See discipline policy for additional information.

**QUEENS**

A girl may not succeed herself as queen in any particular event, but she may reign as queen in other events.

**REPORT CARDS**

Report cards are distributed at the close of each nine weeks of school. We urge students and parents to evaluate the grades received. In addition to the report cards, special reports may be sent to students having academic difficulties.

**REPORTING STUDENTS FOR UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS, ALCOHOL,**

**OR CONTROLLED DANGEROUS SUBSTANCES**

It is the policy of the Ringwood Board of Education that any teacher with reasonable cause to suspect a student may be under the influence of, in possession of:

1. Nonintoxicating beverages
2. Alcoholic beverages
3. Controlled dangerous substances
4. Illicit drugs
5. Anabolic steroids shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent and a parent or legal guardian of said student on the matter.

**Ringwood School Farm Policies and Procedures**

The Ringwood School Farm will be used for FFA and 4-H student livestock projects. It is the intent of the Ringwood School District to furnish this facility for the students to keep their livestock used for Supervised Agriculture Experience Programs. It is the duty of all the students keeping animals on the property to help maintain the property. Only students enrolled at Ringwood Schools and members of the FFA or Major Co. 4-H will be allowed to keep livestock projects on the property.

**GUIDELINES**

1. The purpose of this facility is to house SAE show project animals: cattle and sheep weaning age through eligibility, hogs-September 15th through May 1st and May 1st through the Tulsa State Fair. Specialty shows will be at the discretion of the FFA Advisor. (Jackpots, Kansas City, Phoenix, Denver etc…)
2. Any improvements to the facilities shall be submitted to the school for approval before proceeding.
3. Only market livestock show projects will be allowed due to the type and size of the farm facilities. No breeding stock will be allowed on the farm unless it is being exhibited.
4. Growing pens (West Barn) will be available to any 4-H or FFA member. A maximum of two pens per exhibitor will be assigned. The FFA Advisor, if necessary, can make changes. Straw or wood chips will be allowed in the growing barn.
5. Finishing barn (East Barn) will be available to any 4-H or FFA member two weeks prior to exhibition. A maximum of two pens per exhibitor. The FFA Advisor, if necessary, can make changes. Only wood chips will be allowed in the finishing barn.
6. Student exhibitor’s name and phone number will be attached to each pen.
7. Any malicious destruction of the facilities, public or private property stored at the facilities will be compensated by said individual to the appropriate party.
8. Items including but not limited to trucks and trailers are not to be kept at the school farm. This creates a liability for Ringwood Public Schools.
9. Each pen will be assigned to one exhibitor with a maximum of two animals per pen. Pens will be assigned on a first come - first serve basis.
10. Animals should be contained in the pens assigned by the FFA Advisor.
11. It is the responsibility of the exhibitor to properly care for their animal and to follow the facility rules and regulations. Following are minimum steps that will occur for violations.

1st violation—Verbal Notice

2nd violation—Written Notice

3rd violation—Written Notice

4th violation—Removal and/or sale of exhibitor’s animal(s). Note: If a student must remove one animal for a rule or regulation violation, all of their animals are to be removed from the facility. If the animal is not removed within one week the animal will be sold at market and the exhibitor will receive the payment.

1. Pens must be cleaned WEEKLY and waste products are to be deposited outside in the designated area or removed in accordance with the FFA Advisors directions. All trash, loose wire, paper, litter etc… are to be removed from the facility DAILY.
2. If livestock appear to be sick, it is the responsibility of the exhibitor to contact the FFA Advisor or a veterinarian. If such action is not taken, the FFA Advisor will contact a veterinarian at the expense of the exhibitor.
3. Portable heat lamps or other electrical appliances are permitted only with the approval of the FFA Advisor.
4. No one may utilize any Ringwood FFA equipment or facilities without the consent of the FFA Advisor.
5. All disputes that can not be worked out between the FFA Advisor and the exhibitor will be left to the Ringwood School administration in which such a decision will be final.

**SCHOLASTIC INFORMATION**

Ringwood Public School requires 24 units for graduation from high school. Ringwood School requirements are College Preparatory:

|  |  |  |  |
| --- | --- | --- | --- |
| English  | 4 units | Fine Art (music, drama, speech) | 1 unit |
| Biology IPhysical Science | 1 unit1 unit | Same Foreign Language or Computers (Cannot mix the two above) | 2 units |
| Additional Lab Science | 1 unit | Additional unit of core class credit | 1 unit |
| Algebra I | 1 unit | Electives | 7 units |
| Geometry | 1 unit |  |  |
| Algebra II | 1 unit |  |  |
| American History | 1 unit |  |  |
| Oklahoma History | ½ unit |  |  |
| Government | ½ unit |  |  |
| Additional History | 1 unit |  |  |
|  |  |  Total Units 24 |  |

8th Grade Algebra I is the only class offered in the elementary grades that counts for HS credit (as the additional unit of core class credit). In this case, students will need to take a class above Algebra II to obtain all math credits for graduation.

**All seniors from 2013 and on are required to have covered the 14 objectives for Personal Financial Literacy.** College bound students should check for requirements to enter their choice of university.

The Ringwood Board of Education has the right to make decisions regarding what classes are to be counted as graduation requirements with the approval of the State Board of Education.

**SCHOOL HEALTH**

Legislative Act 1203 requires all children in grades K-12 to present certification of immunization against diphtheria, pertussis, tetanus, rubeola, rubella and poliomyelitis, before initial admission into a public, parochial or private school in the State of Oklahoma.

A certification form signed by a physician or an authorized representative of the State Department must be presented to appropriate school officials when the child enters any school for the first time.

Certification of immunization and tests may be provided by:

1. Physician licensed to practice medicine or osteopathic medicine in any state or territory of the United States.
2. Any authorized representative of any state or local department of public health.

**SCHOOL PROPERTY**

The school district spends a great deal of money in the purchase and maintenance of the property. The students should take great pride in maintaining the appearances of buildings, equipment, and grounds. Particular care is requested of all to preserve and protect school property. Damages of up to $1500 may be recovered from the parents of a student who willfully destroys property belonging to the school district.

**Vandalism:** State law protects each school building from vandalism.

If guilty of willful destruction of state property, students are subject to prosecution.

**SCHOOL TELEPHONE**

The school telephone is a business phone and may be used by students only for emergencies. Students must obtain permission to make these emergency calls. Students or teachers will not be called away from class to answer the telephone except in an emergency.

No long distance calls will be made without permission from the school administration.

**SCHOOL SPONSORED ACTIVITIES**

A pupil must be in compliance with OSSAA scholastic requirements, have good conduct and have teacher’s approval to be eligible for participation in school sponsored activities. A student is not counted absent because of any school activity, but he/she must make up any work or tests missed or suffer the loss. Students will have the same number of days to make up work or tests missed as they were gone. If the student fails to make up work or tests missed during this time frame, all recorded grades become zeros. Eligibility will be figured on a semester basis.

**SEARCHES**

The superintendent or principal authorizing -such search shall notify the local law enforcement agency responsible for obtaining any warrant or other authorization necessary to conduct such search. The search shall be conducted by a person of the same sex as the person being searched.

The superintendent or principal authorizing the search shall have authority to detain the pupil or pupils being searched and to preserve any dangerous weapons or controlled dangerous substances that might

be in their possession. This includes the authority to authorize any other persons they deem necessary to retain such pupil or pupils or

to preserve any dangerous weapons or controlled substances.

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by a student suspended under this section, provided this appeal is submitted within ten days.

**SEMESTER TESTS**

All students are not required to take semester examinations. If a student has an “A” average and has not been absent more than three times, they will be excused from the test. A “B” average and not more than two absences, or a “C” average and no absences will allow a student to be excused from taking the semester examination. Any student with an “unexcused” absence will be required to take the semester test (even senior’s spring semester) regardless of grade average. Any senior with a grade of an “A” or “B” will be exempted from Spring semester tests. Seniors with a “C” or lower will fall under the same guideline as everyone else.

1. Daily Grades and Tests will count as 75% of Nine Weeks

Grade Nine Weeks Tests will count as 25% of the Nine Weeks Grade Average the Daily Grades and Tests, multiply this number by three (3), add this to the Nine Weeks Tests Score, divide by four (4) to determine the total Nine Weeks Average.

Example: Daily & Tests average = 85 85 x 3 = 255

Nine Weeks Tests Score = 75 255 + 75 = 330

330 divided by 4 = 82.5 Student’s Nine Week Average is 83

2. Semester Grade is determined by averaging the two (2) Nine Weeks Grades and dividing by two (2) then multiplying this by three (3) (Nine Weeks Grades worth 75% of total grade). Add the Semester Test Grade and divide this number by four (4) to determine the Semester Grade (Semester Test worth 25% of the total grade).

Example: 1st 9 Weeks Av. 75 2nd 9 Weeks Av. 85

75 + 85 + 160 divided by 2 = 80 80 x 3 = 240

Semester Tests score = 85 85 + 240 = 325

325 divided by 4 = 81.25 Student’s Semester Av. 81

3. During semester tests, Teachers need to submit a list of all students taking the test to the office. Students will go to their regularly scheduled classes even if they are not being tested in that period.

**SENIOR ACTIVITIES**

Senior pictures may be made if high school work has been completed through the Junior year.

**\* Any Senior who is failing a class needed for graduation, may not participate in the Senior Class Trip.**

**SICKNESS OR ACCIDENT**

When students suffer physical damage or become ill, every effort to contact their parents will be made by the school. In the event that the parent cannot be located, the school officials will use their best judgment on determining the need for professional care. The school, or any teacher, will assume no obligation for any medical bills. Emergency Medical Treatment forms are provided and are kept on file in the office. Parents are urged to sign these forms and return them. A doctor will not administer help unless some form of consent is present.

**SMOKING AND USE OF TOBACCO**

The use of tobacco **or the use of e-cigarette products** in any form by students is not permitted in the school building, on the grounds or during a school activity. Tobacco found on students will be taken and destroyed. Disciplinary action will be taken.

**SPORTSMANSHIP**

A good sportsman plays fair. They do not cheat, but play the game hard and according to the rules. A good sportsman treats opponents with courtesy. When playing in group games, they play for the team, not individual glory. In work and in play this person is generous, fair and honorable.

**STUDENT ATTENDANCE**

The Ringwood Board of Education believes that for students to realize their fullest potential from educational efforts, they should attend all classes if possible.

Realizing that some absences may be beyond a student’s control, the board has adopted a policy requiring students to be in attendance a minimum of approximately 86% each 9-weeks grading period to receive credit for any course, a maximum of **five** absences, unexcused absences, or truancy in any one class. A doctor’s report showing illness occurred is required to make an exception to the rule. If a student misses more than 15 minutes of class, they will be counted absent.

A student receives no higher than a 59 for their 9-weeks grade if they miss more than **five** days without the exceptions. Exceptions to the 86% requirement are considered by the principal on an individual basis.

If a student has not earned four (4) or more credits from the previous year from core subjects (English, Math, Science, History or the Arts, art/band) then this student will not be classified or moved on to the next higher class. The said student will not be allowed to order class rings, run for a class officer or be considered for an officer of a student organization, or student council for that year.

Alternative Education students are required to be in school on a daily basis. Alternative Education students have 12 absences for the semester (two of which can be for any reason). If they miss more than 12 days they will be removed from the program and back to regular education classes with a set schedule. Three tardies equal one absence.

**TARDIES**

A tardy student disrupts the work of the entire class due to the administrative detail necessary to handle the situation. A little late is too late. Flat tires and mechanical difficulties will result in unexcused tardies. All decisions as to excused or unexcused will be determined in the office. False information with intent to deceive in the case of absences or tardies will result in discipline from the office. Three (3) unexcused tardies will constitute one (1) unexcused absence. This will cause you to have to take semester tests.

**USE OF COPIER**

Use of the copy machine by students is prohibited. Only office personnel may run the machine. If a student needs something copied, obtain permission from the principal, superintendent or secretary. Copies will not be made for students who have lost study guides, old tests or other personal items.

**VETERAN’S DAY ASSEMBLY**

Ringwood Schools is in a rotation with three (3) other schools on hosting a Veteran’s Day Assembly. To be hosted on or close to Veteran’s Day each year.

**VOCATIONAL OPPORTUNITIES**

Ringwood community tax dollars go to support career and technical skills through the Northwest Technology Center in Fairview. Juniors and seniors with enough credits may attend Career and Technical classes in Fairview. Transportation is provided by Ringwood Schools.

**WITHDRAWAL FROM SCHOOL**

Students wishing to withdraw from school must see the principal to obtain a withdrawal slip. These must be filled out in detail and signed by each teacher for grades and other information to be forwarded to the next school. All money owed to the school or class must be paid before final clearance.

**WORK RELEASE**

Ringwood Schools offers seniors that opportunity for a work release program. Seniors must meet all requirements for graduation before being approved for work release. Work release is only offered during 7th hour of the class schedule. Approved students must provide a copy of their work schedule to the office and sign out through the office every day they leave for work release.

**YEARBOOK**

The Ringwood High School will publish a yearbook each year under the supervision of a sponsor appointed by the school administration. Students are urged to participate in this fine program as much as possible

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# Please sign, tear out, and return to school.

I have read and understand the information in the Ringwood Junior High/High School handbook. I understand that Ringwood Public Schools has high expectations for me and I fully intend on meeting/exceeding those expectations.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_