



RIDGE VIEW HIGH SCHOOL
2008-2009

STUDENT HANDBOOK

PROPERTY OF: _____

ADDRESS: _____

PHONE NUMBER: _____

IN CASE OF EMERGENCY, PLEASE NOTIFY:

NAME: _____ PHONE #: _____

RIDGE VIEW HIGH SCHOOL

PRINCIPAL

Dr. Sherrill F. "Marty" Martin

ASSISTANT PRINCIPALS

Mr. Rob Herron

Mr. Henry Lovett

Mrs. Brenda Mack-Foxworth

ASSISTANT ADMINISTRATORS

Mrs. Monica Chandler

Mr. Tommy Hill

Ms. Pasquail Stewart

Mr. Allen Upchurch

DIRECTOR OF GUIDANCE

Ms. Carolyn Anderson-Flite

DIRECTOR OF ATHLETICS

Mr. David Gordon

DIRECTOR OF STUDENT ACTIVITIES

Ms. Lisa Ellis

SCHOOL RESOURCE OFFICER

Deputy Tacauma Lettsume

AVID

Ms. Melissa Roberson

SCHOLARS ACADEMY

Dr. Michael Bates

SCHOOL FOR THE ARTS

Ms. Jennifer Bull

BLAZER ACADEMY (9TH AND 10TH) LEAD TEACHERS

Mrs. Jan Clark

Ms. Sharon James

THE INSTITUTE FOR BIOHEALTH SCIENCES

THE INSTITUTE FOR ALLIED HEALTH SCIENCES

Dr. Ellie Muniz

STUDENT BODY PRESIDENT

Erica Moore

STUDENT BODY VICE-PRESIDENT

Qamar Muhammad

STUDENT BODY SECRETARY

Hughston Armstrong

STUDENT BODY HISTORIAN

Sam McCants

SAFETY REMINDERS:

- Wear your ID card
- Do not prop doors open
- Report unusual people, packages, circumstances, to nearest employee
- Register your vehicle on campus; keep it locked
- Do not smoke on campus
- Know and practice emergency procedures as provided by the school
- Building is supervised from 7:30 A.M. to 4:00 P.M. only
- Surveillance video cameras operate on campus
- Use appropriate numbers if needed:
 - 1-888-NO-BULLY
 - 1-877-SEE-A-GUN
 - Crime Line: 736-3774
 - Sheriff's Department: 691-9000
 - SRO: 699-2999 ext. 212

Cellular Phones: Possession or use of cellular phones is not permitted during regular school hours. Students caught possessing or using a cell phone will have their cell phone taken and returned per board policy.

While every effort has been made to ensure the accuracy of this handbook, changes in policy may require adjustments in content. Students and parents remain responsible for knowing and following updates and changes in policy.

MASCOT

Blazer

COLORS

Purple and Silver

CREST



ALMA MATER

We raise our voices in song to Ridge View

We strive toward truth and integrity

We sing with hope on our hearts

To live and learn in harmony

To blaze a trail of victory.

Our spirit soars for Ridge View

*Mighty Blazers lead the way.
And always in our hearts we'll hold you
Through the coming days.
- Smith*

FIGHT SONG

*Raise your voice for Ridge View High School
True to her we'll always be.
Pledge your heart to dear old Ridge View
Pledge your strength and loyalty,
Give your best for Blazer glory,
Mighty Blazers true and free.
Fight for Blazers and for Ridge View
And blaze on to victory.
...Go! ... Fight!
B-L-A-Z-E-R-S!*

2008-2009 CALENDAR OF EVENTS

AUGUST

- 21 Students Return
- 29 First Night

SEPTEMBER

- 1 Holiday
- 13 ACT
- 29 Homecoming Week

OCTOBER

- 3 Homecoming Pep Rally
- 4, 5 SAT
- 15 PSAT
- 18 Mr. Ridge View
- 24 Student Holiday
- 23 ARC Blood Drive
End of 1st nine weeks
- 25 ACT
- 28 Ed Ops Fair

NOVEMBER

- 1, 2 SAT
- 3 Blythewood Spirit Week
- 4 School Holiday
- 6 Ed Ops Fair

- 8 Miss Ridge View
- 10 Winter Wishes Kick Off
- 24 Giving Bowl
- 26-28 Thanksgiving Break

DECEMBER

- 6, 7 SAT
- 13 ACT
- 17 Winter Wishes Assembly
- 22 Winter Break Begins

JANUARY

- 5 Students Return
- 15 End of 2nd nine weeks
- 16 Student Holiday
- 19 School Holiday
- 24, 25 SAT
- 29 Junior Class Ring Ceremony

FEBRUARY

Black History Month Activities

- 2 Cominghome Spirit Week
- 7 ACT
- 12-13 Hearts in Hallway
- 16 School Holiday
- 19 ARC Blood Drive
- 20 Elections

MARCH

- 9 Multicultural Week
- 13 Student Holiday
- 14, 15 SAT
- 25 End of 3rd nine weeks
- 30 Spring Fling Spirit Week

APRIL

- 4 ACT
- 6 Spring Break Begins
- 13 Student Holiday
- 21-23 HSAP
- 25 Sparkleberry Fair

MAY

- 2, 3 SAT
- 9 Prom
- 18 Senior Week Begins
- 25 School Holiday

JUNE

- 5 Last Day of School
End of 4th nine weeks
- 6 Teacher Workday
- TBA Graduation
- 6, 7 SAT
- 13 ACT

Some dates may change. Events may be dropped or added.

FOREWORD

To The Student: The administration, faculty, and staff welcome you to Ridge View High School. You will be earning credits toward graduation. In high school, attendance is tied to credits earned. Please be familiar with attendance procedures and policies for credit awarded.

You must maintain a good attendance record in order to receive credit for course work in which you earn a passing grade. Avoid scheduling appointments during school time. If you must visit the doctor, please rotate the time during the day. Yearly checkups should be made during the summer.

The policies and procedures identified in the *Student Handbook* have been established to create and maintain an atmosphere in which the majority of students can be productive. ***It is your responsibility to review all information in the handbook and to ask for clarification of any items which you do not understand. You are requested and expected to share this information with your parents/guardians.***

To The Parent: The mission of educating young people is a partnership among parents, schools and the community. The administration, faculty and staff of Ridge View High School will be working with your child to help him/her meet academic, social and co-curricular goals. Please assist the school by encouraging your student to accept responsibility for his/her decisions, to use good manners, and to participate in the variety of opportunities offered to high school students.

Be familiar with the policies and procedures identified in the *Student Handbook*, and feel free to contact the school for more information on the policies.

Student Name: _____

Student ID #: _____

Parent(s)/Guardian(s) Name(s): _____

Ridge View High School provides each student with one free copy of the Student Handbook each school year. The handbook contains information that will help students and their parents complete the year successfully. Many student and parent questions can be answered by consulting the Stu-

dent Handbook.

Cell phones may not be on or used during school hours. Students possessing a cell phone will have their phone taken in accordance with Richland 2 policy.

The administrative team hopes that students and parents find the Handbook to be a useful and helpful resource. Please sign below, tear out this page and return it by August 25** to his/her advisory teacher.

Student Name (Please print)

Student Signature

Parent(s) Signature(s)

**Students enrolling after August 26 should return the signed sheet to their advisory teacher.

HONOR CODE POLICY

Ridge View students are to adhere to the Richland School District Two Code of Conduct.

PURPOSE

To ensure that Richland School District Two Schools embody high expectations for academic integrity and maintain an academic environment for all of their constituents that is free from any form of academic dishonesty. This regulation is intended to promote noble character and admirable academic integrity for the district school and individuals.

CODE

To Promote Academic Integrity

STUDENTS:

- Will tell the truth when dealing with faculty, administrators, staff and student hearing boards where they exist.
- Will not represent as theirs any work which they have not done alone. This is plagiarism and includes any misuse of computers and other technology.
- Will not cheat. Types of cheating:

TESTS

- Divulging responses to others or allowing others to view responses during any type of examination.
- Looking at others' responses in an attempt to gain an unfair advantage.
- Bringing, or attempting to bring, unauthorized materials to a test which include, but are not limited to:
 - Written answers on any medium.
 - Unauthorized programs on calculators.
 - Other unauthorized resources or devices.
- Receiving, stealing, or looking at a test beforehand.

RESEARCH PAPERS/LONG TERM ASSIGNMENTS

- Using others' words, works or ideas without proper attribution.

HOMEWORK/CLASSWORK ASSIGNMENTS

- Working in collaboration on work that was to be completed individually.
- Portraying as their own work that was completed by another.
- Will write the honor code on each major assignment and examination.

HONOR CODE: *On my honor, I have neither given nor received unauthorized assistance on this assign-*

ment.

TEACHERS:

- Will include in each course syllabus a clear statement that students will be held to the honor code.
- Will clarify the work parameters for each assignment, including whether collaboration is expected or allowed.
- Will monitor test administrations and other classwork in ways that discourage cheating.
- Will review the honor code and provide a structured opportunity for students to ask questions concerning the intent, content, and potential interpretation of the code.
- Will enforce the academic integrity regulation in their classrooms.

SCHOOLS:

- Will post the Code of Ethics throughout the school.
- Will feature the Academic Integrity Policy on a tear-out page in the Student Agenda. Students and their parents will be required to read and return this page indicating that they have read and understand the policy.
- Will provide professional development for teachers on the significance of academic integrity and how to structure assignments and teach about plagiarism in ways that support academic integrity.
- Will support academic integrity through their mission, vision and procedures and will enforce the Academic Integrity Policy.

Consequences

Students who violate the Academic Integrity Policy will receive academic and disciplinary consequences that may include but are not limited to:

- Zero on assignment.
- Parent notification.
- Detention.
- Suspension.
- Reduced points on an assignment.
- Removal from co-curricular or extracurricular activities, honor societies or student offices.

SMALLER LEARNING COMMUNITIES

The commitment to creating smaller learning communities within a large high school led to the establishment of schools-within-a-school, a magnet and Blazer Academy at Ridge View High School.

Applicants may be accepted to one of the schools-within-a-school or the magnet for a four-year program of specialized study. Other ninth and tenth graders enter Blazer Academy. These programs operate with a core of teachers and a focus strategy for each. The Academy serves all academic levels.

SCHOOLS-WITHIN-A-SCHOOL

AVID

AVID, based on a national program, identifies students who have been performing at average levels, presents them with the tools to move successfully to high level courses, and prepares them for a four-year-college. The success of the program depends on educating the whole child by unifying six elements of education: students, curriculum, faculty, tutors, parents, and community. The program is designed to enhance the academic preparation of the student through encouragement, academic tutoring, and training in organization, time management, note taking, and questioning techniques.

SCHOLARS ACADEMY

The Scholars Academy is for highly motivated students. The curriculum uses a strong interdiscipli-

nary approach with the humanities, science, math, and the fine arts. Instruction is based on lecture, Socratic questioning, seminars, and coaching. Communication and technology are emphasized. Students have the option of completing an independent research project or taking two interdisciplinary seminar courses. Students who are selected and successfully complete this program will earn a minimum of four college credits in Advanced Placement courses and will have a transcript and a special diploma that indicate their successful participation in the Scholars Academy.

SCHOOL FOR THE ARTS

The School for the Arts is designed for students who have special talents and serious interests in the arts fields— visual art, band, orchestra, chorus, dance, creative writing, and drama. The curriculum has been designed to encourage creativity and critical thinking in all areas. Students will be exposed to the various arts and their interdisciplinary connections as well as to the opportunities and careers in the arts field. Each student's talent will be nurtured through his/her course work. Opportunities and encouragement will be provided to apply for special programs such as the Governor's School for the Arts and art competitions, attendance at exhibitions/performances and mentorships with professional arts organizations. In addition, students will develop the technology skills necessary to create an electronic portfolio documenting their progress and accomplishments in their chosen area. Students who are successful in the program will be eligible for selection for national art honor societies. Those who successfully complete the four-year program will have this fact indicated on their transcripts and will receive a special diploma.

BLAZER ACADEMY

The Blazer Academy is a two-year program that strives to help students make a positive transition into high school. Lead teachers and administrators hold high expectations for students' learning and social development. The mission of the Academy is to adopt a caring and supportive approach to student problems and to ensure that they have the skills, desire and confidence to succeed in high school.

The Blazer Academy provides an opportunity for students to attain their highest level of achievement by building a foundation for continued academic and personal success. To achieve this goal, the Academy fosters strong parent-teacher-student relationships through consistent communication and monitoring of students' progress academically, emotionally and socially.

The first year provides 9th grade students with a strong academic curriculum and a smaller, more personal learning environment to help overcome adjustment issues and become more engaged in learning. Additionally, some students are enrolled in a seminar class designed to assist them in their core academic courses. The seminar provides tutorial sessions for students who are experiencing difficulty in math or English.

Blazer Academy continues to provide students with the support and close supervision they need for continued success in the 10th grade year.

THE INSTITUTE FOR BIOHEALTH SCIENCES

THE INSTITUTE FOR ALLIED HEALTH SCIENCES

Ridge View High School's Institute for Health Sciences is comprised of two unique strands. Institute for BioHealth Sciences is designed for highly motivated honors/Advanced Placement students. Institute for Allied Health Sciences is designed for highly motivated college prep students. Both institutes are four-year programs of study geared toward students with interests in the expanding fields of medicine and health sciences. Through a comprehensive course of study focused on science, research, and internship experiences, students will have a thorough understanding of the career options within the health professions. The academically rich curriculum combines intensive study with real-world application of medical procedures. Completion of this program will ensure that students have the academic preparation needed to pursue advanced studies in their chosen health science profession.

INITIATIVES 2000+

ACADEMIC SKILLS AND ASSESSMENT (ASAP)

Each smaller learning community will provide a support program designed to complement the goals of each school or academy. The programs provide advisories and tutorials, which combine psychosocial content and activities with academic support skills. Schools-within-a-School programs provide content based seminars for students in their respective programs.

COUNSELOR WATCH

This program helps selected students make a more successful transition to high school by working on the study and social skills necessary for success in the ninth grade.

RESPONSIBILITY EARNS PRIVILEGE (REP)

The underlying principle of REP is that students can and should earn privileges through assuming responsibilities for their academic achievement and personal behavior.

Aspects of school affected by REP may include—but are not limited to— attendance to school, tardiness to school and to class, grades, parking on campus, leaving campus, behavior and adherence to school rules and guidelines. REP assignments will be adjusted every nine weeks.

PROFESSIONAL EARLY PLANNING (PEP)

PEP is designed to provide collaborative planning time for all teachers. Students will arrive for school approximately one hour later on Wednesdays and report to designated areas.

PHONE EXTENSIONS

Classroom teachers may be reached by dialing "3" and the room number; for portables, dial "6" followed by the portable number. Voice mail is an option on all extensions. After hours, dial 699-2999 and wait for voice mail instructions.

Office Extensions:

Main Office	0
Guidance Office	213
Trans/Security	736-8756
Chandler	211
Ellis	249
Gordon	400
Herron	225
Hill	233
Lovett	202
Mack-Foxworth	238
Martin	207
Upchurch	224

DEPARTMENT LEADERS:

Army JROTC

G. England

Career & Technology Education

Mr. Michael Houck

English

F. Harrison

Fine Arts

E. Harrison

Library Information Center

S. Williams

Math

B. Crain

Physical Education/ Health

R. Gonzalez

Science

J. McLeod

Special Services

Z. O'Bryant

Social Studies

M. Tinneney

World Languages

S. Puskarz

EMPLOYEE E-MAIL ACCESS

Ridge View employees may be accessed through "District E-mail" on the Richland District Two web site (www.richland2.org/rvh) or at www.rvhs.org.

SCHOOL-TO-WORK

The School-to-Work Office provides students with internship and shadowing opportunities according to student interest. Elective credit is a possibility for participation in this program.

BELL SCHEDULES

REGULAR SCHEDULE

EB	7:35-8:30
1st	8:37-9:24
2nd	9:29-10:16
3rd	10:21-11:22 (announcements and SSR)
4th	11:27-12:14
Lunch	
5th	12:59-1:46
6th	1:51-2:38
7th	2:43-3:30

LATE START SCHEDULE

1st	9:30-10:10
2nd	10:15-10:55
3rd	11:00-11:51 (announcements and SSR)
4th	11:56-12:36
Lunch	
5th	1:20-2:00
6th	2:05-2:45
7th	2:50-3:30

ADVISORY SCHEDULE:

EB	7:35-8:30
1st	8:37-9:19
2nd	9:24-10:08

Advisory	10:13-10:43
3rd	10:48-11:45 (announcements and SSR)
4th	11:48-12:30
Lunch	
5th	1:14-1:56
6th	2:01-2:43
7th	2:48-3:30

GENERAL SCHOOL POLICIES

IMMUNIZATION REQUIREMENTS

Each student must have on file or provide a completed certificate or an age related exemption certificate to verify his/her immunization record. *Note: Failure to have this on file will result in school dismissal.*

Immunization Requirements for High School Attendance 2008-2009

DTP/DtaP/Dt/Td	Mumps
IPV/OPV (polio)	Rubella (German measles)
Hepatitis B	Rubeola (Measles)

FEES

The District general school fees and refunding policies are as follows:

CHARGE:	Full / Reduced	
Students entering school in 1st 9 weeks	\$15	\$6
Students entering school 2nd 9 weeks	\$12	\$4
Students entering school 2nd semester	\$6	\$3
REFUND		
Students withdrawing during 1st 9 weeks	\$10	\$4
Students withdrawing during 2nd 9 weeks	\$5	\$2
Students withdrawing in 2nd semester	\$0	\$0

Students eligible for free/reduced lunch may request relief from the \$15 fee. Families with more than three students enrolled in District Two schools pay a maximum fee charge of \$45 (full pay) or \$18 (reduced lunch). Fee refund by request only. Other fees are as follows:

- Regular Courses: \$4 per credit
- Lab Courses: \$8 per credit

Our school will gladly accept checks. Please include your full name, street address, and phone number on your check. When you provide a check as payment, you authorize us either to use the information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. If your payment is returned unpaid, you authorize us to collect a fee, currently \$30, through an electronic fund transfer from your account.

DEBTS

Students must pay previous debts to any Richland District Two schools before being allowed to participate fully in the activities and privileges of Ridge View High School.

Students are encouraged to avoid the accumulation of debts to the school. Rather than let a debt extend or accumulate, please contact the school bookkeeper and work out a payment plan. **Seniors who fail to clear debts will not be allowed to participate in the graduation ceremony or receive a diploma until debts are cleared.** Students who owe for previous fundraising projects may not participate in another fundraiser until debts are paid. Students who owe debts will not be allowed to

rent a lock, buy a parking sticker, or participate in athletics and/or co-curricular activities. **The last day that checks will be accepted for debts is the end of the last full week of April. Afterwards only cash or money orders will be accepted.**

LOCKS AND LOCKERS

Students must use school issued locks on school lockers. Locks not issued by the school will be removed (cut off) from lockers. A school lock may be rented for \$5.00 from the Main Office. Only one lock may be issued to each student, and **students may not share lockers**. Locks must be returned to the discipline secretary at the end of the school year.

Locks and lockers are the property of Ridge View and are subject to periodic inspection by school administrators without student consent. All lockers must be cleaned out by the last day of school; any items left in lockers will be billed to the student. Any unclaimed items may be donated to charity. Locker records will be kept in the Main Office Annex.

FUNDRAISING

All school fundraising must be cleared through and approved by Lisa Ellis, Student Activities Director. Violations of the RVHS fundraising policy may result in disciplinary action and the confiscation of items to be released only to the student's parent/guardian at a time designated by the administration. In addition, individuals and groups may lose fundraising privileges.

NON-SCHOOL ORGANIZATIONS

Activities and fundraising for non-school organizations are prohibited. Fraternities and sororities are prohibited.

ID CARDS

ID badges are required for all students, faculty, visitors, etc. To assist with this safety issues, students and staff will be issued school ID cards. ID cards remain the property of the school. Students must comply with the following:

1. do wear ID card properly while on school grounds
2. do have ID card suspended on neckwear so that it hangs near the middle of the chest (do not suspend it from the waist)
3. don't wear an ID card that belongs to someone else
4. don't alter ID card in any way
5. don't place unapproved decals or stickers on ID card

Upon entering Ridge View High School for the first time, a student will be issued an ID card and lanyard at **no charge** to the student. The card will identify the student by name, ID number and grade level. The card should be kept in like new condition. Each student will be issued a new ID card annually. **Students may not check out books from the Information Center, purchase lunch in the cafeteria or purchase lunch in the canteen unless they are wearing their ID card properly.**

The fines for replacing lost or damaged cards are as follows:

card	lanyard
\$5.00	\$1.00

A student who earns a grade classification change during the year may purchase a new card reflecting the student's change in status. Students needing replacement cards may obtain them from the Information Center. A temporary ID card, good for one day, may be purchased for \$1.00. Ninth and 10th graders may purchase a temporary ID in A-28; 11th and 12th graders may purchase a temporary ID in P-4.

LOST BOOKS

Students who currently owe for lost books will not receive additional books until they have paid for the missing books. Students who lose books should report to the school bookkeeper to pay for the

lost book(s). The receipt may be presented to the Textbook Coordinator to receive a replacement book. All textbooks must be returned with both original barcodes intact to receive credit.

BREAKFAST/LUNCH

Underclassmen are required to remain on campus during school hours. It shall be the responsibility of the parent/guardian of a senior to provide the school with a written statement indicating that the senior does NOT have permission to leave campus during the lunch period. The statement should be filed with the administrator in charge of parking by the first full day of classes for the school year.

The Administration reserves the right to remove this senior privilege for seniors with repeated disciplinary problems, a poor attendance record and/or a poor academic record, *i.e.* failing grades. ***Student drivers who take underclassmen off campus at lunch will be denied permission to leave campus, and parking privileges will be suspended.***

Students wearing their ID cards appropriately may purchase food from the cafeteria or the canteen. Prices for breakfast and lunch and procedures for payment will be announced at the beginning of the school year.

MAKEUP TESTS AND WORK

Teachers are not obligated to allow students to makeup work for unexcused absences. A student may not miss one class in order to make up work in another class without prior approval from both teachers. The responsibility of arranging for makeup tests and work rests with the student and must be scheduled and completed at the convenience of the teacher within 3 days of the absence. Makeup tests can be administered in the Testing Center. Long-term assignments are due the day the student returns to school.

HOMEWORK POLICY

The Richland School District Two homework policy states, "Homework can be a reinforcement to classroom instruction by providing time for practice and application of knowledge. Homework can aid in the development of positive behavioral traits such as student responsibility, self-discipline, and intellectual independence. The student is the major participant and benefactor in the total homework process. The basic effectiveness of a homework policy resides within the willingness of a student to develop a positive attitude toward homework, to accept guidance and to develop self-discipline. The degree of responsibility will vary with the age of the student."

The following guidelines are relevant to Ridge View students:

- As the student progresses in school, homework becomes his/her independent activity and the parents' responsibility is to be aware of the student's progress.
- Homework should help students develop organizational and study skills. The assignment should minimize the temptation to merely copy information.
- Homework assignments should encourage students to become independent learners and critical thinkers as well as develop students' initiative, self-direction, and a sense of responsibility.
- Homework assignments should be used to reinforce previously taught skills and not be used to teach new ones; homework should not be given as punishment.
- Co-curricular activities take a secondary role to homework. However, participation in activities is one factor considered by colleges and universities in their admissions procedures. The Student Handbook provides space for students to record all homework assignments.

LIBRARY INFORMATION CENTER

The library offers resources and services including on-line databases, research assistance, books, and audio books. Materials are checked out voluntarily for a three week period with two renewals. A fine of \$0.10/ day is charged for overdue resources. The library is open on school days from 8:00 A.M. until 4:00 P.M. except on Wednesdays when it is open from 9:15 A.M. until 4:00 P.M. Students should not come to the library during class without a pass from the teacher. No food or drink

is to be brought into the Library Information Center. Students are expected to display their ID cards and maintain proper behavior at all times.

MESSAGES

The office staff will relay only emergency messages from a parent or guardian after approval by an administrator. An emergency is an illness or death in the family. Transportation changes, changes in scheduled appointments, etc., are not considered emergencies. **No flowers or balloon messages will be delivered at school.**

PASSES

Students may not leave class during the first fifteen minutes of the period. **It is the student's responsibility to get a pass.** Students in the hall without a pass will, at a minimum, be assigned detention.

STUDENT HANDBOOK

Each student is issued one free Student Handbook at the beginning of the school year (or when he/she enrolls). If the Handbook is lost, the student must purchase a replacement book from the main office for \$7.00. A student who makes routine trips to the Health Room for the purpose of taking prescription medication should get a special pass from the Health Room to be attached to the Agenda.

VISITOR PASSES

Parents and other visitors who wish to visit students or staff during the school day must make prior arrangements through the administration, and the Attendance Desk must be notified. All visitors must sign in at the Attendance Desk upon arrival. **Normally parents need to give 24 hours notice and receive administrative approval to observe a class.**

PUBLICATIONS, SOLICITATIONS

No publications may be produced or distributed unless permission is granted by the activities director. Any other forms of solicitation and advertising are prohibited unless cleared by the activities director. It is recommended that vendors outside the school secure any and all types of advertising through student publications. This includes the distribution of flyers, coupons, etc.

ELECTRONIC EQUIPMENT

Radios, tape players, CD players, MP3 players, head phones, electronic games, and laser pointers are prohibited on campus at any time. These items will be confiscated and will be released only to the student's parent/guardian at a time designated by the administration. **The school will not assume responsibility for electronic equipment. Students using personal computers must comply with the District's AUP.**

STUDENT INSURANCE

Student insurance will be offered at the beginning of the school year. Students taking certain career and technology classes must have proof of health insurance and must complete an insurance waiver. Students enrolled in second semester career and technology classes should satisfy the insurance requirement at the **beginning of the school year.**

****All athletes pay an annual participation fee.**

SUBSTITUTE TEACHERS

A substitute teacher has the same authority as a regular classroom teacher. Students must accept responsibility for cooperating with a substitute teacher.

EMERGENCIES

The school has a comprehensive emergency plan which is practiced and reviewed annually. Basic contingencies include the following:

- In drills requiring people to exit the building (fire, bomb threat, etc.), everyone should go to designated exits, move away from the building, and report to the football field.

- In severe weather (high winds, tornado, etc.) drills, everyone should report to the hallways and assume the safety position kneeling against the wall with head down and arms over the head or follow directions given.
- In earthquake drills, protect your face and head and follow directions given.
- In the event of a lock down, everyone (students, employees, guests) should remain in place. If you are in a hallway, enter the nearest classroom and remain there until told to do otherwise. Your safety and the safety of others may depend on your responding as directed during a lock down.

HEALTH SERVICES

Ridge View provides a health room to attend to minor health problems. A student is assisted and either the student is returned to class or a parent is contacted to come pick up the student. All medications must be registered and kept with the nurse. Students must report to the health room to take the registered medications. A student should have an appropriate pass to report to the health room during class time. The Health Room is located near the cafeteria.

VENDING MACHINES

Food and drink machines have been placed around campus for the convenience of students, visitors, and staff members. **Machines may not be used during class time.** Student violating this rule may receive detention and/or have food items confiscated. **The school is not responsible for refunding money; use machines at your own risk.** Problems should be reported to the main office and will be conveyed to representatives of companies which stock the machines.

GRADUATION POLICIES

The policies and requirements for graduation include the following:

Participation: In order to participate in the graduation ceremony, a senior must have earned 24 credits by the day of graduation and have successfully completed required courses for a diploma by the State Department of Education. There is a summer school graduation ceremony for students who complete these requirements in summer school.

Valedictorian, Salutatorian, Honor and Senior Scholars: The RSD2 School Board Policy IKC calls for these honor students to be named after the class has been ranked at the end of the fourth quarter.

Junior Marshals: The RSD2 School Board Policy IKC states that junior marshals "will be selected based on rank at the end of the sophomore year, adjusted as needed for enrollment changes."

Principal's Scholars: The seniors with the 10 highest grade point averages at the end of the fourth quarter of the senior year will be named as Principal's Scholars. This honor was established in honor of the Class of 2004. RSD2 School Board Policy IKC requires that the students receiving this honor be enrolled in the school for a minimum of 130 days prior to the end of the fourth quarter of the senior year.

Information: Seniors receive information about graduation in a variety of ways. Information is mailed to every student, distributed in advisory, and through Connect-Ed phone calls. The company that supplies these materials sends individual notices. School announcements are made over the public address system on a regular basis, and flyers are posted routinely around the campus with important dates for seniors to remember. It is a senior's responsibility to meet all deadlines in regard to graduation related tasks.

STUDENT RECORDS

It is the parent's responsibility to update the student's information as needed. No information about student discipline shall be kept in the Cumulative/Permanent Record. Information in a Student Discipline Record shall be cumulative and shall be maintained separately from the student's Cumulative/Permanent Pupil Record. Discipline records from past school years may be maintained in a database. Information regarding all student discipline, including suspension and expulsion and all correspondence related to suspension and expulsion, shall be included in the Student Discipline

Record.

The special education records of students shall be maintained pursuant to state and federal law.

The retention of student records shall be in accordance with the requirements set forth in Title 30, Public records and federal law, where applicable.

The district will protect the confidentiality of personally identifiable data on children during collection, storage, disclosure, and destruction of school records.

School district personnel, school psychologists under contract with the school district, and other eligible state and federal employees who need school records to carry out their assigned duties and who have legitimate educational interest will have access to, or may receive information from, education records. These employees are directed to maintain this data in a confidential manner.

The district will treat each student's education records as confidential and primarily for school use. The district will generally not release school records to any person or agency outside the school district without the prior written consent of a student's parent/legal guardian. Records may be shared with another school in which the student seeks to enroll. If the student is 18 years of age, he/she may sign for the release of his/her records.

The district will require a written request or consent from a parent or legal guardian or eligible student for all requests for release of information. Written requests or consent must include the types of information to be released, the purposes of the disclosure, the parties or class of parties to whom this disclosure is to be made, the date signed and the signature of the parent or legal guardian or eligible students.

Directory information is designated as the following students information:

- Name
- Name of parent/guardian
- Address
- Telephone
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Diploma or certificate and awards received
- The most recent previous educational institution attended by the student

Directory information may be released to the public without prior consent of the parent/legal guardian, as long as the parent/legal guardian has been provided the right to refuse to permit the designation of any or all of the categories of personally identifiable information as directory information. The parent/eligible student's notification must be in writing. The written notification will become part of the student's education record. Refusal requests must be received within 165 days of the written notification. The principal of the school the student is attending is responsible for notifying appropriate personnel of any refusal request so that proper steps are taken to ensure that the information is withheld. The request may be turned into the main office.

The district directs its employees to use good judgment in releasing directory information upon request so as to serve the best interest of the students.

The district will not require prior consent when releasing school records to officials of other educational institutions where the student seeks or intends to enroll.

The district will disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency, if knowledgeable of the information immediately necessary to protect the health or safety of the student or other individual.

The district will not require prior consent for disclosure when state and federal officials request the

information as authorized by state or federal statute regulation.

The district will not require prior consent for disclosure of information to organizations conducting studies for, or on behalf of, the district for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction as long as students and/or their parents are not personally identified and the records are destroyed when no longer needed for the prescribed purpose.

The district will not require prior consent when disclosing information to accrediting organizations in order for them to carry out their accrediting functions.

The district will not require prior consent when disclosing information in order for the school district to comply with a request arising from a judicial order or lawfully issued subpoena. In cases where the district receives such a request, the school will make a reasonable effort to notify the parent/guardian of the order/subpoena in advance of compliance so that the parent/guardian may seek protective action.

Each school will distribute annual notice of rights under state and federal law, as they relate to the publication and dissemination of student records, to parents/guardians and eligible students in attendance at the time of notification.

Anyone who wants to inspect school records must make the request to the principal of the school in which the student is enrolled or to a designated administrator where the record is housed.

Principals or designated district office administrators will set a time and place for the inspection of such records within a reasonable period of time, but in no case more than 45 days, after the request has been made. If a hearing concerning the student is pending, the employee will honor the request for inspection of the student's record prior to the hearing.

If the parent/guardian or eligible student believes that the information contained in the education report is inaccurate, misleading, or violated the privacy and/or other rights of the student, he/she can request an amendment to the record. The school official receiving the request will either amend the record, if appropriate, or notify the parent/guardian or eligible student within 15 working days in writing that he/she has the right to request a hearing as provided below.

Each parent of a child has the right to inspect and review that child's record unless the school district has been provided a court order governing such matters as divorce, separation, or custody which provides to the contrary. The same applies to parental requests for disclosure to other individuals and organizations.

A parent or an eligible student may give prior written authorization for a representative to inspect and review the education records of the student.

Parents or eligible students may make a hearing request to the principal or designated district office administrator where the record is housed. A school district official who does not have a direct interest in the outcome will conduct the hearing. The hearing, which will be informal, will be scheduled within ten school days after the request is received.

There is a charge of \$2.00 for student transcripts accompanying applications for college, scholarships, etc. Students are entitled to one final transcript at no cost. Each student is responsible for reviewing his/her school record to ensure that courses for graduation have been taken and properly recorded.

RELEASE STATEMENT

Every year the school receives requests from the military, colleges, and other organization to release directory information such as names and addresses for students. Parents/guardians have the right to refuse disclosures of the information. If a parent/guardian does not want his/her student's directory information published, he/she must send a written request to guidance denying the release of the data.

INTERVENTION ASSISTANCE TEAM

Ridge View has an Intervention Assistance Team which accepts referrals from parents and teachers

concerning students who are experiencing significant educational and/or behavioral issues. Students whose disabilities meet state and federal guidelines will be offered special education services as determined by an IEP committee consisting of parents and school personnel. If a parent feels that his/her child has some type of disability and is in need of special education, related services, or accommodations, he/she should let the school administration know as soon as possible so that the school can provide appropriate educational opportunities for the child.

CLEARINGHOUSE

Student athletes interested in attending college should complete the NCAA Clearinghouse form soon after school begins in the fall of their senior year. Students should arrange with Guidance to have their SAT/ACT scores sent to the Clearinghouse. All athletes who want college coaches to have access to their transcripts should have a signed permission form on file in Guidance. Parent signatures need to be on the form.

SCHOOL RESOURCE OFFICER (SRO)

The School Resource Officers are state certified law enforcement officers who serve as deputies for the Richland County Sheriff's Department. Before being chosen as an SRO, officers go through a rigorous selection process. They ultimately are selected as an SRO by a panel of Midlands' educators and members of the Sheriff's Department. They are then required to complete a comprehensive School Resource Officer training program. The goals of the program are:

- *To maintain a safe and secure environment on the school campus.*
- *To introduce students to law enforcement officers in a positive setting in order to foster mutual trust and respect between the officer and the student.*
- *To reduce crime associated with schools such as trespassing, drug offenses, assaults, and possession of weapons.*

The goals are accomplished using the "one officer one school" concept. Officers remain at the school the entire day while classes are in session and in the evenings during special events. They are available to students and staff members on a 24-hour basis. The SRO interacts with four different groups: the Sheriff's Department, the school administrators and faculty, the student body and the outside community.

ATTENDANCE

ATTENDANCE REGULATIONS

Ridge View High School expects all students to be in school and in class every school day. *Under South Carolina law, parents and/or guardians are accountable for the attendance of their children.* The South Carolina State Board of Education regulation on student attendance (R 43-274) states, "In order for a student to receive one Carnegie unit of credit, that student must be in attendance 120 hours per unit, regardless of the number of days missed. Therefore, districts should allow students, whose **excessive absences** are approved by the district, to make up work missed to satisfy the 120 hour requirement." Ridge View High School's attendance policy is consistent with the policies of the South Carolina State Department of Education and the Richland Two School Board.

The maximum number of days that can be missed in a semester class is 5, and the maximum number that can be missed in a yearlong class is 10.

REMINDER

Students who are missing classes may lose privileges. Students with three consecutive, unlawful absences may have a parent conference and a contract with an administrator. Students experiencing protracted illness should consider the homebound option in order to avoid losing credit due to excessive absences.

S.C. REQUIREMENTS

Under South Carolina law, students under the age of 17 are to be referred to Family Court for excessive, unlawful absences. An unlawful absence is an absence in which a student misses a class with or without parents' knowledge, without an acceptable reason.

LAWFUL ABSENCES

- Student illness if attendance would endanger his/her health or the health of others (If a student has an illness that causes an absence to be more than five days, you may make a request for homebound instruction through the district office. You must have the proper form submitted from a medical practitioner).
- Illness or death in the immediate family (Student must provide a written parent note along with the newspaper obituary and/or ceremonial program).
- A recognized religious holiday of the student's faith.
- Medical or dental appointments; court appearances.

UNLAWFUL ABSENCES

Students who miss school without parents' knowledge, as well as students who miss school with parents' knowledge but without an acceptable reason, are considered unlawfully absent. We will attempt to notify parents when this occurs. Unlawful absences will be referred to an administrator for disciplinary action. Students who have three consecutive unlawful absences or 5 random, unlawful absences may be placed on an attendance contract. Students exceeding five days of unlawful absences may be reported to Family Court. Parents convicted for educational neglect may be placed under court order, fined up to \$50.00 per day and/or jailed for up to thirty days for each unexcused absence thereafter. Students between the ages of 12 and 17 may be sent to the Department of Juvenile Justice for up to ninety days. A court order may remain in effect until a child graduates from high school. Cutting school will be dealt with as a disciplinary offense.

CREDIT RETRIEVAL

Students who have lost credit due to excessive absences may pursue one of the following:

- *attend makeup classes (These will be scheduled only at the end of each semester. A student selecting this option must attend during the scheduled times and pay \$30 per block per day or \$15 per skinny per day for each class absence that was over the allowed limit.) Four absences are the maximum for a semester course. Eight absences are the maximum for a year long course. At the end of each semester, the dates and times of the scheduled makeup classes will be announced.*
- *makeup time for semester 1 must be completed by the end of the semester 2; makeup time for semester 2 must be completed by the end of the summer or no credit will be given*
- *attend a complete session of summer school (The cost is determined by the host school; it was \$325.00 per one-credit course in SS-2008)*
- *repeat the course during a regular school term (if it is required for graduation)*

ARRIVING LATE/ LEAVING EARLY

Any student who arrives on campus after the beginning of first period or who leaves school at any time after having been on campus must sign in or out at the Attendance Desk in the main lobby. Failure to sign in or out is a disciplinary offense. Any student who misses 15 minutes or more of a skinny class OR 30 minutes or more of a block class will be marked "absent" from that class. Students are reminded that if they are on campus **for any reason**, they are subject to all attendance regulations of the district and of the school (e.g. A student not in attendance for the day may not come on campus for the purposes of picking up and/or dropping off other students). The Attendance Clerk must speak to a parent before a student can be released to leave campus. A student who plans to leave school during class time must bring a note from a parent to the Attendance desk upon arrival to school. In the event a parent must pick up a student during the student's lunch period, the parent and student must make prior arrangements. Students cannot be picked over the P.A. system. ***Underclassmen may not***

leave campus at lunch. Students with early dismissal must leave campus by the ringing of the tardy bell. Students with late arrival and/or early dismissal must not be on campus during that period(s). If a student is on campus during their late arrival/early dismissal period, it will be replaced with a study hall.

TARDY POLICY

Students are expected to be in the room when class is scheduled to begin. **Students tardy to class will be locked out and marked absent by the teacher.** Students who have a valid pass from an administrator, the attendance clerk, or guidance office personnel will not be marked tardy. Students arriving late for first period with special circumstances should report to the main hallway desk. A parent phone call, parent note, or parent present with an explanation will allow for a pass to be provided for first period.

- Note: Students should move from one class to another without loitering. Running is not allowed in the halls. A student is tardy at the start of the tardy bell. Tardies are cumulative and start over each nine weeks.

Tardy Policy (9th and 10th grade)

Report to A-28
1st offense: Warning
2nd offense: 3 hour detention
3rd offense: 3 hour work detail
4th offense: Referral to administrator

Tardy Policy (11th and 12th grade)

Report to P-4
Warning (student can return to class)
Lock out (remain in P-4)
Lock out + Saturday work detail + Parent Notification
Lock out + Suspension

GUIDANCE OR ADMINISTRATOR CONFERENCES

A student who is in a conference with a guidance counselor or an administrator during class time must provide written proof of the conference to the attendance clerk in order to be excused from that class. Parents or students who wish to meet with a guidance counselor or administrator should make an appointment in advance. Waiting around in hopes of having a conference is not considered a legitimate reason to miss class.

COLLEGE VISITS

Students should schedule college visitations during school holidays whenever possible. However, the principal will allow seniors to use two school days which will be classified as field trips to visit out-of-town colleges, provided documentation on the college letterhead from the admissions office is turned in to the Attendance Office.

HOMEBOUND INSTRUCTION

The district will provide homebound instruction for students who miss five or more consecutive days of class for medical reasons. Courses such as lab sciences, art, music, physical education, and keyboarding require active participation and may need to be dropped from the schedule. Applications for homebound instruction should be picked up in the Main Office as soon as the parent/student anticipates the possibility of extended absences. ***A student is not considered officially homebound until the completed form is returned to the Attendance Office and approved by the District Office.***

Official homebound days are counted from the date that the doctor signs the form, which may or may not be the first day of absence. The days that a student receives homebound instruction are not counted as absences from school.

Students experiencing protracted illness should consider the homebound option in order to avoid losing credit due to excessive absences. All homebound assignments must be signed in or out in the main office.

GUIDANCE

COUNSELOR ASSIGNMENTS

Each Ridge View student is assigned to a guidance counselor. The guidance counselors are:

- Ms. Carolyn Anderson-Flite
- Ms. Helene Cargile
- Ms. LaShawn King
- Ms. Sylvia Lewis
- Ms. Michelle Painter
- Ms. Janet Vargas– Riordan

GRADE CLASSIFICATION

Grade classification and homeroom assignments are based on the following:

9th grade: Promotion from 8th grade

10th grade: 5 (including 1 English and 1 math) units

11th grade: 12 (including 2 English and 2 math) units

12th grade: 18 (including 3 English and 3 math) units + Projecting graduation

* No more than 2 units may be applied for any one summer school period. No more than 1 course in English or math (new or review) may be taken during a regular school year without special authorization from the principal.

GRADE REPORTS

Interim reports are issued every three weeks to inform students and parents of the students' current status in each class. Report cards are distributed approximately one week after the end of each grading period. Official report cards have a blue District Two emblem in the back.

GRADE REPORTS DISTRIBUTED

1st interim: September 11-16

1st interim: November 18-21

2nd interim: October 2-7

2nd interim: December 11-16

Report Card: October 27-31

Report Card: January 20-23

1st interim: February 9-13

1st interim: April 23-28

2nd interim: March 3-6

2nd interim: May 14-19

Report card: March 26-31

Report Card: June 17

ENROLLMENT

To enroll at Ridge View High School, a student must produce the following:

- **Custodial Parent or Guardian:** You must be the custodial parent or guardian by judicial appointment (custody must be for minimum of 12 months) to enroll a student. Notarized statements are not acceptable. Power of Attorney acceptable only if parent is assigned overseas and you must provide copy of Orders with Power of Attorney.
- **Proof of Residency: (3 separate proofs required):** This must be a (1) current utility bill, (2) signed contract of sale on a home, or signed copy of lease less than 30 days old, (3) electric bill, (4) water bill, (5) land line phone bill, (6) cable bill, (7) home property tax bill (not automobile). We cannot accept a cell phone bill. Proof must be in custodial parent's name.
- **Withdrawal papers from former school:** Must include entry and withdrawal dates. Schedule, unofficial transcript and most recent grades are necessary.
- **Discipline records from former school:** The student discipline record must be on school letterhead. If no discipline record, must state No Discipline on signed school letterhead.

- **Immunizations, Birth Certificate and Social Security Card:** Original (Official State Issued) birth certificate that shows parent name. Student will be enrolled under name on Birth Certificate.
- Student must be present during the enrollment process.

TRANSFER STUDENTS

Students who transfer from a school accredited by a regional accrediting association (e.g., Southern Association of Colleges and Schools) may automatically transfer credit which has been awarded by the previous school attended. Students who transfer from unaccredited schools must have their credit or courses validated for credit at Ridge View.

CONVERSION SCALE FOR TRANSFERS:

A = 96

B = 88

C = 80

D = 73

F = 61

TRANSFER OF CREDITS

Transfer of weighted credits is not automatic and must be reviewed by the Director of Guidance. When transcripts are received from out-of-state schools (or in-state from other public high schools) and letter grades are recorded, grades are transferred into the student's record as follows:

- All letter grades will be changed according to the conversion scale.
- A grade lower than 70 received from another school, but which is indicated as a passing grade from the sending institution, will be converted to a 73 numerical grade on the new scale.
- A grade of "P" (passing) received from another school will be converted to the approximate numerical value of the "P" as determined by the sending institution, or, if no numerical value can be obtained, the student's cumulative GPA will be used.

WITHDRAWAL

Parents should begin the process with the Internal Withdrawal Form in Guidance. Information must clear the fees clerk, the student's teachers, and the attendance office before the withdrawal can be confirmed. It may take more than one day to complete the process.

GRADE POINT RATIOS

Grade Point Ratios (GPR) will be figured uniformly in all schools using the formula below. The formula will yield each student's GPR which can then be ranked from the highest to the lowest rank in class. Computations will not be rounded to a higher number. The criteria for determining honor graduates, to include valedictorian or salutatorian, is a local decision. Class rank will not be given until final grades are determined after graduation. All diploma candidates are included in the ranking. Life Scholarships are determined at the conclusion of the senior year.

$$\text{GPA} = \frac{\text{sum (quality points x units)}}{\text{sum of units attempted}}$$

RETAKEING A COURSE

Students may retake the same course at the same difficulty level under the following conditions:

- Only courses in which a "D" or "F" was earned may be retaken.
- The course in which a "D" or "F" was earned may only be taken during the same or the next academic year.
- The student's record will reflect all courses taken and the grades earned with the exception of students taking courses for a Carnegie unit prior to their 9th grade year.

- Students taking courses for a Carnegie unit prior to their 9th grade year may retake any such course during their 9th grade year. In that case only the 9th grade retake grade will be used in figuring the student's GPR and only the 9th grade attempt will show in the transcript. This rule will apply whether the grade earned is higher or lower than the pre-ninth grade attempt.

WITHDRAWAL FROM A COURSE

The state uniform grading system and district policy define the conditions for withdrawing from courses. Those conditions are as follows:

- With the first day of enrollment as the baseline, students who withdraw from a course within 5 days in a 90-day course or 10 days in a 180-day course will do so without penalty.
- Students who officially withdraw from a course after the specified time shall be assigned a "WF" (withdraw failing) and the "F" will be calculated in the student's overall grade point ratio.
- The 5 and 10 day limitations for withdrawing from a course without penalty do not apply to course or course level changes initiated by the administration of a school.
- If a student moves from a weighted to a non-weighted course, he/she loses the benefits of the weighted grade.

When a student is permitted to change from one course level to another, the exact numerical grade earned in the first course transfers to the other and is computed in the grade reports. In accordance with High School Initiatives 2000+, nine weeks grading intervals will be used.

REQUIREMENTS FOR A HIGH SCHOOL DIPLOMA

A minimum of 24 credits is required for graduation, and the credits are divided into the following categories:

English/ Language Arts*	4 units
Mathematics	4 units
Science	3 units
U.S. History	1 unit
Economics	.5 unit
Government	.5 unit
Other Social Studies	1 unit
Phys. Ed or JROTC	1 unit
Computer Science	1 unit
World Language or Career & Tech Ed**	1 unit
Electives	6.5 units
Health	.5 unit
Pass the Exit Exam	
Total =	24.0

* Not more than one course in English may be taken during the school year unless special authorization is given by the principal. This does not include language arts courses such as speech and journalism.

** Students in a college preparatory program must earn one credit in a world language (many colleges require 3 units of foreign language in the same language).

Ridge View High School advises students to complete 4 units of science (3 units beyond Physical Science).

EXIT EXAM

Students will take the High School Assessment Program (HSAP) in their second year of high

school as the exit examination to receive a South Carolina high school diploma. Students will be eligible to take the HSAP up to six times. If they continue to be unsuccessful, the students will be eligible to take HSAP again upon reaching senior status. HSAP testing will occur October 21-23 and April 21-23.

Remediation: Students who are not successful in all sections of the exit examination must participate in remedial tutoring as required by law.

COURSE CHANGES

Course changes will be kept to a minimum because significant time and energy were expended to create schedules during advisement. Changes may be permitted based on individual circumstances and the availability of resources. Schedules will be changed during the summer to reflect course failures and to satisfy prerequisites.

TRANSCRIPTS

Official transcripts must be mailed to the institution. All other transcripts will be marked unofficial. Students must pay \$2.00 for each transcript except the first transcript and the final transcript.

GRADING SCALE

In compliance with state law, RSD2 ensures that Ridge View students' grades for courses that grant a Carnegie unit are calculated to the statewide grading system.

SOUTH CAROLINA UNIFORM GRADING SCALE CONVERSIONS				
Numerical Average	Letter Grade	College Prep	Honors	Dual Credit AP/IB
100	A	4.875	5.375	5.875
99	A	4.75	5.25	5.75
98	A	4.625	5.125	5.625
97	A	4.5	5	5.5
96	A	4.375	4.875	5.375
95	A	4.25	4.75	5.25
94	A	4.125	4.625	5.125
93	A	4	4.5	5
92	B	3.875	4.375	4.875
91	B	3.75	4.25	4.75

90	B	3.625	4.125	4.625
89	B	3.5	4	4.5
88	B	3.375	3.875	4.375
87	B	3.25	3.75	4.25
86	B	3.125	3.625	4.125
85	B	3	3.5	4
84	C	2.875	3.375	3.875
83	C	2.75	3.25	3.75
82	C	2.625	3.125	3.625
81	C	2.5	3	3.5
80	C	2.375	2.875	3.375
79	C	2.25	2.75	3.25
78	C	2.125	2.625	3.125
77	C	2	2.5	3
76	D	1.875	2.375	2.875
75	D	1.75	2.25	2.75
74	D	1.625	2.125	2.625

73	D	1.5	2	2.5
72	D	1.375	1.875	2.375
71	D	1.25	1.75	2.25
70	D	1.125	1.625	2.125
69	F	1	1.5	2
68	F	0.875	1.375	1.875
67	F	0.75	1.25	1.75
66	F	0.625	1.125	1.625
65	F	0.5	1	1.5
64	F	0.375	0.875	1.375
63	F	0.25	0.75	1.25
62	F	0.125	0.625	1.125
0-61	F	0	0	0
61	FA	0	0	0
61	WF	0	0	0
--	WP	0	0	0

STANDARDIZED TESTING

ACT

The ACT assessment is a test similar to the SAT and is administered by the American College Testing Program of Iowa City, Iowa. It is used by many schools for the same purposes as the SAT. Currently about 95% of South Carolina colleges and universities will accept either the ACT or the SAT for admissions purposes. The testing dates for 2008-2009 are as follows:

TEST DAY	DEADLINE*
September 13	August 12
October 25	September 19
December 13	November 7
February 7	January 6
April 4	February 27
June 13	May 8

**late registration dates are available: a late fee is charged.*

SAT

The Scholastic Aptitude Test (SAT) is administered by the College Board and required for admission to most colleges and universities. It is given on Saturday mornings throughout the year at RVHS and other locations in the Columbia area. Achievement tests, which are also administered by the College Board, and are required by some colleges, are given on several of these same test dates. Applications and information may be obtained from the Guidance Office. Scores are returned within six weeks. Costs for the tests are announced at the beginning of the year. The testing dates for the 2008-2009 year are as follows:

TEST DAY
October 4, 5
November 1, 2
December 6, 7
January 24, 25
March 14, 15
May 2, 3
June 6, 7

Students can register for the SAT program tests online at www.collegeboard.org.

PSAT

Ridge View administers the PSAT, a test similar to the SAT, to 10th and selected 11th grade students. This test is the instrument used to determine eligibility to compete for National Merit Scholarships and Palmetto Fellows Scholarships. The test will be given at Ridge View on Wednesday, October 15.

PLAN AND EXPLORE

PLAN is a national achievement test that enables students to practice items that will prepare them to take the ACT. It will provide students specific information on academic areas they should work on to perform better on the ACT. Explore is the precursor to PLAN and will be administered to 9th graders. These tests will be administered on **Tuesday, November 11**.

ADVANCED PLACEMENT

A variety of courses and exams is offered. See the Curriculum Guide located in Guidance for courses offered in a particular year.

END-OF-COURSE TESTS

South Carolina requires students in Algebra I, Algebra I Part 2, English I, Physical Science, and U.S. History to take an end-of-course examination to earn a Carnegie unit in these courses. An EOC test counts 20% of the final course grade.

STUDENTS WITH SPECIAL HEALTH CARE NEEDS

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

INDIVIDUAL HEALTH CARE PLANS OR INDIVIDUAL HEALTH PLANS (IHPS)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or the Richland School District Two Director of Learning Support Services at 787-1910.

SECTION 504 OF THE REHABILITATION ACT OF 1973 (SECTION 504)

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A school team decides if a student is eligible. Once deemed eligible, a team composed of the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff, develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact your student's school principal or the Richland School District Two Special Services Director at 787-1910.

INDIVIDUAL WITH DISABILITIES EDUCATION ACT (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free, appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact your student's school principal or the Richland School District Two Special Services Director at 787-1910 to learn more about the IDEA.

MEDICAL HOMEBOUND INSTRUCTION

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a

long period or sporadic short periods away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound or intermittent homebound services, contact the Richland School District Two Homebound Coordinator at 699-3500.

STUDENT CONDUCT

POLICIES AND GUIDELINES

The following section presents a guideline for student behavior. **No attempt is made to include every situation arising during a school year.** Administrators will deal with all occurrences through a fair, common sense approach. In addition to the material printed below, students are responsible for information given during student orientations, which take place during the first two weeks of school or when a student enters the school during the year.

METAL DETECTOR

When the school administration has reasonable cause to believe that identified or unidentified students possess weapons, when there has been a pattern of finding weapons at school, when violence involving weapons has occurred at school, or when the administration determines that the safety of the school requires it, a hand-held metal detector will be used in accordance with established procedures. Any search of a student's person as a result of the activation of the detector will be conducted in private.

The purpose of using a metal detector is to enhance security by preventing students from bringing weapons or other dangerous objects to school. School district regulations state that a student may not possess, use or transfer dangerous weapons. Any student who violates district regulations will be disciplined in accordance with district policy.

STUDENT BEHAVIOR CODE

The Board of Trustees recognizes that rules of student conduct and consequences for violations are necessary for the orderly operation of the District's schools. It shall be the philosophy of the District, however, to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. No disciplinary action shall be taken without all procedural rights being afforded to students and their parents as provided by State law, State Board of Education regulation, or the policies of this District. The behavior code has been developed by Ridge View High School to include recommendations from board policies.

The following listing of offenses and the required or recommended dispositions are submitted for the information of students, parents, and school personnel. Disciplinary actions will include appropriate hearings and review, and the removal of a student from the learning environment will occur only for just cause and in accordance with due process of law.

The following rules, regulations, and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. These rules apply to any student:

- who is on the school property;
- who is in attendance at school or any school sponsored activity; or
- whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in the schools.

In accordance with district policies, the following listing includes the usual disciplinary actions for inappropriate for inappropriate student conduct at Ridge View High School. **No attempt is made to include every possible infraction.**

INAPPROPRIATE STUDENT CONDUCT AND POSSIBLE CONSEQUENCES

INFRACTION		CONSEQUENCE
Alcohol/ Drugs	Possession, distribution, or consumption on campus	Minimum 3 days OSS and rec. for expulsion and arrest
Cheating		<ul style="list-style-type: none"> - 0 on assignment - Min. 3 hours - Suspension
Cutting class/school		<ul style="list-style-type: none"> - Work detail - Suspension
Bullying/Harassment/ Intimidation		<ul style="list-style-type: none"> - Work Detail - Suspension - Rec. for expulsion
Disobedience		<ul style="list-style-type: none"> - Detention - Suspension
Disrespect/Defiance	To faculty and staff	<ul style="list-style-type: none"> - Suspension - Rec. for expulsion
Disruptive Behavior		<ul style="list-style-type: none"> - Detention - Suspension - Rec. for expulsion
Dress Code Violation	Inappropriate attire will be confiscated and returned to parent/guardians	<ul style="list-style-type: none"> - Detention - Work Detail - Suspension
Electronic Equipment	All electronic equipment such as Walkman, video cameras, CD players on campus during school hours	<ul style="list-style-type: none"> - Items confiscated until parent recovers them (**School is not responsible for the safety of confiscated items)
Failure to serve detention	Teacher lunch	<ul style="list-style-type: none"> - Detention - Work detail - Suspension
Failure to serve detention	After school/ Work Detail	<ul style="list-style-type: none"> - Suspension
Fighting	1st offense	<ul style="list-style-type: none"> - Suspension - Rec. for expulsion and arrest
Food/Gum	Eating or chewing gum in halls/classrooms	<ul style="list-style-type: none"> - Teacher detention - Detention

		<ul style="list-style-type: none"> - Work Detail
Forgery	1st offense	<ul style="list-style-type: none"> - Detention - Suspension
Gambling	No card playing, pitching coins, panhandling	<ul style="list-style-type: none"> - Cards, coins, money will be confiscated - Suspension
ID Badges	No ID, \$5.00 replacement of lost ID	<ul style="list-style-type: none"> - Not permitted in class without ID - Debt sheet, sticker issued - Detention
ID Badges	Damaged/ Unauthorized ID	<ul style="list-style-type: none"> - ID confiscated; student must purchase a new one
Illegal/personal fundraising		<ul style="list-style-type: none"> - Items confiscated until parent recovers them (**School is not responsible for the safety of confiscated items) - Work detail
Inappropriate display of affection		<ul style="list-style-type: none"> - Teacher detention - Detention - Suspension - Rec. for expulsion
Leaving campus at lunch	Underclassmen	<ul style="list-style-type: none"> - Suspension
	Driver	<ul style="list-style-type: none"> - Lose parking decal
Littering		<ul style="list-style-type: none"> - Detention
No Hall Pass		<ul style="list-style-type: none"> - Detention
Paging Devices (including cell phones)		<ul style="list-style-type: none"> - Item confiscated per board policy (*School is not responsible for property)
Profanity	Not allowed on campus	<ul style="list-style-type: none"> - Work Detail - Suspension - Rec. for expulsion
Theft		<ul style="list-style-type: none"> - Suspension - Rec. for expulsion

DRESS CODE

Ridge View requires compliance with the dress code policy established by the RSD2 School Board.

Richland Two students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the district to the community.

- *Clothing and/or appearance should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive shall not be permitted.*
- *Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This included heavy chains not made as jewelry, fishhooks, multiple-finger rings, studded bracelets or collars, nose/lip-to-ear chains, etc. Unusual body piercing that is disruptive to the order of the school, or is a distraction to the learning environment will not be allowed.*
- *Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term. In determining whether or not a student is in violation of the prohibition of the wearing/display of a gang-related item, the district will maintain an example of potential gang indicators including symbols, hand signals, graffiti, and clothing/accessories.*
- *Bandanas, do-rags and hats are not allowed on campus and will be confiscated. Non-issued hats will be confiscated and returned to the parent. Do not bring any headgear to school during regular school hours. Picks and combs are not allowed in hair. Hair items such as plastic headbands, barrettes, and ribbons are permitted. School administrators will not be held liable for confiscated items.*
- *Proper shoes must be worn at all times. Open back shoes are permitted. Shower shoes and bedroom slippers are not permitted.*
- *Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive (i.e. no drug, alcohol, weapons, etc. related clothing). Lower garments should be of adequate length (generally shorts and skirts should be fingertip length when the wearer's arms and fingers are extended fully) to assure modesty when the student is seated or engaged in school activities.*
- *Pants must be worn at the natural waistline and undergarments are not to be visible. If they do not fit properly, a belt must be worn to keep them in place.*
- *Shirts must be tucked in to the extent that belts or waistbands are clearly visible at all times.*
- *Sleeveless attire cannot reveal undergarments. Shirts cannot be tight, low-cut or show cleavage. Shirts should be loose fitting and fully cover the upper body. Tank tops, halter tops, shirts with spaghetti straps and see-through shirts will not be allowed.*
- *Clothing must cover waist, shoulders and back with no skin showing between the top garment and bottom garment.*
- *Pants and slacks must not touch the floor (no bagging, sagging, or dragging clothing).*
- *No exposed undergarments.*
- *No transparent or mesh clothing.*
- *No apparel that is too revealing.*
- *No clothing that is excessively form fitting (i.e. spandex).*
- *No sunglasses may be worn inside the building.*
- *No wallet chains or other type chains that may be dangerous or disruptive.*

Students may not continue to attend class wearing inappropriate clothing. **Neither parents nor students will place the burden of enforcing the dress code SOLELY on the school.** Parents and students are expected to comply to ensure that a comfortable, safe, and non-confrontational environment is provided for all students. Administrators and faculty members are expected to strictly enforce the dress code at all times.

The student will be counted absent for any time missed due to inappropriate dress. The school

administration will determine the amount of lost instructional time a student must make up due to being out of class for inappropriate dress. The instructional time will be made up after school and at the financial expense of the student's parent for a certified teacher to remain and instruct the student. Failure to do so may result in a student repeating the course(s).

Violation of the dress code will result in the following:

- *Student will be required to return home and change into appropriate attire, parent can bring proper clothing to school, or student will be sent to ISS*
- *Repeated violations (2 or more) of this dress code shall be treated as disruptive behavior in violation of the Student Code of Conduct; however dress code violations shall not carry over on the student's discipline record to subsequent years.*

Note: Uniforms for physical education class are required and available for purchase at the school. **(9th and 10th graders taking P.E.: Failure to dress for P.E. will result in dismissal from class and three (3) hours detention.)**

SURVEILLANCE EQUIPMENT

It is the policy of RSD2 to utilize video surveillance equipment to promote and enhance the physical safety of students, faculty, and staff.

SEARCHES

Pursuant to state law, persons entering school property are deemed to have consented to a search of their persons and property (Act 373 of 1994).

The use of trained canines to search for controlled substances in Ridge View High School will be on a random, unannounced basis, at the request of the school principal. A trained canine, with a qualified and authorized handler, may go into the school to sniff lockers, desks, and any items within the school or the exterior of the automobiles. Should the dog alert its handler to the presence of any controlled substance, school officials would then have reasonable basis to conduct a search of the person in accordance with the procedures set forth in this policy.

HONOR CODE POLICY

Ridge View students are to adhere to the Richland School District Two Code of Conduct.

PURPOSE

To ensure that Richland School District Two Schools embody high expectations for academic integrity and maintain an academic environment for all of their constituents that is free from any form of academic dishonesty. This regulation is intended to promote noble character and admirable academic integrity for the district school and individuals.

CODE

To Promote Academic Integrity

STUDENTS:

1. will tell the truth when dealing with faculty, administrators, staff and student hearing boards where they exist.
2. Will not represent as theirs any work which they have not done alone. This is plagiarism and includes any misuse of computers and other technology.
3. Will not cheat. Types of cheating:

TESTS

- Divulging responses to others or allowing others to view responses during any type of examination.
- Looking at others' responses in an attempt to gain an unfair advantage.
- Bringing, or attempting to bring, unauthorized materials to a test which include, but are not limited to:

- Written answers on any medium.
- Unauthorized programs on calculators.
- Other unauthorized resources or devices.
- Receiving, stealing, or looking at a test beforehand .

RESEARCH PAPERS/ LONG TERM ASSIGNMENTS

- Using others' words, works or ideas without proper attribution.

HOMEWORK/CLASSWORK

ASSIGNMENTS

- Working in collaboration on work that was to be completed individually.
- Portraying as their own work that was completed by another.
- Will write the honor code on each major assignment and examination.

HONOR CODE: *On my honor, I have neither given nor received unauthorized assistance on this assignment.*

TEACHERS:

- Will include in each course syllabus a clear statement that students will be held to the honor code.
- Will clarify the work parameters for each assignment, including whether collaboration is expected or allowed.
- Will monitor test administrations and other classwork in ways that discourage cheating.
- Will review the honor code and provide a structured opportunity for students to ask questions concerning the intent, content, and potential interpretation of the code.
- Will enforce the academic integrity regulation in their classrooms.

SCHOOLS:

- Will post the Code of Ethics throughout the school.
- Will feature the Academic Integrity Policy on a tear-out page in the Student Handbook. Students and their parents will be required to read and return this page indicating that they have read and understand the policy.
- Will provide professional development for teachers on the significance of academic integrity and how to structure assignments and teach about plagiarism in ways that support academic integrity.
- Will support academic integrity through their mission, vision and procedures and will enforce the Academic Integrity Policy.

Consequences

Students who violate the Academic Integrity Policy will receive academic and disciplinary consequences that may include but are not limited to:

- Zero on assignment.
- Parent notification.
- Detention.
- Suspension.
- Reduced points on an assignment.
- Removal from co-curricular or extracurricular activities, honor societies or student offices.

PUBLICATION RIGHTS

In a positive effort to reflect our school community, Richland School District Two and Ridge View High School reserve the right to publish student names, pictures, and work-products via the Time Warner Cable channel 12, Internet and other media. Parents should understand that every effort will be made to protect each student's privacy. **Permission and release of Ridge View High School and Richland School District Two from liability resulting from or connected with its**

publication of such work and information is assumed and granted unless the school and district receive written notification to the contrary by the legal parent or guardian. A decision to decline permission for publication does not affect a student's ability to have computer access at Ridge View High School.

TECHNOLOGY DISCIPLINE PLAN

Richland School District Two defines electronic communications as the use of technology equipment for communicating with people or computers. This communication may be for the purpose of sending, receiving, or storing information as well as for operating software. Examples of electronic communications include the use of electronic mail systems, searching the Internet for information, and applying computer software to teaching, learning, and administrative tasks. Data management consists of activities involved in sending, receiving or storing data. Data can be found in many different forms such as software, graphics, text, video and audio. These types of data are capable of being stored on computers or portable media such as floppy diskettes, magnetic tape, or CD-ROM.

Access to the Richland Two electronic communications system(s), including the Internet, shall be made available to students and employees for instructional and administrative purposes and in accordance with administrative rules and regulations. All users shall be required to acknowledge receipt and understanding of all administrative rules and regulations governing use of the system(s) and shall agree to comply with such regulations and guidelines. Noncompliance with regulations will result in disciplinary actions consistent with Richland Two policies and regulations regarding students' and employees' conduct.

Richland Two will develop and implement administrative rules and regulations and user guidelines consistent with the purposes and mission of the district and with the law and policy governing copyright.

Electronic mail transmissions and other uses of the electronic communications system(s) by students and employees shall not be considered confidential and may be monitored at any time by the designated staff to ensure appropriate use for educational or administrative purposes.

The district will not be liable for the user's inappropriate use of the district's electronic communication resources or for violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district will not be responsible for ensuring the accuracy or usability of any information found on the Internet.

The superintendent or designee will oversee the district's electronic communications system(s). The posting of official district, school or department materials on the district's electronic communications system(s) will be the responsibility of the superintendent, principal, or division/department supervisor or designee. The district's system(s) will be used only for administrative and instructional purposes consistent with Richland Two's mission and goals.

Training for employees and students in the proper use of the system(s) will be provided. Users will be provided copies of the regulations for network use and the district's acceptable use guidelines. Training in the district's system(s) will emphasize ethical use of the system(s) resources.

Copyright software or data may not be placed on any of the district's computers without permission from the holder of the copyright. Only the owner(s) or individual the owner(s) specifically authorize, may place copyrighted materials on computers.

Access to Richland Two's electronic communications system(s) will be governed as follows: with the approval of the superintendent, principal, or division/department supervisor or designee, users will be granted appropriate access to the district's system(s).

The system coordinator at the district as well as the principal, or department supervisor, or designee at the school for the electronic communications system(s) will:

Be responsible for administering and enforcing the district policy, administrative rules, regulations for the network and guidelines for student and employee access

Ensure that all employees supervising students who use the district's system(s) provide training

emphasizing the appropriate uses of these resources

Be authorized to monitor or examine all systems activities deemed appropriate to ensure the proper use of the system(s)

Be authorized to set limits for computer storage utilization on the system as needed

The following standards will apply to all users, including student users, of Richland Two's electronic information/ communications system(s). Users who violate these standards may be subject to disciplinary action in accordance with the district's policies and regulations.

- *The system(s) may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or applicable state or federal law.*
- *System users shall maintain electronic information in accordance with established guidelines.*
- *System users may not use or attempt to obtain another person's ID password.*
- *System users may not place programs or data on the district's system(s) without appropriate authorization from the system's coordinator.*
- *System users may not knowingly bring prohibited materials into the district's electronic communications system(s).*

Any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system(s), or any of the agencies or other networks that are connected to the Intranet and Internet is prohibited. Deliberate attempts to compromise, degrade, or disrupt system performance or operation will be viewed as violations of district policies and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes but is not limited to the placement, transmission, or creation of viruses or other data programs that negatively impact the computer or system.

The Ridge View High School Acceptable Use Policy (AUP) for the Richland Two network, school technology and Internet access

Access to the school network and technology resources is a privilege available to all students; however, the account access may be disabled if student use is inappropriate. Student access to the Internet will be provided only through the Ridge View High School local/wide area network and the school's Internet provider. **Any parent or guardian, who would prefer not to have his /her child access school technology, the network and Internet, should notify the principal in writing.**

TERMS AND CONDITIONS FOR LAN/WAN AND INTERNET ACCESS

The Internet user is responsible for his/her actions and activity within his/her usage. Ridge View High School is not accountable for any costs incurred to the user while online. Unacceptable uses of the LAN/WAN will result in disciplinary action. Some examples of unacceptable use are:

- Access, create, download, or display offensive or obscene messages or pictures
- Use obscene or defamatory language
- Participate in Internet chat rooms or messaging
- Install, download, or play games or programs of any kind without permission
- Give out personal information about oneself or another student, such as name, address, phone number, or location
- Harass, insult, defame, or attack others
- Damage computers, altering computer systems or computer networks
- Violate copyright laws, such as illegally installing or copying software
- Try to obtain or use another person's password
- Trespass in another person's folders, work, or files, vandalizing the data of another user
- Posting anonymous messages or attributing one's communications to another individual

- Intentionally wasting limited resources such as paper, data storage space, or time online.
- Employing the network for financial gain
- Gaining unauthorized access to resources including using another student's account
- Neglecting to log out all programs and the network when leaving the computer station

Consequences: These offenses will be treated as vandalism. Consult your student handbook to understand the related disciplinary actions. In the least, the offenses above will result in the student being denied access to the network for a period of time. The overall goal of this discipline is to make the student a responsible, considerate, and ethical user of online resources.

Restrictions: Parent(s) and Guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, Ridge View High School supports and respects each family's values regarding LAN and Internet access. **Any parent or guardian, who would prefer not to have his/her child access the network and Internet should notify the principal in writing.**

CONDITIONS OF USE AND ACCOUNT MANAGEMENT

Students who access the LAN automatically agree, through a statement on the computer screen, to abide by the restrictions outlined in the District and Ridge View High School policy for acceptable use. The conditions and services being offered may change from time to time. Ridge View High School makes no warranties with respect to Internet service or content. Parents and students should be aware that Ridge View High School does not control the information on the Internet, nor can it provide impenetrable barriers to accessing the full range of information available. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.

All Ridge View High School students will be assigned their own network account name with password. Passwords should not be given out to anyone. With this account, students will have their own folder on the school's server to store their work. **Parent(s) or guardian(s) of students who do not wish their child to have access to the LAN and Internet at Ridge View High School may request to have the student account disabled when the principal is notified in writing of their decision.**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

Richtland Two may limit, suspend or evoke system user's access to the district's system(s) upon violation of district policy and/or administrative regulations regarding acceptable use.

Use of the district network and the Internet shall be in support of education and research that is consistent with the mission of the district. Users will:

- *Use the network in such a way that it does not disrupt its use by others*
- *Maintain the integrity of files and data*
- *Be ethical and courteous (defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the network)*
- *Treat information created by others as the private property of the creator*
- *Respect copyright*
- *Use the network to access only educationally relevant material*
- *Not destroy or abuse computer hardware or software*
- *Not use the network for commercial use*
- *Remain on the system only as long as necessary to complete work so others will have the opportunity to access the network and/or Internet*

The district reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

SEXUAL HARASSMENT

Sexual harassment of students by District employees, other students, or third parties associated with schools is prohibited. Employees are also prohibited from engaging in inappropriate conduct of a sexual nature towards students. All employees, students, and third parties associated with schools must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. The District will take prompt, appropriate and responsive action to end sexual harassment or inappropriate conduct of a sexual nature, and to prevent its recurrence. Teachers and school administrators are expected to use judgment and common sense which are important elements of a proper response to a particular allegation of sexual harassment of a student or inappropriate conduct of a sexual nature directed towards a student.

Any student who believes he/she has been subjected to sexual harassment is encouraged to report the matter to his/her parents and to a teacher, guidance counselor, or administrator at the school. The student is also encouraged to file a written complaint in accordance with Richland District Two's Board Policy JI, and its accompanying Administrative Rule.

Students who file complaints of sexual harassment will not be subject to retaliation or reprisal in any form. Any employee or student who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action, up to and including termination in the case of an employee, or expulsion in the case of a student, and all other appropriate steps will be taken to correct or rectify the situation.

HARASSMENT, INTIMIDATION, OR BULLYING

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying.

For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage.
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

TRANSPORTATION

BUSES

School bus transportation in Richland School District Two is a shared responsibility of the State Department of Education (SDE) and the school district. This shared responsibility provides a transportation system that is safe, economical and efficient. The SDE furnishes and maintains the bus fleet and the school district recruits, trains and assigns bus drivers. Bus routes are developed by the district and approved by the SDE.

Students who live within 1.5 miles of their school are not eligible for school bus transportation. The distance is normally measured from the edge of the property or driveway where the student lives to the nearest entry point of the school property. School bus stops cannot be placed closer together than two-tenths of a mile. School bus routes cannot be altered to add a bus stop or move a bus stop unless a student lives further and 1/2 mile from an existing stop.

Students attending a school by school choice program are not eligible for school bus transportation.

Students attending magnet programs outside their school attendance zone are not authorized for transportation.

Parents are responsible for student conduct and safety at bus stops until the bus arrives in the morning and after the bus departs in the afternoon.

Most buses in Richland School District Two are equipped with video cameras. School administrators may authorize the parents to review tapes only in limited circumstances. All requests to review a tape must be made through school administrators; the transportation department cannot authorize any review.

Bus transportation is provided only to residences and day care facilities. Bus stops will not be located at places of businesses. Students may be picked up and dropped off at day care facilities located within the attendance zone for their school.

School closings and delays will be announced through the local news media.

Each student riding a school bus must complete a rider data card and return the card to the driver. The bus driver will furnish blank cards which must be returned promptly.

Parents desiring to discuss any issue with the bus driver must contact the school administrator or the transportation office to arrange a meeting after the bus completes the bus routes. School buses cannot be delayed during the route for parents to talk to the drivers.

School bus drivers are considered extensions of the classroom and the student behavior on buses is required to mirror behavior in the classroom. School administrators are responsible for school bus discipline. Students are required to obey bus driver instructions and the bus drivers report conduct issues to school administrators. Only school administrators assign consequences for student conduct issues.

Quiet conversation is normally allowed on school buses; however, students may not shout or talk loudly. Bus drivers may forbid talking when the volume conversation creates an unsafe condition where students cannot hear safety instructions.

Students may ride only the bus they are assigned to ride based on location of their residence. Students may ride another bus only when space is available and a written request signed by the parent/ guardian AND a school administrator is provided to the bus driver.

Students may use only the bus stop assigned to them. Students may not get on or off the bus at any location other than their assigned stop unless a written request signed by the parent/guardian AND a school administrator is provided to the bus driver.

Students must be AT THE BUS STOP prior to the scheduled arrival of the bus. Buses cannot wait for students to walk to the bus. Buses may delay a very short time during inclement weather. Buses will only stop at a bus stop the first time the bus passes a stop during each route, even if the bus passes the stop again during the route. When boarding the bus at a bus stop or school, students must board the bus in an orderly manner and move immediately to their assigned seats. When departing the bus, students must move in an orderly manner.

Students must sit facing forward and feet and legs must be out of the bus aisle. Students are strictly forbidden from extending any part of their bodies outside the bus windows at any time.

Students may not transport any item on a school bus that cannot be safely secured in the student's lap for the duration of the trip. This includes band instruments, lunch boxes, science projects, sports equipment and fund-raising items. No item may be placed in the aisle, under the seat, in another seat or on the engine compartment cover. Book bags with handles that extend must have the handle fully retracted. Students may not sit on any item or place any item behind them in the seat.

Students must not signal or communicate with people outside the bus and must not be disrespectful to motorists or pedestrians around the bus. The use of cell phones and other electronic devices is forbidden on school buses. Students may not bring open food or beverage containers on school buses except when approved by school administrators. Students may not bring animals on buses. Any item forbidden at school is also forbidden on school buses.

Students are not allowed to stand while the bus is in motion. Limited numbers of students may be allowed to stand for the first 20 days of each school year until routes can be adjusted to eliminate overcrowding. The maximum number of students in a seat is three. Students must not damage or deface any part of the bus and must assist the driver in keeping the bus clean. Students may be required to close windows at the end of the days and during inclement weather. Students may not operate or tamper with emergency exits or roof hatches and may not operate the service door. Students should be quiet at railroad crossings. Pens, pencils, and other sharp objects must be stored inside book bags or carrying cases to prevent injuries on the bus.

Students should stand no closer than 5 feet from the bus and wait until the driver opens the door before moving toward the bus. Students who must cross the roadway to enter the bus or must cross the roadway after exiting the bus should cross the road ONLY after being signaled to cross by the bus driver. Students should also look both ways before crossing the roadway.

Horseplay at bus stops is forbidden and students must respect the property of others. Students should report any suspicious persons to the bus driver immediately upon entering the bus.

Students riding a bus home after school must move quickly to the bus after school is dismissed. When a school administrator signals the buses to depart and the bus doors close, no additional student loading is permitted. Students who miss the bus must report to the school administrators or teacher in the bus loading area to contact someone to take them home. Buses will not return to schools to pick up students who miss the bus.

Consequences for violations of conduct or safety rules are assigned by school administrators. Consequences for first time offenses range from verbal warning to suspension from the bus. Serious offenses may also result in bus suspensions varying in length from 1 day to the remainder of the school year.

When student conduct creates an unsafe condition, bus drivers are required to stop the bus in a safe location and restore order. In the event the driver is unable to restore order, law enforcement officers will be called for assistance.

Students who create disturbances, bring contraband on buses, fight, assault others, or threaten violence will be subject to arrest by law enforcement officers. Students must resolve disputes peacefully and should request assistance from the driver or a school administrator if needed.

PARKING

Students are responsible for knowing all regulations published here as well as any revisions made and announced to them during the year. Student parking is restricted first to seniors, then to juniors on a space available basis. Hang tags correspond to parking lot and/or parking space number.

A and B lots: Assigned spaces

C and D lots: First Come First Serve

All school fees/debts must be paid before a parking permit may be purchased. All outstanding detention and work detail hours from previous years must be cleared. Violations of the parking regulations during the previous school year may result in denial of a parking permit. All student vehicles parking on campus must display a valid 2008-2009 parking permit issued by Ridge View High School. Tags must be in place by August 21, the first day of class.

Seniors may purchase parking tags at orientation prior to the opening of school. Juniors who meet the academic criteria for parking will sign up for the parking lottery at registration or in advisory at the start of school. Juniors must have had a C or above, or the weighted equivalent, in all of their classes for the previous semester to be eligible for the parking lottery. Juniors who receive parking tags must maintain Cs or above, or the weighted equivalent, in all of their classes each grading period in order to keep their parking tags. Juniors who receive a D or an F in any course will lose their parking privileges for at least one grading period. If the student raises his/her grades to the necessary level, he/she may reapply for parking but is not guaranteed a space. **No refunds will be issued to any students who loses his/her parking privileges for any reason.**

The presence of unregistered, uninsured vehicles on campus poses a potential safety hazard to

our students, our employees and our guests. The schedule of parking fines is as follows:

No RV sticker	\$40.00
Parked in wrong space	\$25.00
Parked on yellow line/curb	\$20.00
Parked on red curb	\$100.00
Illegal use of a handicapped space	\$200.00

Speeding on school property and reckless driving will result in the loss of parking tag and parking privilege. Automotive sound systems must be turned off while on campus. Failure to do so may result in a loss of parking privileges.

Guests should park in the front circle and record tag information with the Attendance Officer when signing in. Ridge View High School will not be responsible for the theft of contents, theft of the vehicle, damage to any vehicle or contents while the vehicle is on campus. ***Vehicles without stickers may be booted and ticketed without notice.***

A student may not drive a vehicle on campus that is not properly registered to him/her or his/her parent or legal guardian. Students may not drive/park on campus during the school day without registering with the administrator in charge of parking.

Students are not to be in vehicles or the parking lot during the school day without permission. Students should not loiter in/at cars upon arrival on campus or following dismissal. A student who uses/allows the vehicle to be used in violation of school rules is subject to the loss of the driving/parking privilege. Students leaving without permission during school hours may be denied parking privileges for the remainder of the school year or the next full semester.

Students with parking privileges who take underclassmen off campus at lunch may be denied permission to leave campus, and parking privileges will be suspended. No refunds will be issued to any student who loses his/her parking privileges for any reason.

Students who drive to/park on school property are responsible for knowing all rules and guidelines printed here, in the Parking Regulations and on all parking related forms.

ATHLETICS

ATHLETIC ELIGIBILITY

Students participating in competitive sports must meet all requirements specified by the South Carolina High School League. Following is a summary of these eligibility rules.

- A contestant must furnish the principal or the Athletic Director with a certified, original copy of his/her birth certificate.
- A contestant must be under 19 years of age on July 1, 2008.
- A contestant must not participate under an assumed name.
- A contestant must be a *bona fide* student carrying the equivalent of at least 3 units for which no previous credit has been received. To participate in interscholastic activities, students in grades nine through twelve must achieve an overall passing average.

In addition:

- To be eligible in the first semester a student must pass a minimum of five Carnegie units, applicable toward a high school diploma during the previous year.
- To be eligible during the second semester, a student must pass the equivalent of five 1/2 units during the first semester
- A contestant must not have received a high school diploma.
- A contestant must be academically eligible as mandated by state law and the S.C. High School League.
- A contestant will be ineligible at the end of the fourth school year from the time that he or she

first entered the ninth grade.

- A contestant must have attended school at least 60 days in the semester immediately preceding the semester of participation.
- A contestant must not violate his or her amateur status.
- A contestant must not have transferred as a result of recruiting or undue influence.
- A contestant must have a physical and parents' permission on file in the Athletic Director's office before practicing with a team. This information must be on the form supplied by the S.C. High School League. These forms are available from the Athletic Director.
- A student must reside in the State of South Carolina and is expected to attend the high school which serves the attendance area in which his/her parents, or legally appointed guardian, reside.

These rules apply to boys and girls as well as Varsity, JV, B, middle school and junior high teams. If there is any question concerning your eligibility for interscholastic activities, please consult the athletic director or write:

Jerome Singleton,
Commissioner

SC High School League
121 Westpark Blvd.
Columbia, SC 29210

The school requires the following:

- Students must pay a nonrefundable tryout fee (\$25) and a nonrefundable annual participation fee (\$25) to affiliate with the athletic program. If the team does not have tryouts, then the student must pay a \$50 athletic fee. The tryout fee is due before conditioning/tryouts. The participation fee is due upon making the team.
- Students must have the following GPR for the previous semester in order to participate in athletics:
- Freshmen must have a minimum GPR of 1.50 at the end of the 1st semester
Sophomores must have a minimum GPR of 1.75
Juniors and Seniors must have a minimum GPR of 2.0

ATHLETIC DISCIPLINE

Athletes are high profile students and should take no actions that may cause embarrassment or dishonor to themselves, their teammates, coaches, parents or Ridge View High School. Any matter that arises in or out of school which does so will be dealt with in a manner which will be outlined to all athletes and their parents by the athletic department. The athletic handbook can be found on the school website under Athletics.

An athlete will not be allowed to drop a sport to begin practice with another sport. Only coaches can excuse an athlete from practice.

ATHLETIC PROGRAM

Ridge View High School offers the following opportunities for all eligible students:

- Fall:
- Cheerleading
 - Cross Country (B, G)
 - Football
 - Golf (G)
 - Swimming (B, G)
 - Tennis (G)
 - Volleyball (G)

Winter: Basketball (B, G)
Wrestling
Spring: Baseball (B)
Golf (B)
Lacrosse (B, G)
Soccer (B, G)
Softball (G)
Tennis (B)
Track (B, G)

PARENT/COMMUNITY INVOLVEMENT

VOLUNTEER PROGRAMS

If you would like to volunteer on a regular or "on call" basis, please call Mary Harmon at 699-2999 ext. 226.

BOOSTER CLUBS

Ridge View High School offers parents the opportunity to be involved in booster clubs. For information on how to become a member of a booster club, contact the following individuals at 699-2999:

Athletics: David Gordon, ext. 400

Band: Vince Clayton, ext. 244

SCHOOL IMPROVEMENT COUNCIL

This committee will be made up of parents, faculty and students and will be charged with developing and evaluating an annual school improvement plan. Meetings are held the first Monday of each month.

PARENT TEACHER CONFERENCES

Conferences with individual teachers may be arranged by contacting the Guidance Office. Parents need to give 24 hours notice and receive permission from an administrator in order to observe a class.

HONOR SOCIETIES

Ridge View recognizes honor societies chartered through national organizations. These societies are invitational and adhere to guidelines provided by or in line with national requirements. These organizations can offer honor cords.

BYLAWS OF THE ANNIE ELIZABETH GARRICK HANBERRY CHAPTER OF THE NATIONAL HONOR SOCIETY

Article I: Name and Purpose

Section 1. The name of this chapter shall be the Annie Elizabeth Garrick Hanberry Chapter of the National Honor Society of Secondary Schools.

Section 2. The object of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Ridge View High School.

Article II: Membership

Section 1: Membership in this chapter shall be known as active and graduate. Active members become graduate members at graduation. The graduate members have no vote.

Section 2. Membership in this chapter shall be based on Scholarship, Service, Leadership and Character.

Section 3: To be eligible for selection to membership in this chapter, the candidate must have been in attendance at Ridge View High School during the semester immediately prior to being considered for selection.

Section 4. Candidates eligible for selection to this chapter must be members of the junior or senior class. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.5. No student who has earned an "F" as a final grade in any high school level course will be considered for membership. This scholastic level of achievement shall remain fixed and be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership. Their eligibility shall then be considered on their service, leadership, and character.

Article III: Selection of Members

Section 1. The final selection of members to and the possible dismissal of members from this chapter shall require a vote by the Faculty Council. The Faculty Council shall consist of five faculty members appointed by the Principal. All decision of the Faculty Council shall require a majority vote of the five members. The chapter advisor shall be the sixth, nonvoting, *ex-officio* member of the Faculty Council.

Section 2. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine academic eligibility.
- b. Students who are eligible scholastically shall be notified and shall be required to complete the Student Activities Information Form for further consideration for selection.
- c. The faculty shall be requested to comment on candidates determined to be scholastically eligible.
- d. The Student Activity Information Form and faculty comments shall be reviewed by the Faculty Council.

Section 3. **The selection of active members shall be held twice a year: once during the first semester and once during the second semester of the school year.**

Section 4. An active member of the National Honor Society who transfers from this school will be given a letter indicating the state of his/her membership and signed by the Principal or his/her designee.

Section 5. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The transfer member must attain within one semester and then maintain the membership requirements for this chapter in order to retain his/her membership.

Article IV: Dismissal

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the Annie Elizabeth Garrick Hanberry Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.5), he/she will be given written warning. If the cumulative grade point average remains below 3.5 at the end of the next semester, the student may be dismissed from the chapter. If a member earns an "F" as a final grade for any high school level course, he/she (1) must notify the Chair of the Faculty Council in writing within five days of the receipt of the grade, (2) appear before the Faculty Council, and (3) show just cause why his/her membership should not be terminated.

Section 3. Violation and conviction of a criminal law can result in the dismissal of the student from the chapter.

Section 4. Offenders of the school conduct code (such as the use of profanity, cheating, failure to comply, unexcused absence, excessive tardies, etc.) will receive written warning notification. A

conference may be requested by either party (Faculty Council or student/ parent). If the member is involved in another violation of the school conduct code, the member may be dismissed.

Section 5. Though membership in the National Honor Society is not a property right as defined by law, in case of pending dismissal:

- a. The member will receive written notification of the reason for possible dismissal from the advisor/Faculty Council. The member and advisor will discuss the written notification in conference.
- b. The member will be offered a hearing with the Faculty Council prior to dismissal (in accordance with due process identified in the National Constitution). The member has the opportunity to present his/her defense. The Faculty Council will then vote on whether to dismiss.
- c. A letter of dismissal will be sent to the principal, student, and parents if the student is dismissed. Dismissed members must surrender any membership emblems to the advisor.
- d. The member may appeal the Faculty Council's decision on dismissal to the Principal.
- e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

Article V. Officers

Section 1. The officers of this chapter shall be president, vice president, secretary and treasurer,

Section 2. Student Officers shall be elected at the last meeting of each school year from chapter members of the junior class. They shall hold office during their senior year.

Section 3. A majority vote of the membership shall be necessary to elect any officer of this chapter. If the vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4. It shall be the duty of the president to preside at the meetings for the chapter.

Section 5. The vice president shall preside in the absence of the president and shall also keep a record of the members' contributions to leadership and service.

Section 6. The secretary shall keep minutes of meetings and be responsible for correspondence.

Section 7. The treasurer shall keep the records of business expenses, dues, etc.

Article VI. Executive Committee

Section 1. The executive committee shall consist of the faculty advisor and the chapter officers.

Section 2. The executive committee shall have general charge of the meetings and the business of the chapter, but any action of the executive committee is subject to the review of the chapter members.

Article VII. Activities

Section 1. During each year of membership, each member shall have the responsibility for choosing and participating in a service project, of at least 10 hours, which reflects his/her particular talents and interests.

Section 2. These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and the faculty, be appropriate and educationally defensible, and be well-planned, organized, and executed.

Section 3. Failure to complete this requirement may result in the dismissal of the member.

Article VIII: Meetings

Section 1. Meetings of this chapter shall be called by the President and the chapter advisor.

Section 2. This chapter shall conduct its meetings according to Robert's Rules of Order.

Article IX: Emblem

Section 1. Each member shall be entitled to wear the emblem adopted by the National Honor Society.

Section 2. Any member who withdraws or is dismissed from the chapter shall return the emblem to

the chapter.

Article X. Dues

Section 1. Annual dues for this chapter shall be \$5.

Section 2. Dues will be payable to the chapter treasurer within 30 days of induction.

Article XI. Amendments

Section 1. These bylaws, with the exception of Articles III and IV, may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. Articles III and IV are developed by the Faculty Council with the approval of the Principal.

Section 2. Bylaws and amendments must be consistent with the Constitution of the National Honor Society.

RIDGE VIEW NATIONAL ART HONOR SOCIETY

Article I: Membership

Section 1. Membership in this chapter shall be based upon art scholarship, service, and character.

Section 2. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period equivalent to one semester in art in this school.

Section 3. Candidates eligible for selection to this chapter must be senior high school students (sophomore, junior, and senior students only), and shall have a minimum art scholarship average of B. This level of achievement shall remain fixed.

Section 4. Members may remain active during such time when there is no art on their class schedule.

Article II. Selection of Members

Section 1. The selection of members to this chapter of the National Art Honor Society shall be by recommendation from the art faculty of this school who are members in good standing of the National Art Education Association.

Section 2. Any member who falls below the standards that are the basis for selection shall be promptly warned. If during the next regular marking period of the school, the member fails to meet the standards used as basis for selection to the Society, the case shall be passed upon by the chapter council.

Section 3. When a member is dismissed, he must be notified and the membership card returned to the Society sponsor.

Section 4. An active member of the National Art Honor Society who transfers from this school will be given a letter indicating the status of his membership, signed by the sponsor and principal.

Section 5. An active member of the National Art Honor Society who transfers to this school will be accepted for membership in this chapter. This transfer member must maintain the membership requirements for this chapter in order to retain membership.

NATIONAL TECHNICAL HONOR SOCIETY

Membership: The criteria for membership are:

- Nomination from career and technology staff member
- Minimum 3.0 GPA
- Completed or taking 2 or more courses in CATE

NATIONAL BETA CLUB

RIDGE VIEW CHAPTER

Qualifications: The BETA Club is a service-merit organization. Membership in this organization is a privilege. In order to be recommended for membership, a student must qualify in all of the following categories:

- **Scholarship:** Cumulative 3.0 or better;
- **Leadership:** Active membership in a recognized school or community organization;
- **Service:** Active participation with a recognized school or community service program or project;
- **Character:** Honesty, personal responsibility, respect of teachers and peers, no record of dishonest behavior for previous school year; clean discipline record.

Procedures: Current procedures outlined below are subject to change.

All students in grades 10-12 with a cumulative 3.0 GPA will receive an invitation to apply for membership. Invitations will be issued twice during the school year.

In order for an applicant to be considered for membership

- a. the application must be complete, specific, typed and returned on schedule (no exceptions).
- b. the applicant must qualify in all four areas of scholarship, leadership, service, and character (no exceptions).

In order for an applicant to be accepted as a member, he/she must

- a. sign membership agreement
- b. pay national (\$13.00) and local (\$3.00) dues (national dues are paid one time; local dues are paid each year).

SCIENCE NATIONAL HONOR SOCIETY

Purpose: To create enthusiasm for science, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Ridge View High School.

Bylaws:

Membership includes juniors and seniors. The selection process will take place in October with a November induction ceremony.

The academic admission standard for consideration in the SNHS is an unweighted minimum of 3.0 GPA. A member must be enrolled in an honors science course(s) during or prior to the 11th grade and an AP level science course(s). The SNHS chapter advisor will issue an academic warning to any member whose grade (in the science course(s)) fall to a 77 or below. This student will have until the next report card to improve the grade; if the grade does not rise above a 77, the student will be dismissed.

An academically eligible student will submit a completed application describing his/her service, leadership, and discipline. A faculty council will determine admittance to SNHS.

Dues will be \$10 per year. This will fund national dues, project supplies, induction ceremony and science fair. An additional \$10 will be paid by seniors for honor cords. There are no refunds for dismissed students.

All members are to be involved in hosting two science activities to be held outside of Ridge View. One will be done each semester (a science fair may be held in an elementary or middle school. A booth at a fair may count as an activity also).

Officers will be elected in the spring for the next school year. Names will be submitted to the preceding officers to be reviewed for eligibility. Members will then vote according to the officers' selections.

Members in good standing must attend no less than 2/3 of meetings held in one semester. Absence is a reason for dismissal.

Any student in violation of the Ridge View Honor Code will be up for immediate dismissal.

A referral will be written for any student believed to be in violation of the bylaws. A referral will be reviewed by the SNHS advisors then passed to the officers for review. Dismissal will be determined by the severity of the referral. Dismissal shall occur if a referral is repeated or severe in nature.

HONORS AND AWARDS

DELEGATES TO BOYS AND GIRLS STATE

Junior boys and girls may be selected to attend summer programs sponsored by the American Legion and its auxiliaries. The programs are designated to promote leadership, state government, and citizenship. Students are nominated and selected by faculty on the basis of leadership, academic standing, involvement in school and community activities, and character. A student interested in being considered should submit his/her name to his/her counselor by May 1. Final selections are made by the Ridge View faculty.

GOVERNOR'S SCHOOL FOR THE ACADEMICS

Sophomores and Juniors are eligible for nomination to the Governor's School for the Academics, a five week summer program for gifted students at the College of Charleston. The number of students Ridge View may nominate is determined each year. Nominations are based on PSAT and SAT scores, class rank, quality of course selection, teacher recommendation, and other evidence of academic performance and commitment.

JUNIOR MARSHALS

The top 10% of the junior class will be invited to serve as Junior Marshals for graduation. The marshals organize the senior class members for the senior assembly and the graduation ceremonies. Students are given the opportunity to decline this honor. Those accepting the honor are expected to fulfill all of the responsibilities. The RSD2 School Board Policy IKC states that marshals "will be selected based on rank at the end of the sophomore year, adjusted as needed for enrollment changes."

CLASS SPEAKER

Auditions will be held in the spring for a class speaker. The objective for the speaker is to capture the personality of the current senior class in an appropriate manner.

CLASS SOLOIST

Auditions will be held in the spring for a class soloist. The objective for the soloist is to reflect the talents of the class through his/her performance.

SCHOLARS

The RSD2 School Board Policy IKC calls for these students to be named after the class has been ranked at the end of the fourth quarter.

Senior Scholars: Top 10% of the graduating class

Honor Scholars: Top 5% of the graduating class

Principal's Scholars: The graduating seniors with the highest 10 grade point averages at the end of the fourth quarter

SALUTATORIAN

The graduating senior with the second highest GPR shall be named the Salutatorian. To qualify for this honor, a student must have been in attendance at Ridge View High School for a minimum of 130 consecutive days and meet the criteria established by the Honors Awards Committee in line with RSD2 Board Policy.

VALEDICTORIAN

The graduating senior with the highest GPR will be named the Valedictorian. To qualify for this honor, a student must have been in attendance at Ridge View High School for a minimum of 130 consecutive days and meet the criteria established by the Honors Awards Committee in line with RSD2 Board Policy.

SCHOLARSHIPS

The Guidance Department can provide information on a variety of scholarship opportunities made

available by colleges and universities as well as by a number of local civic organizations.

SHARON L. BUDDIN LEADERSHIP AWARD

This scholarship award is presented annually to a student council member who has demonstrated outstanding leadership throughout his/her high school career. Selection is made by a faculty committee.

SHERRILL F. MARTIN SERVICE AWARD

This award is presented to the graduating senior who has established an outstanding record of service at school and in the community throughout his/her high school career.

TERRY A. MCCOY LEADER SCHOLAR AWARD

This award is presented to the qualified senior student council member with the highest GPA.

MARIANNA MCKEOWN SCHOLARSHIP

This award is presented to the graduating senior who best represents the qualities exemplified by the person after whom the award is named: academic focus, leadership, service to others, and character.

OTHER OPPORTUNITIES

Curricular departments and co-curricular activities present a variety of recognitions, awards and honor opportunities.

STUDENT ACTIVITIES

The student activities program is designed to enhance leadership at Ridge View High School. Students may participate through elected, appointed or volunteer opportunities.

STUDENT BODY OFFICERS

The six student body officers are the president, vice-president, secretary, historian, cabinet secretary of students, and cabinet secretary of faculty/staff. The president, vice-president and secretary are elected positions voted on by the returning student body; the other offices are appointed. Candidates must qualify to appear on the ballot, and elections are held in the spring semester.

CLASS OFFICERS

Each grade level has a president, vice-president, secretary, treasurer and member-at-large. These officers for the rising senior, junior, and sophomore classes are elected by the members of the respective classes during the spring semester. The freshman officers are selected in the fall from a freshman leadership council based on an application and interview process.

SENATE

The Senate is made up of the committee chairpersons of the standing committees. These positions are appointed by the Student Body Officers and the Student Activities Director.

HOUSE OF REPRESENTATIVES

Each advisory may elect a representative to serve on Student Council. These representatives will work with the advisory teacher to relay student council information and with the class officers and class sponsor to conduct the business of the class. In the absence of an elected representative, one may be appointed.

EXECUTIVE COUNCIL MEMBERS

The student planning body includes the following:

- Student Body Officers
- Class Officers
- Senate
- RVHS representative to the Interdistrict Council

- Any RVHS student holding an SCASC, SASC, or NASC position

REPRESENTATIVES-AT-LARGE

Any student may join the student council upon meeting the following:

- Have a minimum GPA of 2.0
- Attend a training block
- Participate in designated fund-raising to raise at least \$25 for the organization
- Earn a minimum number of service hours per each nine weeks period and record and submit the appropriate records for these hours to the student body vice-president
- Maintain appropriate attendance and discipline records.

COMMITTEES

Students may work with committees even if they are not official members of Student Council. The goal of the committee system is to afford as many Ridge View students as possible access to participation in the student activities program. See the Student Activities Director for more information.

CLUBS

Service and Special Interest Clubs exist at the instigation of students. To establish a club on campus, students must:

- Secure the names and ID numbers of at least 10 students who wish to participate in the club;
- Provide the name(s) of adult staff member who is willing to serve as a club sponsor;
- Provide a statement of purpose;
- Function in accordance with the federal Equal Access Law.

See the Student Activities Director for information on current clubs and organizations.

PROM

The prom is an annual event hosted by the Junior Class. The guidelines are as follows:

Ridge View seniors, in good standing, will be the guests of the junior class. Seniors must sign up to attend by the deadline advertised by the Junior class in the spring.

Ridge View seniors may bring a date; however, the date must have a purchased ticket to attend (unless the date is a senior at Ridge View). Ridge View juniors, in good standing, may attend the prom with a date. A junior is required to purchase a ticket for both him/herself and his/her date. Freshmen and sophomores may attend only as the date of a junior or senior who has registered appropriately. Students younger than high school freshmen may not attend the prom.

Ridge View juniors and seniors may invite non-Ridge View students; however, these dates must be approved in advance. A form is available from the junior class sponsor. The following concerns will be addressed on an individual basis by the school administration:

- Upperclassmen who abuse the privilege of bringing a date other than a school junior or senior.
- Senior and juniors who request to bring an older date (dates should be under the age of 21 or still in school).

All district and school rules concerning behavior apply while at the prom. Guests are bound by these same rules. Students will be asked to show picture identification at the door before they are allowed to enter. The identification does not have to be worn during the event. Students are not allowed to leave and return. The school administration reserves the right to ask any attendee to leave for disruption of any type. These may range from inappropriate behavior to inappropriate attire.

STUDENT BODY ELECTED QUEEN/KING

In order for a student to run for a spirit week king/queen voted on by the Student Body, he/she

must meet the following requirements:

- minimum 2.0 GPA
- no suspensions or expulsions
- no school debts
- acquire 1 teacher recommendation

STUDENT ACTIVITIES DISCIPLINE

Representatives of Student Activities are high profile students and should take no actions that may cause embarrassment or dishonor to themselves, their peers, sponsors, parents or Ridge View High School. Any matter that arises in or out of school which does so will be dealt with in a manner which will be outlined to all students and their parents by the Student Activities Director.

ORGANIZATIONS

Several co-curricular activities are extensions of curricular programs. Participation in these activities is dictated by the academic program. These include band, chorus, orchestra, JROTC, and student publications.

AFTER HOURS

The school building is open 7:00 A.M.-4:30 P.M. for normal, supervised student use. Students should exit the building immediately after the end of the school day. Parents should provide appropriate and timely transportation. Students involved in after-school activities should remain with the adult supervisor/sponsor and vacate the campus after the activity has concluded. Exceptions should be arranged with a school official. Students on campus without permission after the designated hours may be assigned a work detail.

The administration of Ridge View High School affirms that the school is in compliance with the requirements of Title IX which states: "No person in the United States shall on the basis of sex be excluded from participating in, be denied the benefits of or be subject to discrimination under any education program or activity receiving Federal Finance Assistance..." Further, Richland District Two is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, age, handicap in emission to, access to, treatment in, or employment in its programs and activities. Inquiries concerning application of Title IX or complaints alleging noncompliance should be directed to the Personnel Director, Richland School District Two, 6831 Brookfield Road, Columbia, South Carolina.

While every effort has been made to ensure the accuracy of this handbook, changes in policy may require adjustment in content. Students and parents remain responsible for updates and changes in policy.

