



Ridgeview High School



Student/ Parent Handbook
2017-2018



We ARE #PantherNation

Ridgeview High School

466 Madison Avenue
Orange Park, Florida 32065

904-336-8975

www.oneclay.net/rhs



Ms. Deborah Segreto
Principal

R e s p e c t H o n o r
S c h o l a r s h i p

This agenda belongs to:

Panther: _____

School District of Clay County

Vision Statement

The School District of Clay County exists to prepare life-long learners for success in a global and competitive workplace and in acquiring applicable life skills.

Mission

Our mission is to work collaboratively with all stakeholders to provide a public education experience that is motivating, challenging and rewarding for all children. We will increase student achievement by providing students with learning opportunities that are rigorous, relevant and transcend beyond the boundaries of the school walls. We will ensure a working and learning environment built upon honesty, integrity and respect. Through these values, we will maximize student potential and promote individual responsibility.

Beliefs

We believe all students can learn and that it is the responsibility of the school district and all stakeholders to ensure that each child meets and/or exceeds his/her potential.

We believe that it is the responsibility of the school district to ensure all students graduate from high school with the academic and/or work force readiness skills that will provide each student the opportunity for admission into postsecondary education or to enter the job market equipped for personal and professional success.

We believe we must ensure equal access and opportunities for all children to utilize the latest in technology to enhance the learning environment and equip students with the technological skills that they will need to compete for jobs in a global world marketplace.

We believe all students and school personnel deserve a safe working and learning environment and we must develop and enforce high standards for behavior.

We believe in the on-going professional development of our teachers, support personnel and administrators and will provide relevant and engaging opportunities for professional growth.



Ridgeview High School Mission Statement

The mission of Ridgeview High School is to develop lifelong learners who meet the global demands of 21st century skills through a challenging educational program which embraces diversity and unity, instills integrity and character, and promotes Respect, Honor and Scholarship.

Ridgeview's Guidelines for Success

Respect

Honor

Scholarship

IMPORTANT TELEPHONE NUMBERS

Deborah Segreto, Principal	336-8975
William Mckinney, Vice Principal	336-8884
Christopher Daly, Assistant Principal.....	336-8885
Kevin Staefe, Assistant Principal.....	336-8886
John Sgromolo, Athletic Director	336-8891
Student Services.....	336-8895
Guidance	336-8905
IB Office	336-8905
ESE	336-8897
Free/Reduced Lunch	336-8916

Honor Code

As members of Ridgeview High School, we pledge to act with honesty and integrity to promote a successful learning environment. We are responsible and accountable to maintain academic, personal, and social integrity. Plagiarism, cheating, and dishonesty violate our academic integrity and defeat our purpose for learning. We pledge that we will not misrepresent our work by giving or receiving assistance on any quiz, test, examination, or assignments. Therefore, as a student of Ridgeview High School, I will abide by the Ridgeview Honor Code at all times.

Consequences for violating the Honor Code:

- First offense: In the case of plagiarism student will be given the opportunity to correct the assignment for a reduced grade at teacher's discretion, and a parent will be notified. If the student fails to turn in the corrected assignment, he or she receives a zero on the assignment. Cheating on a test or quiz will result in a zero with parent notification.
- Second offense: The student receives a zero on the assignment, parent notification. He/she will be referred to the administration.
- Third offense: The student receives a zero on the assignment. He/she will receive a referral.

POLICIES AND PROCEDURES

ATTENDANCE

Research shows that the single greatest factor contributing to student achievement is school attendance. The School District of Clay County takes pride in offering quality education to all students, and believes that regular school attendance is a very important part of educational success. Although missed school assignments can be made up, missed instruction cannot.

Florida Law requires all children between the ages of 6 and 18, attend school regularly. Students between the ages of 16 and 18 (with certain exemptions outlined in F.S. 1003.21) are exempt only if the parent has signed Intent to Withdraw Form. We encourage you to monitor your child's attendance, and contact us with any questions or concerns. School attendance can be followed by checking a student's attendance in FOCUS, interim reports and/or report cards. When in doubt, a parent/guardian can always call the school to check on present or past attendance.

If excused absences become excessive, medical documentation may be required by the principal to excuse further absences. If your child has a chronic medical condition that may lead to his/her absence from school on a regular basis, a doctor's statement is required.

School Board Rule Section IV 4.0 I.F.I: Absence by student for twenty (20) or more days during the school year shall create a strong presumption that the student has failed those subjects or courses in which he/she is enrolled during that period. For semester courses, ten (10) days shall apply; for individual grading periods, five (5) days could result in a grade of 59 or lower. Such presumption may be overcome by effort or performance which satisfies the teacher(s) involved, that such student should receive other than a failing grade. RHS attendance committee representing the administration, the instructional staff, and guidance, appointed by the principal will review each such case individually and will make recommendations. Individual teacher(s) shall give strong consideration to the recommendation of the review committee in determining

the effort or performance of the student. When a parent or guardian does not participate in activities requested by the school to improve school attendance, legal action may result in the filing of a Truancy Petition with the court or referral to the State Attorney's Office (F.S.1003.24).

Additionally, students beginning at age 14 may lose their future or current driving privileges for excessive unexcused absences. Students who are habitually truant, will have their driving privilege taken away until they attend school for 30 days without unexcused absences. To be habitually truant means that a student has 15 unexcused absences within 90 calendar days. (F.S. 1003.27).

Learnfare (formerly known as AFDC) requires children of cash assistance recipients to attend school regularly or they risk having their cash assistance reduced.

The following policies regarding attendance are in effect county-wide:

- Schools will contact a parent or guardian, whenever possible, to notify them of an absence.
- Following an absence, a written note must be received from the parent or guardian no later than the **3rd day following return to school**. Notes **will not** be accepted after the 3rd day and the absence will be considered unexcused.
- It is at the discretion of the principal whether absences for family emergencies or extended absences are considered excused or unexcused.
- Based on Legislation passed and added to the State Attendance Statute in 2008, schools can now take into account school time missed due to unexcused tardies and early dismissals, when and if, legal action is being pursued. Once it has been determined that an accumulation of tardy and/or early dismissal time equals a full school day, that period of time will count as an unexcused absence. This unexcused absence can then be added to the unexcused absences the student has already accrued.

Excuse notes should contain:

1. **student's full name**
 2. **date written**
 3. **date of absence**
 4. **reason for absence**
 5. **parent/guardian contact numbers- home, work or cell numbers**
 6. **parent signature**
- Excuse notes should be given to the **Student Services office** no later than the 3rd day following return to school. It is the student's responsibility to turn in their excuse note to **STUDENT SERVICES**. Notes **will not** be accepted after the 3rd day following return to school and the absence(s) will be considered unexcused. **Absence notes will not be accepted over the phone.**
 - Pre-excused absences must be cleared through the principal in writing and should be requested as far in advance as possible. See sections on "Check-In/Check Out" and "Make-up Work" for additional information.
 - Attendance Incentives - Students will be allowed to participate in social functions primarily intended to reward students, including Prom, Grad Bash, school dances, and field trips if they have less than 10 unexcused absences from 3 or more class periods per day within a semester; above a 2.0 cumulative unweighted GPA; students may be prohibited from participating in extra-curricular activities because of the number of absences - **unless they can provide documentation (such as a doctor's note) of a physical condition or other unusual circumstances.**
 - For a student athlete to participate in a practice or game, they must be in school for at least half of the school day (3 period), unless they have an excused absence that has been approved by the Athletic Director.

CHECK-IN/CHECK-OUT

Students arriving after **7:20** bell must sign in at the Front Office. In order to leave school during the school day, a student must bring a dated note signed by the parent/guardian requesting dismissal to the front office by first period, a reason for dismissal and telephone numbers for verification. The parent must indicate in writing how the student is to depart from campus. Other than a student's parent or guardian, only people listed on a student's emergency card will be allowed to check him/her out.

TARDY POLICY

Students will be allowed 4 unexcused TARDIES in a semester without receiving a discipline referral. The student will receive their first discipline referral on their 5th unexcused tardy. This allows for the OCCASIONAL life mishap which is considered UNEXCUSED.

EXCUSED TARDY:

1. TARDY requires a WRITTEN NOTE to be considered for EXCUSED status. *Emails, phone calls and faxes will not be accepted.*
2. **NOTE must be signed by parent with phone number for parent contact**
3. Appointments before school (doctor, dental, bloodwork, etc. repair receipt, DMV receipt) require a note from the facility's office for EXCUSED status
4. ALL notes need an administrator's approval prior to receipt by Front Office

UNEXCUSED TARDY:

1. No note, or NOTE not excused by an Administrator.
2. Parents accompanying student is not a reason to excuse tardy.
3. Overslept
4. Lack of sleep
5. Car problems
6. Missed the bus
7. Alarm failed
8. Parent's fault
9. Sibling's fault
10. Ride to school late
11. Traffic was bad
12. Running late in the morning, etc.

Steps in Process:

1. Sign in on clip board at front desk with **FULL NAME PRINTED CLEARLY**
2. Give note to Secretary who will follow directions of administrator
3. Excused Tardy – student will be sent to class
4. Unexcused Tardy – Student sent to Tardy Hall for remainder of period. Any work due in this class period will be turned in to the tardy hall teacher for full credit.

STUDENTS ARE RESPONSIBLE FOR GETTING THEIR WORK FROM CLASS MISSED DUE TO TARDY. HOMEWORK DUE FROM MISSED PERIOD IS TURNED INTO TARDY HALL TEACHER.

WITHDRAWAL PROCEDURES

A minimum of 24 hours-notice should be given in writing or by phone to the Guidance Office by the parent if a student is to withdraw. A withdrawal form will be issued for the student to have filled out by his/her teachers, the Media Specialist and Front Office personnel. **All books, uniforms, and locks must be returned or paid for.** Students sixteen years of age or older who drop out of school must sign an Intent To Withdraw form and will be subject to losing his/her driver's license (if applicable).

STUDENT RULES AND REGULATIONS

BUYING, SELLING, AND TRADING

Buying, selling, trading, or gambling of any items by a student while on school property is not allowed. Only items sold for RHS sponsored activities are allowed.

DELIVERIES

Food, flowers and balloon deliveries ***will not*** be accepted during the school day, except for Valentine's Day. On Valentine's Day students will pick up deliveries at the end of 6th period. Ridgeview High will not be responsible for deliveries not picked up or errors by the florist.

DISCIPLINE

The RHS "Absolute 5"

1. Not following a staff member directive
2. Profanity directed toward a teacher or staff member
3. Possession or use of illegal substance
4. Fighting
5. Students found in an undesignated area without permission example: Building 10/gym parking lot areas.

Violation of the RHS Absolutes may result in immediate OSS

When students interfere with the learning process, teachers must find effective ways to correct the inappropriate behaviors. These methods include in-class discipline, student-teacher conferences, parent-teacher conferences, counseling, and after school detentions. If these methods fail to correct inappropriate conduct, students will be referred to the administration.

Violations will result in one or more of the following consequences:

1. Detention
2. School Work Detail
3. Monday School
4. Saturday School
5. In-School-Suspension (1-5 days)
6. Out-of-School Suspension (1-10 days—Includes school day and any after-school or extracurricular activity during the OSS)
7. Referral to the Bannerman Alternative Learning Center
8. Recommendation for Expulsion

(Note: Students who are suspended will be provided their assignments, but individual teachers determine what they will accept for a grade from the students during that time out-

of-school, with the exception of major tests and projects.)

Students will be sent to the appropriate administrator on a referral for a first offense in the following instances:

1. Use or possession of any type of firearm, knife, or any other weapon or fireworks
2. Use or possession of tobacco products, matches, lighters, drugs, alcohol (**)
3. Insubordination
4. Skipping class/truancy
5. Stealing/vandalism
6. Profanity
7. Forgery
8. Inappropriate physical contact or exposure

(**) Florida Statutes (F.S. 232.277) requires school personnel to report any suspected or actual unlawful use, possession, or sale of any controlled substance by a student. A student in violation of these rules will be punished by the administration in accordance with the Clay County Code of Student Conduct and RHS rules. Parents and students should read the Code of Conduct carefully. Parents and students must sign the appropriate acknowledgement sheet included in the materials distributed with the Code of Conduct.

DRESS CODE

The dress and personal appearance of students should be a positive reflection on the family, student, school and community. The following guidelines are to be followed.

All items of wearing apparel should be worn in good taste and not be obscene, vulgar, or detract from one's ability to learn or from the ability of others to learn.

Permitted Apparel (Secondary Students):

- Outfits are to be tailored in such a manner so as not to expose the inappropriate areas of the body while in normal activity.
- Shorts, dresses or skirts should be 3 inches above the knee or longer. If leggings are worn, then the top **MUST** be the proper length of 3 inches above the knee or longer.
- Pants or shorts should be worn at the waistline without the necessity of support whether a shirt is tucked in or out and fastened at the top closure. Belts will be buckled at all times if worn.
- Jeans/pants that have frays/holes above the knee must have something underneath them, such as leggings that cover the skin, so as not to expose skin or undergarments.
- Shirts must cover the shoulder and not expose undergarments in any manner or the midriff.
- The neckline of a shirt must limit exposure of the body.
- Footwear of some type must be worn at **ALL** times. Do not wear bedroom slippers.

Non-Permitted Apparel (Secondary Students):

- Apparel with off-color remarks, pictures, or emblazoned with drugs, alcohol or tobacco related slogans.
- Apparel displaying violent imagery.
- Apparel that is deemed to be tight fitting, such as yoga pants, spandex skirts/dresses, leggings without proper length top, cheer shorts, etc. **YOGA** Pants are not acceptable attire for school.
- Sleepwear, such as bedroom slippers, pajamas, etc.
- Tank tops, halter tops, tube tops, spaghetti straps, mesh/see-through shirts.
- Muscle shirts.

- Hats, hoods, bandannas, and caps are not to be worn in class or the buildings unless approved by the administration or for special events.
- Any apparel or accessory determined by administration to present a safety hazard for the student or the school.

An administrator will determine the suitability of attire in question. Students found to be in violation of the dress code policy will be given an opportunity to call parent for change of clothes for the first offense. Multiple offenses will result in a parent-student conference with an administrator. Continued violation will result in OSS for insubordination. **A good rule of thumb: If there is a question about whether an outfit would be acceptable, choose another.**

INTERNET ACCESS

Students will have access to the INTERNET in classrooms and the library. Strict laws and guidelines govern the use of the sources and information available through this technology. Before any person is allowed to access them, he/she will be required to sign a Student Code of Conduct Form. Failure to follow the procedures or abide by the laws of the Access Agreement will result in strict disciplinary action and denial of any future use of the INTERNET at Ridgeview High School.

LOCKERS

Students will be issued a lock and a locker after paying a non-refundable \$5.00 maintenance fee. Only school-issued locks are to be used on school lockers. Locker assignments cannot be changed without permission of Student Services. **RHS assumes no responsibility for property stored in lockers.** Florida Statute 232.256 states, "The principal or designee may search a student's locker or other storage area if he/she has reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the locker or storage area." Students who lose school locks must pay the cost of replacing the lock (**\$5.00**). Students taking a physical education class will be assigned an additional locker in the gym. The same costs and regulations apply.

NON-EDUCATIONAL MATERIALS

Items such as skateboards, head gear, roller blades, playing or trading cards, radios, computer games, cameras, electronic music and game devices, IPODS and MP3 players and head phones, **are not allowed at school.** Items that are visible during school hours will be confiscated by a teacher or administrator and secured in Student Services. Parent will pick up item from Student Services.

STUDENT PARKING RULES

Driving a motor vehicle to school is a privilege. Ridgeview High School parking decals are sold first come, first served. In order to purchase a parking decal a student must have a valid Florida driver's license, current vehicle registration, proof of insurance, completed parking permit form, signed by parent or guardian, and a 2.0 GPA or higher.

Decals will be sold in Student Services beginning in August prior to the start of school; these are non-transferable to other students. Parking decals are **\$15.00** for the year. Students will be fined **\$5.00** for parking without a decal.

All students must adhere to the following rules in order to park on campus:

1. All vehicles, including motorcycles/mopeds, must be registered to park on campus.

2. All vehicles not properly registered by the end of the second week of school will be subject to ticketing or be towed at the owner's expense.
3. Speed limit on campus is 5-MPH AT ALL TIMES.
4. Observe all posted traffic information and directional arrows.
5. Park only in the designated student parking lot area. Student parking is NOT allowed in the faculty parking lot, the grass or in the bus loading area. Two main parking areas are available to students, the building 10 lot and the gym lot.
6. Do not take up more than one parking space and park only within designated white parking lines.
7. Yield right-of-way to pedestrians.
8. Violations of parking or speeding regulations on campus will result in termination of driving privileges.
9. Upon reasonable suspicion, vehicles are subject to search for prohibited or illegally possessed substances or objects. The principal or his/her designee or the Clay County Sheriff's Office will conduct the search.
10. Lock, secure, and leave your vehicle as soon as you arrive on campus.
11. Students are not allowed to return to their cars or be in the parking lot during school hours. Teachers may NOT write passes to the parking lot.
12. Ridgeview High School assumes no liability for damage to vehicles parked on campus or theft of items from vehicles. Park at your own risk.
13. Driving privileges will be revoked for:
 - a) excessive tardies and absences to school
 - b) skipping school
 - c) violating safety or driving rules/regulations on campus or when entering/exiting the area
 - d) violating the disciplinary code of the school
 - e) failure to remain in good academic standing of 2.0 or better GPA

All of these are subject to administrative review and discretion. Students arriving on campus after 7:20 a.m. or departing prior to 1:40 p.m. will check in/out through the Front Office before going to the parking areas. Temporary parking decals will be issued in emergency situations (car in for repairs, etc.) by an administrator. Students who lose a decal will be required to purchase another decal through Student Services; the price will be determined by the length of time remaining in the school year.

HALL PASSES

If a student needs to leave the room they must get a Hall Pass from their teacher. Students must have that pass while out of the room and present it if asked by any staff member. Students must return the pass to their teacher.

PUBLIC DISPLAY OF AFFECTION (PDA)

Students are discouraged from kissing, embracing or engaging in PDA on campus. Failure to comply with this rule will result in notification of parent(s)/guardian and possible disciplinary action.

SAFETY REMINDERS

Ridgeview High School will not be responsible for stolen or lost items. Students need to keep personal items secure at all times and should not leave backpacks, purses, wallets, or any items of value unattended

on campus. This includes **locker rooms, classrooms, the cafeteria, etc.** Students who drive to school should keep their vehicles locked at all times.

SCHEDULE/SCHOOL HOURS

Ridgeview High School hours for students are 7:20 a.m. to 1:40 p.m. daily. There is no homeroom time in the daily schedule; students begin their first class of the day promptly at 7:20 a.m. and end their last class at 1:40 p.m.

When students arrive on campus, they should report directly to their class area and not linger in the parking areas. All students will be dismissed at 1:40 p.m. and unless involved in an extracurricular activity should not remain on campus. Students waiting for a ride must wait in front of the cafeteria.

Reminder: Student drop- off/pick- up is in front of RHS Cafeteria.

Please be aware that students who are dropped off at school or arrive before 7:00 a.m. are at risk since teachers are not on duty. Please do not allow your child on campus before this time. In addition, students are expected to leave campus after they are released from class or activities. Your assistance and cooperation will allow this school to better protect our students.

TELEPHONES

Per Clay County School Board Policy:

Wireless Communication Devices Possession/Use of Wireless Communication Devices: Level II (F.S. 1006.07(2)(e))

- Students may possess a wireless communication device while the student is on school property or in attendance at a school function for after-hours usage. The wireless communication device must be powered off and kept in a location out of sight upon arrival to school and throughout the entire school day or while on school transportation at any time. **If the wireless communication device is "powered on", it will be interpreted as being in "use".**
- "Usage" of a wireless communication device on campus upon arrival to school or while on school transportation at any time will result in disciplinary action and may carry a consequence of up to 3 days OSS.
- Use of any photographic or image recording device including but not limited to cell phones, wireless communication devices, video recorders or cameras of any kind or nature whatsoever (hereinafter referred to as "devices") on school board property during school hours, and before school and after school hours, is strictly prohibited. Use of said devices while at any school sanctioned activity or function, to record images of any activity other than those which are reasonably considered to be part of said activity or function is strictly prohibited. Publication on any internet site of any photographs, videos or images, the taking, recording or acquisition of which was in violation of the prohibitions set forth is strictly prohibited and will be deemed to be materially disruptive to the orderly processes of the school per se, and will be sufficient reason to impose disciplinary measures.

Please refer to your local school handbook for school policy within these guidelines. Criminal penalties may result if a wireless communication device is used in a criminal act. (F.S.934.215)

RHS school handbook exemptions: All wireless communication devices on campus must be powered

off at the 7:15 a.m. bell.

Students are to use a school phone only in case of emergency at teachers discretion and then only with the permission of the Principal or his designee. (Forgetting assignments or lunch money does not constitute an emergency.)

VIDEOTAPING/PHOTOGRAPHY OF STUDENTS

Many students at RHS have the opportunity to be videotaped or photographed at school or school activities. Some of these tapes or photographs may be aired on Clay County School Board Channel 29 (educational access channel), utilized at local/state/national conferences or workshops, shown on the school's CCTV, or be included on the school's INTERNET web site. Outstanding work of students may also be displayed on the web page or incorporated into a videotape. Parents who object to their child's name, work, or photograph being used for any of the above purposes must notify the principal in writing within 48 hours of receipt of this information. Use of camera phones is not permitted.

Wireless Communication Devices – Level II Offense (if in violation of Technology Agreement)

Possession/Use of Wireless Communication Devices (F.S. 1006.07(2)(f))

- Students may possess a wireless communication device while the student is on school property or in attendance at a school function. The wireless communication device is only to be in use in accordance with the Technology Agreement.
- Taking photographs or videos by any means whatsoever while on school property or while on school transportation is prohibited. The only exceptions to this prohibition are: 1) Taking photos for reproduction in a school sponsored publication. 2) Taking photos during a school sponsored social event, sporting event, awards ceremony or other school sponsored activity or function at which photography is allowed and the photographs are images of activities which are reasonably considered to be part of the activity or event. 3) Taking photographs with the permission of the school administration. Publication on any internet site of any photographs, videos or images taken in violation of the prohibitions listed above is strictly prohibited, will be deemed disruptive to the order of the school and will be sufficient reason to impose disciplinary measures which may include, but not be limited to, in-school suspension, out of school suspension and recommendation for expulsion.

SCHOOL SERVICES

BUS/TRANSPORTATION

CHECK POLICY

Your check is welcome prior to April 1, 2018.

We accept checks under the following conditions:

- If your check is returned or rejected for any reason, you must expressly authorize your account to be electronically debited for the amount of the check plus a processing fee of **\$25.00** or the maximum amount by law.
- The use of a check for payment is your acknowledgement and acceptance of this policy and its terms and conditions.

Insuracheck 866 268 0030

CLINIC

ATTENTION ALL PARENTS AND NEW STUDENTS, PLEASE SEE THE NURSES IN THE CLINIC REGARDING ALL MEDICAL CONDITIONS.

Any students with **ASTHMA** and **SEVERE ALLERGIES** need to notify the nurses as soon as possible about these conditions. Students who need to carry an inhaler, an EPI pen or digestive enzymes at school need to have the appropriate documentation filled out from the doctor and parent. The nurses need to have the correct documentation in order to help train the faculty and staff on these specific conditions. Parents need to bring all medications to the clinic. Students are not allowed to carry any medications on the bus, except the three emergency medications mentioned above. The clinic does not provide any medications or nebulizer machines. Please make sure to check expiration dates of all medications before bringing them to the clinic.

FOR MORE INFORMATION, PLEASE CALL THE CLINIC AT [336-8975](tel:336-8975) OR [336-8898](tel:336-8898), or visit:

rhs.oneclay.net/uploads/4/1/4/9/41494733/clay-county-school-health-services-manual-2014.pdf

CONFERENCES

Teacher/Parent conferences should be set up by calling the Guidance Office at 336-8905. As a general rule, any problems or concerns parents have should be addressed with the teacher(s) prior to contacting an administrator.

ELIGIBILITY FOR ATHLETICS

In order to be eligible for Athletic activities at the beginning of the school year, students must have at least a cumulative unweighted 2.0 grade point average. After the school year begins, eligibility will be determined by the GPA at the end of each semester.

GUIDANCE

Students are encouraged to see their guidance counselor for assistance with personal, career development, or educational concerns. Counselors are also available for student emergency situations. A Career Center

for research on jobs, training, scholarships, and financial aid is available for students.

A Student Assistant Program counselor, provided by the Clay County Behavior Health Center is also available for students. Contact the guidance office for assistance with scheduling.

LIBRARY/ MEDIA CENTER

The Library/Media Center is open daily, please check for posted times. Students must have a pass to come into the Library/ Media Center on an individual basis during class time. There is open access before and after school and during lunch.

The Library/Media Center has approximately 20,000 items that support state and international curricula. Ridgeview High School subscribes to approximately 50 magazines and journals. Books are loaned out for two weeks, and select reference books may be checked out overnight. Overdue fines are 10¢ per day for regular books and 25¢ per day for reference books. The maximum fine is \$3.00 per book.

Electronic resources include the RHS Library on-line catalog, Microsoft Office, a scanner, and several database subscriptions (Discovery Education, FL Electronic Library, Careers, SIRS, Soundzabound, Science in Context, US History in Context, and Teaching Books) that can be accessed from school or from home. Visit the RHS Library Media Center to obtain login information.

Camera and video editing equipment are available for student class projects. A copy machine is available for student use. Printing black and white pages from a computer is 10¢ per page; color pages are \$1.00.

LUNCH ASSISTANCE

Please apply for free and reduced lunches as soon as possible. Applications are in the front office, Guidance and Student Services.

MEALS

Breakfast will be served in the cafeteria 6:45 to 7:15 for anyone who wants to participate in the Breakfast Program. Any cashier can take pre-payment at the register. You can also make payments to a student's account online. Go to www.oneclay.net/rhs. Click on "Online Meal Payments". Follow the instructions to set up your account. To purchase meals students need their student I.D. number.

Prices are as follows:

	Breakfast	Lunch
	\$1.50 Regular	\$2.25 Regular
	\$.30 Reduced	\$.40 Reduced

PARENT INPUT

Annually, every parent and student has the opportunity to evaluate the effectiveness of instructional employees by completing annual school improvement climate surveys. Additionally, parents and students may submit concerns or commendations relative to performance directly to the school principal

or supervisor. Results are reviewed by school administration and assist supervisors in recognizing performance or identifying growth opportunities.

STUDENT ACTIVITIES AND CLUBS

There are many clubs and activities available during the school year. Extracurricular and co-curricular activities will meet on scheduled activity days. Morning announcements and the website will provide information about clubs and activities. Please see bulletin board in Front Office and Student Services.

VENDING MACHINES

Drink machines are available on campus for use during passing and lunch times but not during class time. Any use of the vending machines is at your own risk.

VISITORS

Ridgeview High School is a closed campus. No visitor passes are issued, unless specially authorized by the principal. Any authorized visitor will be issued a special badge to be worn at all times while on campus and returned upon departure. The unauthorized presence of persons on campus is a breach of the Code of Student Conduct. If after being warned to leave campus and being informed of FL Statute 228.091 (Trespassing on School Property), such persons do not leave, the police will be contacted and charges filed.

WEB SITE FOR RHS

Weekly and monthly information, including a school calendar, will be provided to parents via the school's web site: www.oneclay.net/rhs

CURRICULUM INFORMATION

CURRICULUM/GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS

- 24 Required Credits
- 2.0 Cumulative G.P.A.
- Required State Assessments

Requirements are set by the Department of Education. Current information can be found at www.fldoe.org

Bright Futures Community Service Hours

- Florida Academic Scholars - 100 hours
- Florida Medallion Scholars – 75 hours
- Florida Gold Seal Vocational Scholars – 30 hours

Initial Test Score Requirements

Florida Academic Scholars:	SAT 1290 and ACT 29
Florida Medallion Scholars:	SAT 1170 and ACT 26
Gold Seal Vocational Scholars:	Requirements are reviewed yearly by the legislature and are subject to change SAT Reading 440 Math 440 ACT English 17 Reading 19 Math 19 PERT Reading 106 Writing 103 Math 114

For additional information about specific requirements for the Bright Futures Scholarship Program, Advanced Placement courses, community college and state university admission, contact **Mrs. Featheringill (Ext. 68912)** in guidance. For information on the International Baccalaureate program, contact **Ms. Guha (Ext. 68907)**. For information on the RHS Academies contact **Mrs. Mansel-Tucker (Ext. 68889)**.

EXAMS/TESTS

All high school students take a semester exam in each class at the end of the first and second semesters (2nd & 4th 9 weeks). Semester exams cover material for the entire semester and count 10% of a student's final grade for a semester class.

For a year-long class, each semester exam counts 5% of a student's final grade in that class. Only second-semester seniors will be eligible for exemption from their final exam in any year-long courses in which they have at least a B average for the year. Students may not be exempted from semester class exams.

MAKE-UP WORK

Students are responsible for making up work missed during an absence. The student should contact each teacher within **three days of his/her return** and make individual arrangements for completing the work. Make-up work should be completed in accordance with arrangements made with the teacher.

If a child is absent for more than three days, a parent may call **Student Services (336-8895)** to request homework. One work day should be allowed for pick-up. Pre-assigned work will be due on the day of return. Students approved for pre-excused absences (**INCLUDING SCHOOL FIELD TRIPS/ ACTIVITES**) are expected to turn work in upon return as required by each teacher.

PARENT PORTAL

Parents and students can access **student grades and attendance** information by logging into **FOCUS**. **FOCUS** is the student information system which is found on Ridgeview High webpage www.oneclay.net/rhs click on Parent Guide or Student Link.

TEXTBOOKS

Students are required to cover **all** textbooks. Students are responsible for damaged and lost textbooks. **Students are responsible for assigned textbooks that are left in a classroom.**

Reminder: If your class is changed during the year, it is the **student's responsibility** to return the textbook to the original teacher.

TRANSCRIPT REQUEST

Transcript request forms are available in guidance and processing requires a 24 hour turn-around time. **Fee is \$3.00** and should be attached to the request form. Transcripts transmitted electronically within the state of Florida will not be charged a fee.



SCHOOL DISTRICT OF CLAY COUNTY STUDENT CALENDAR 2017-2018

Tuesday, August 8, 2017	First Day, Teacher
Thursday, August 10, 2017	District Inservice Day
Tuesday, August 15, 2017	First Day, Students
Monday, September 4, 2017	Labor Day, Student/Teacher Holiday
Friday, October 6, 2017	End First Grading Period (38 days)
Monday, October 9, 2017	Planning Day/Student Holiday
Friday, November 10, 2017	Veterans' Day, Student/Teacher Holiday
Monday, November 20 thru Friday, November 24, 2017	Thanksgiving, Student/Teacher Holidays
Friday, December 15, 2017	End Second Grading Period (43 days)
Monday, December 18 thru January 1, 2018	Christmas/New Year's Break, Student/Teacher Holidays
Tuesday, January 2, 2018	Planning Day/Student Holiday
Wednesday, January 3, 2018	Inservice Day/Student Holiday
Thursday, January 4, 2018	Students Return to School
Monday, January 15, 2018	Martin Luther King Day, Student/Teacher Holiday
Monday, February 19, 2018	Presidents' Day, Student/Teacher Holiday
Friday, March 9, 2018	End Third Grading Period (45 days)
Monday, March 12-16, 2018	Spring Break, Student/Teacher Holidays
Monday, March 19, 2018	Planning Day, Student Holiday
Tuesday, March 20, 2018	Students Return to School
Friday, March 30, 2018	Good Friday, Student/Teacher Holiday
Monday, April 2, 2018	Fair Day, Student/Teacher Holiday
Monday, May 28, 2018	Memorial Day (Observed), Student/Teacher Holiday
Wednesday, June 6, 2018	Last Day, Students (4th Grading Period – 54 days)
Thursday, June 7, 2018	Last Day, Teachers – Planning Day

GRADUATION: Friday, June 1, 2018

EARLY DISMISSAL DAYS

ELEMENTARY SCHOOLS

Sept. 13, 2017, Oct. 31, 2017, Dec. 15, 2017
Feb. 7, 2018, May 9, 2018 & June 6, 2018

JUNIOR HIGH/HIGH SCHOOLS ONLY

Dec. 13, 14, & 15, 2017
June 4, 5, & 6, 2018

INTERIM REPORT DATES

Available thru the Parent Portal Account
<https://focus/oneclay.net>

REPORT CARD DATES

Available thru the Parent Portal Account
<http://focus/oneclay.net>

Elementary

Sept. 12, 2017
November 7, 2017
February 8, 2018
April 26, 2018

Secondary

Oct. 13, 2017
Jan. 10, 2018
March 23, 2018
June 20, 2018

Elementary

Oct. 13, 2017
Jan. 10, 2018
March 23, 2018
June 6, 2018

School Board Approved: 1/5/17



Ridgeview High School
466 Madison Ave
Orange Park, FL 32065