

**Ridgeview High School  
Student Handbook 2018 / 19**

**We Are Ravens & We Are:**

**Enthusiastic**

**Proud**

**Invested & have**

**Character!**



This handbook was created in conjunction with policies adopted by the Redmond School Board of Directors. The contents of this handbook are intended to be a general guide for students and families, and highlight items that are specific to the creation and maintenance of a healthy culture of learning at Ridgeview High School. This document does not contain an exhaustive list of do's and don'ts and it is subordinate to the Redmond School Board of Directors adopted policies and "Student Rights and Responsibilities" Handbook.

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## CAMPUS EXPECTATIONS AND PROCEDURES

### ATTENDANCE

#### **Adrienne Baughman, Attendance Office (541) 504-3605**

Excellent school attendance is directly linked to academic success. At Ridgeview, we have high expectations for attendance and interventions for students who demonstrate poor attendance. Oregon's compulsory attendance law requires that all children between the ages of 7 and 18 are required to attend school. Parents are obligated to maintain regular attendance for their child, and could face consequences, including citations and fines, if failing to comply. Notifications are sent to students who fall below an attendance rate of 90% or are exhibiting patterns of poor attendance.

Students and parents are responsible for communicating promptly with the Attendance Office about any absence. Our automated call system will notify parents twice daily (AM and PM) of all absences, unless pre-arranged or until excused. Students 18 or older are expected to have parents address all absences and cannot check themselves out of school without parent knowledge. Students who fall ill must check out with the nurse prior to leaving school. Absences may also impact a Student Athlete's ability to practice or compete in their sport or club.

**Unexcused Absences:** If an absence is not excused by a parent within three days, it becomes permanently Unexcused and is referred to Student Management. Students may receive disciplinary consequences for all unexcused absences, and may not be allowed to make up assignments for unexcused absences. Students may also lose participation credit in class, further impacting their grade.

**Excused Absences:** These are generally related to illness and appointments. Parents must call the Attendance Office or send a note with the student; illnesses lasting more than 3 days requires a doctor's note. Students returning from an excused absence will have the same number of days to make up missed work. Homework requests will be taken on the second consecutive day of a student's absence. The authority to excuse (or not excuse) an absence is the school's prerogative.

**Medical Appointments:** Students must present documentation from clinics for appointments that are considered "medical."

**Pre-arranged Absences:** Parents are expected to notify the Attendance Office in advance for planned absences. Students should communicate with their teachers regarding a planned absence and make arrangements with them regarding missed classwork.

**Tardy/Checking In:** Students are expected to check-in with the Attendance Office if arriving late to school. Parents are asked to send a note with their student or notify the Attendance Office via phone call. The Attendance Office will issue students a Tardy Slip that is to be given to the teacher upon arriving at class. Failure to check in may result in an Unexcused Absence.

**Checking Out:** Parents are asked to send a note with their student at the beginning of the day if they plan to check their student out during the day. Students are to bring this note to the Attendance Office, and will be issued a Release Slip. Failure to check out prior to leaving will result in an Unexcused Absence and a referral to Student Management. Students are to check in with Attendance when/if they return that day.

**Extended Absence:** State law requires that school districts must withdraw from enrollment any student who is absent for ten consecutive days. The student must re-enroll upon return. In cases of extended illness or injury, parents are asked to contact the Counseling Office to discuss options. Proof of school attendance is required for students applying for an Oregon Driver's Permit or License.

### **EARLY DISMISSAL / LATE ARRIVAL / OPEN PERIODS**

Juniors and Seniors may be allowed to have an open period at either the beginning or end of the day. When a student is not scheduled for a class, he/she must be either off campus or in an area assigned to them by Student Management. Students who are disruptive or in non-designated areas will be required to stay off campus or in Student Management during open periods.

### **MESSAGES AND VISITORS**

Messages for students will be accepted only from parents/guardians. Students will receive notification that they have a message in the office and can retrieve their message only between class periods. No messages can be delivered after 2:00. Students may access the student phone in our Main Office with permission from the Main Office Administrative Assistant (Carmen Patrick).

Student safety is our top priority at Ridgeview. Except for rare sanctioned circumstances, student guests are not allowed at Ridgeview; guests must obtain permission from the Principal. Adult guests may visit campus with the permission of an administrator. All visitors are required to check in at the Main Office, wear a visitor badge, and check out upon leaving the building. These expectations include parents who wish to visit their student's classroom.

### **OFF-CAMPUS PRIVILEGES**

9th, 10th, 11th and 12th graders may leave campus during the 35 minute lunch. Students who leave campus for lunch are responsible for arriving to 4th period on time. Persistent tardiness may result in the loss of off-campus privileges.

### **GYMNASIUM AND AUDITORIUM AREAS**

No food or drink is allowed in the auditorium. Only water is allowed in the gyms during the school day.

### **LUNCH EXPECTATIONS**

Parents may deposit money into student accounts through Nutrition Services (see RSD website). Free or reduced lunch applications are accepted at any time; visit the Nutrition Services website. Students are permitted to purchase only one lunch. Juice and milk are the only items that may be purchased a la carte. Students are expected to pay for lunches, and are

not allowed to “charge” for a lunch. All students have an open campus throughout lunch, but must return in time for 4th period.

During lunch, students may eat in non-carpeted areas: this includes the Commons, the hallways in front of Counseling and the Main Office, tiled areas, and on the sidewalks surrounding the building. Academic wings, the College and Career Center, and pods are closed at lunch unless students are working with a teacher. Students are expected to throw away all trash properly and never litter. All PE facilities and the varsity soccer field are closed for lunch. Students are expected to stay out of the parking area during lunch.

### **STUDENT PARKING**

To park on campus, students must purchase a parking permit through Student Management. Students may not park in areas designated for staff, visitors or law enforcement. Student vehicles without a valid permit may be fined; illegal parking in handicapped spaces or fire lanes may result in citations from law enforcement. Students who speed or are otherwise unsafe on campus may lose on-campus parking privileges.

### **MEDICATIONS AT SCHOOL**

All prescription and non-prescription medication must be checked into the Health Room by a parent with the school nurse (Donna Gilmore). All medication must be in its original container that indicates the student name and dosage. For more information about the Health Room, please see page 16 or contact the school nurse, Donna Gilmore.

### **FINES AND FEES**

Financial obligations result when school materials or equipment are not returned or are damaged, or when parking citations are issued. Students will be held responsible for damage or loss of books, computer equipment, athletic equipment, lockers and other property. Students who owe fines or have unpaid fees may be excluded from co-curricular and other events.

### **HALL PASSES**

Teacher will have two passes that may be given to students at their discretion. Students who are in the halls without a pass may be assigned disciplinary consequences. Students may not be in the hallways during the first and last ten minutes of any given class period.

## **ACADEMICS**

### **ACADEMIC RESPONSIBILITY**

Students hold the primary responsibility for their academic success. They are encouraged to visit StudentVUE daily. Students are expected to communicate regularly with teachers, be aware of their status in class, and of their progress toward graduation. Students may request a copy of their transcript from their counselor at any time (also available on StudentVUE under Course History). In high school, students are expected to initiate communication and advocate for themselves regarding their educational experience.

### **HONOR CODE/CHEATING**

With Ridgeview's emphasis on excellence and academic success, some students believe (wrongfully) that cheating on assignments or tests is acceptable. Cheating comes in many forms, including (but not limited to) copying another student's work, getting answers from electronic sources, collaborating with peers on independent assignments, and countless more examples. Cheating is unacceptable and Ridgeview High School has no tolerance for any form of academic dishonesty, no matter how high or low the stakes are for the offense.

Often times students do not believe the action they've taken is cheating. The Ridgeview Honor Code exists to educate students about their responsibilities as students and to promote a culture where academic honesty is expected at all times. Students who are found to be in violation of Ridgeview's Honor Code may face disciplinary consequences, commensurate with the severity of the infraction.

### **SCHOOL WEBSITES AND COMMUNICATIONS**

School Website: <http://rvhs.redmond.k12.or.us/>

ParentVUE/StudentVUE: [https://sis.hdesd.org/login\\_PXP.aspx](https://sis.hdesd.org/login_PXP.aspx)

RVHS Facebook Page: <https://www.facebook.com/RidgeviewHighSchool>

RVHS Youtube Channel (Raven's Report School Announcements):

<https://www.youtube.com/user/ridgeviewravens>

District Website: <http://www.redmond.k12.or.us/>

Nutrition Services: <http://www.redmond.k12.or.us/departments/nutrition/>

Transportation Department: <http://www.redmond.k12.or.us/departments/transportation/>

Parents and students are encouraged to visit these sites frequently for up-to-date information.

### **STUDENT INFORMATION SYSTEM (ParentVUE AND StudentVUE)**

Parents and students are encouraged to regularly access ParentVUE/StudentVUE, our online student information system. Here, parents can update address and other contact information, review progress in classes, view attendance, and email teachers directly. Students can access specific course information such as deadlines, assignments, and grades. Parents and students may access ParentVUE/StudentVUE at school if they do not have computer access at home. Please contact the Counseling Department to access your personalized ParentVUE/StudentVUE account.

## **SCHEDULE CHANGE POLICY**

Student schedules are made based on forecasting data and courses required for graduation. Our master schedule does not allow for changes once schedules are finalized. Students are expected to follow the schedule that is established for them. Schedule changes will be considered if an error exists on a schedule. Errors include: two of the same courses in one trimester; an open period in the middle of the day; missing a core class or a misplacement. Schedule changes will not be considered to change the order of classes, to change teachers, or to opt into a different elective than assigned. Schedule change requests are done online; the form is available on the Counseling Department's webpage.

## **PROGRAM EXEMPTIONS**

Parents may request that their student be exempt from a learning activity or academic unit for religious or other reasons deemed reasonable by the district. An alternative activity for credit will be provided. All such requests should be directed to the Principal in writing.

## **TEACHER OR OFFICE ASSISTANTS (TAs)**

Students who serve as assistants are required to wear name badge lanyards. Assistants are expected to complete their tasks without disrupting classrooms and must remain in the area(s) designated by their supervising adult.

## **COLLEGE AND CAREER CENTER/NAVIANCE**

The College & Career Center provides resources that entice students to begin meaningful planning and informed decision-making about their future. It provides opportunities for all students to prepare for life after graduation.

Ridgeview High School uses the Naviance system to integrate goal setting, academic planning, and actionable steps into each student's high school experience. Students at all grade levels partner with their teachers, counselors and the College and Career Center. This partnership is outlined in each student's individualized Naviance plan to ensure they make the most of their high school experience and are set up for post-high school success.

The College and Career Center facilitates:

- ASPIRE Mentorship for all students
- College tours and visits
- ACT and SAT test taking
- ASVAB/Military planning
- College scholarships
- Financial aid/FAFSA support
- Naviance support



## **STUDENT BEHAVIOR AND DISCIPLINE**

### **DISCIPLINARY POLICY INFORMATION**

Our Student Management practices reflect the following foundational beliefs:

- Students deserve a learning environment that is safe and orderly.
- Students deserve clear expectations and reminders when appropriate.
- School officials have the right and responsibility to enforce expectations via reasonable consequences.

School officials have the right to add, delete, or modify student expectations and school rules as circumstances warrant. The district and school officials have authority over students at school and at any school-related activity, regardless of the time or location of the activity. This includes but is not limited to: district and chartered bus transportation, field trips, athletic events, and off-campus lunch. Student expectations apply in all of these circumstances and school officials have the right to impart disciplinary consequences for incidents in these circumstances. School officials may impart school-related consequences for incidents that occur in the community if the origins of the incident began at school or the school day is impacted by the events.

### **DUE PROCESS**

When a disciplinary incident occurs, school officials will make every effort to gather factual information from all parties involved. School officials will make decisions regarding reasonable disciplinary action that reflect our philosophy of maintaining a safe and orderly environment. If a parent believes that their student has not received fair treatment under our disciplinary policy, the following procedure may be followed:

- 1) Parent requests a meeting with the staff member involved;
- 2) if unresolved, parent requests a meeting with administrator;
- 3) if unresolved, parent may contact our district office and follow district complaint procedures.

If a student believes that he/she has not received fair treatment, the following procedure may be followed:

- 1) Student requests to meet with the staff member involved;
- 2) if unresolved, the student should contact an administrator;
- 3) if unresolved, the administrator will schedule a conference involving the parent, student, and relevant parties.

### **STUDENT DRESS CODE**

Responsibility for dress and grooming rests primarily with students and their parents. However, the district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Disruption or interference with the school's learning environment;
2. Threat to the health and/or safety of the student concerned or of other students.

Therefore, the following items are not allowed at Ridgeview:

- Clothing or accessories with spikes or hazards
- Clothing or accessories that display weapons, drugs, tobacco or tobacco-related products, alcohol, gang-related messages, or obscene/profane words or images; this includes direct or implied messages
- Clothing that exposes undergarments
- Clothing that is excessively revealing (tube tops, strapless shirts/dresses, shirts, blouses, or other tops that expose cleavage and/or midriff, shorts or skirts with hemlines above fingertips.)
- Shoes must be worn at all times for safety.

If a staff member concludes that a student's clothing is in violation of our expectations, the student will be asked to change. Parents will be notified if dress policy violations become a pattern of behavior.

If a student is asked to remove an item or change and refuses, the student may be suspended for the remainder of the day.

### **ACCESS TO STUDENTS AND STUDENT PROPERTY**

Law enforcement, including School Resource Officers (SROs), may have cause to speak with students while at school or co-curricular activities. School officials will follow district protocol regarding parent notification when law enforcement or another agency (Department of Human Services, Juvenile Department, etc.) requests to speak with a student.

School officials may search a student's personal property (vehicle, clothing, backpack, etc.) when there is reasonable suspicion to believe a student's property contains an item that is dangerous, illegal, or in violation of the student codes of conduct. Lockers are school property, and may be searched given reasonable suspicion. The district reserves the right for random inspections of school facilities such as lockers without warning. The district has the right to request random inspections of the facility by law enforcement, including canine drug detection units.

### **LOCKERS/LOCKER ROOMS**

Lockers are available for both academic and athletic use. Academic lockers are issued automatically to 9th graders and are available upon request from 10th – 12th grade students. To request a locker, please see Dru Carpenter in the Counseling Office. Athletic lockers are found in the men's and women's locker rooms and are for use during PE classes only.

Locker rooms are off limits to students when they are not in a PE class. Team locker rooms are off limits to non-team members.

Note that lockers are school property and are subject to searches. The district reserves the right for random inspections of school facilities such as lockers without warning.

## **BEHAVIORS RESULTING IN DISCIPLINE**

### **Classroom Disruption/Non-Compliance**

Students are expected to manage their behavior and not interfere with the learning environment. Teachers are expected to communicate directly with parents if their student's behavior is disruptive or non-compliant. If this becomes a pattern, the student may be referred to Student Management. In circumstances where the student's behavior is severely non-compliant or disorderly, the student may be removed from the class.

### **Tardies**

Tardies are disruptive to the learning environment. The following procedure will occur for students having multiple tardies:

- 1st, 2nd Tardy: Teacher will provide warning and/or classroom level consequences. Parents may be contacted.
- 3rd Tardy: Teacher may notify parent, indicating that further tardies may be referred to Student Management. Student will receive classroom level consequences.
- 4th and Subsequent: Teacher will refer the student to Student Management. Typical consequences for multiple tardies include lunch detention, after school detention or suspension.

Student Management may also discipline students who develop a pattern of tardiness across multiple periods.

### **Horseplay or Unsafe Behavior**

Students are expected to keep their hands and feet to themselves during school. Students are expected to be respectful of others' safety and personal space while opening their lockers and travelling up and down our stairways.

### **Balcony Violation**

If a student is responsible (intentionally or accidentally) for sending any item from the second floor to the first floor, or vice versa, he/she will be suspended out of school for at least one full day.

### **Academic Dishonesty (Cheating)**

Ridgeview's Honor Code defines academic dishonesty (cheating), and students are expected to follow this Honor Code. Students involved in cheating, forgery or plagiarism may receive classroom level consequences at teacher discretion and/or be referred to Student Management for disciplinary consequences. The Honor Code can be found on the RVHS website.

### **Unsafe or Disruptive Items**

Any item that potentially interferes with learning or with maintaining an orderly environment is not allowed at school. Such items include, but are not limited to: water pistols, noise makers, silly string, matches, lighters, laser pointers. Staff members may confiscate such items, and parents will be required to retrieve the item in the office. Students are asked to be respectful when using colognes or other fragrance items at school.

### **Inappropriate Use of School Technology**

Students are required to submit an electronics Responsible Use Agreement prior to accessing school technology. Students are expected to keep password information private. The user who is “signed in” is responsible for any activity on the device in use. If a student misuses technology, including vandalism, identity theft, compromise of systems, or inappropriate access of sites, the student may lose the privilege of accessing district technology and may be subject to disciplinary consequences. Vandalism or misuse resulting in damage will result in monetary fines and possible referral to law enforcement.

### **Activating a False Alarm**

Activating a fire alarm, 911, or other security alarm or response protocol, will result in disciplinary consequences and referral to law enforcement.

### **Inappropriate Use of Skateboards, Bikes, or Scooters**

Students are expected to lock these items to our racks at the building’s entrance if the item cannot fit in a locker. Students are expected to carry (not ride) boards, etc. until safely out of the parking area. Skateboards and other items cannot be ridden in the building and must remain in a locker or checked in at the Main Office.

### **Electronic Device Policy**

Students may access their personal devices before school, during passing times, lunch, and after school. This policy includes any personal electronic device not issued by the school (cell phone, iPod, MP3, headphone devices, smartwatch, etc.).

All classrooms will have a personal device wall organizer. The organizer will be in a space in each classroom easily monitored by the teacher. Teachers may invite and encourage students to use their assigned numbered pocket to store their personal devices safely during class. This helps students reduce the inclination to access their personal devices, which will result in disciplinary action. Students may also leave their personal devices in their purse or backpack. Personal devices should not be visible during class. Teachers will highly encourage students to not leave their personal devices ‘on their person’, as this makes accessing the personal device a temptation.

If a student accesses his/her personal device during class time, the following will occur:

- Teacher will instruct the student to report to the Student Management Office (SMO).
- Teacher will email parent or notify via ParentVue by end of day to inform that the student violated our personal device policy.
- Student will deliver powered-off personal device to SMO.
- Student will call parent from SMO to notify of violation and invite parent to retrieve personal device.
- Parent may pick up the personal device at any time.
- If student refuses to report to SMO or to deliver the personal device the student will be suspended out of school the following day.
- If a student violates the policy with another student’s personal device, the same process and consequences apply to the student who is in possession of the personal device.

### **Use of Inappropriate Language**

Students are expected to use appropriate language at school. Swearing, obscene or profane language or gestures will result in disciplinary action. Inappropriate language directed at staff will result in out-of-school suspension.

### **Inappropriate Displays of Affection**

Intimate displays of affection between students are not appropriate at school. Students are expected to interact in a manner that does not offend others and respects privacy. It is acceptable for students to hold hands and briefly hug. Unacceptable behavior includes prolonged embraces, kissing, and touching of others in areas typically considered private.

### **Theft**

Theft or possession (including receiving of) stolen property will result in discipline and referral to law enforcement.

### **Vandalism**

Students are expected to treat our facility and equipment with respect. Any act of vandalism (including writing on desks, walls, or other school property) will result in out-of-school suspension. This includes vandalism of school technology and purposeful vandalism of other students' belongings. If a student damages his/her locker, he/she may lose locker privileges. Students will be held financially responsible for vandalism of school property, including covering the cost of custodial work orders. Students responsible for vandalism may be referred to law enforcement.

### **Truancy**

Students are expected to attend every class, every day, on time. If a student skips (portion of class/day or entire class/day), they may receive disciplinary consequences. Students who have a pattern of truancy may be placed on a contract through Student Management and law enforcement may be involved (due to compulsory attendance laws).

### **Harassment or Bullying**

Ridgeview has zero tolerance for bullying and harassment—regardless of where it occurs or how severe the offense. Everyone deserves to feel safe at school, and students are expected to treat each other respectfully and civilly. Students are expected to refrain from bringing online interpersonal conflicts (Facebook, Twitter, Snapchat, etc.) to school; however, such events should be brought to the attention of Student Management. Incidents of harassment, bullying or threatening behavior will result in disciplinary action. Bullying that involves direct threats may result in a mandatory Risk Assessment Screening through Deschutes County Mental Health. Students are prohibited from carrying out hazing or group initiation behaviors. Violation of this expectation will result in suspension and referral to law enforcement if needed.

### **Gang-Related Behavior**

Students are prohibited from displaying gang signs, tags, gestures or items. Clothing or accessories considered by school officials or law enforcement to be gang-related are not allowed at school. Students involved in gang-related behavior are subject to suspension, recommendation for expulsion, and referral to law enforcement.

## **Fighting**

Students are expected to resolve conflicts without physical altercations. Adults are available as resources to assist students in conflict management. If students are aware of an impending fight, it is their obligation to report it to Student Management or another employee, so they can help de-escalate the situation. The following consequences are typical for any incidents of fighting involving mutual combat:

- First incident: Suspension for up to five days and referral to law enforcement if warranted
- Second incident: Suspension, possible recommendation for expulsion, and referral to law enforcement if warranted

## **Assault**

An assault occurs when one student attempts to injure or fight another student and the other student attempts to avoid the physical confrontation, or takes action solely to protect him/herself.

- First and subsequent incident: Suspension, possible recommendation for expulsion, and referral to law enforcement

## **Possession or Use of Weapons**

No weapons are allowed on campus. This includes, but is not limited to: guns, explosives, fixed blade or folding knives, mace, slingshots, spiked accessories, martial arts-related weapons, and ammunition. No look-alike weapons are allowed on campus. This includes, but is not limited to: airsoft guns, toy guns, paintball guns, pens or other items that appear to be knives, guns, or explosives. The consequence for having a weapon on campus, the bus, or any other school-related location will likely include suspension and/or recommendation for expulsion and referral to law enforcement if warranted.

## **Possession, Use or Distribution of tobacco**

The possession, use, or distribution of tobacco or other nicotine products is prohibited. This includes (but is not limited to) cigarettes, cigars, loose tobacco, smoking cessation products, chewing tobacco, or e-cigarettes/liquids or vape devices. If violated, the following consequences will occur:

- First violation: 1 day in-school suspension to include researching and reporting on the negative effects of tobacco and nicotine products, and a written reflection. Parent conference.
- Second violation: Five day suspension and referral to law enforcement.
- Third and subsequent violation: Five day suspension, referral to law enforcement, and possible recommendation for expulsion.

Distribution involves sharing or attempts to share, selling or attempting to sell tobacco or tobacco-related products to another party.

- First violation: 3-5 days out of school suspension, parent conference and consultation with and/or referral to law enforcement.
- Second and subsequent violation: Recommendation for calendar-year expulsion and referral to law enforcement

## **Possession, Use, or Distribution of Alcohol, Drugs, and Look-Alike Substances**

The possession, use, or distribution of alcohol or any controlled substance is prohibited. This includes, but is not limited to: marijuana, narcotics, prescription medication, synthetic drugs, and inhalants. This policy includes all co-curricular activities and applies to all areas of campus or district transportation. This policy applies to even small amounts of drug or alcohol residue in containers or paraphernalia. Look-alike substances include, but are not limited to: clove cigarettes, non-alcoholic beer, powders, or any substance presented as a drug.

- First violation: Five day suspension and referral to law enforcement; placement on contract
- Second violation: Suspension and recommendation for expulsion

**Distribution** involves sharing or attempts to share, selling or attempting to sell drugs, alcohol or other look-alike substances to another party.

- First and subsequent violation: Recommendation for a calendar-year expulsion and referral to law enforcement.

## **BEHAVIORAL CONSEQUENCES**

School officials may impose disciplinary consequences that include, but are not limited to the following:

- Interventions: Adjustments to student's daily routine or privileges in order to improve behavior
- Timeout: A student spends the remainder of a class period in the Student Management office or Refocus Room.
- Lunch detention: A student may get their food, but reports to the Refocus Room during lunch.
- After school detention: A student is assigned 30 minutes or more of after school detention, to be served either in a classroom or the Student Management office. Parents are notified, and responsible for transportation following detention. Students are expected to bring homework during detention. Students will not have access to technology during detention.
- Restorative justice: For certain incidents, students may opt to "give back" to the school community for their behavior. An example is a student who made a large mess during lunch may be given the option to help janitors at the end of lunch time in lieu of detention.
- Loss of privileges: A student may be excluded from certain activities such as attending after school events, dances, or off campus lunch privileges.
- In-school suspension (ISS): A student spends a complete class period or portion of a day in the Student Management office or Refocus Room. The student will obtain his/her assignments for the class(es) missed. Parents will be notified when their student is assigned ISS. If a student's behavior in ISS is not appropriate, it may result in out-of-school suspension.
- Out-of-school suspension: A student is excluded from school for one or more days. During a suspension, the student may make up missed work. The student may not be on any RSD campus until the suspension is completed. This includes all co-curricular activities and athletic participation. Students who are on campus during a suspension may be cited by law enforcement for trespassing.
- Contract in lieu of suspension/expulsion: A student is placed on a behavior contract for a designated time. Parents will be notified of the conditions of the contract. The contract may

include a reduced day, alternative placement, or loss of privileges. Violations of the contract may result in suspension or recommendation for expulsion.

- Recommendation for expulsion: A student is recommended for removal from school for up to one calendar year. Parents will be notified by mail to appear at an expulsion hearing, where a hearings officer will determine the conditions of the expulsion. The hearings officer will forward the recommendation to the Superintendent.

## **STUDENT SAFETY AND SUPPORT**

### **A SAFE AND SECURE CAMPUS**

Student safety is the top priority for all Redmond School District employees. At Ridgeview, we expect everyone (students, staff, and visitors) to help keep our campus safe and secure. Please help keep Ridgeview a safe environment by doing the following:

- Report any suspicious people or behaviors to a staff member. “If you see something, say something.”
- Never let someone into the building through doors other than the Main Entrance. This includes friends, employees, and strangers—no matter how harmless they seem.
- Never prop open doors.
- Share your concerns about fellow students with staff members. This includes jokes about violence, self-harm or signs of depression, or odd behaviors.
- Report all safety hazards to a staff member immediately, including spills, electrical hazards, etc.

### **SafeOregon**

We recognize that creating a safe learning environment is a critical part of helping each child achieve academic success. SafeOregon Tip Line is a system that anyone can use to report school safety threats. Students are encouraged to tell adults whenever there is a concern for their safety or the safety of others. SafeOregon is a way for anyone to inform school personnel about their concerns—large or small: report abuse, bullying, depression, drug sales/use, fights, safety concerns, thefts, threats to campus safety, suspicious activity, vandalism, and more.

Students can access the SafeOregon system through a link on our school website or they may go directly to the **safeoregon.com** web site. Tips can be submitted through the web form on the SafeOregon web site, or by text, email, live call and mobile app. **1-884-472-3367 or safeoregon.com**

### **PUBLIC INFORMATION RELEASE**

School district policy forbids the release of personally identifiable information to the general public in the form of mailing or phone lists. However, some personally identifiable information (student name, birthday, photograph, athletic participation), which is generally not considered harmful if released, may be released in the form of a “directory” for certain activities. This includes athletic rosters, concert programs, honor roll postings, and graduation programs. This may also include media coverage of school activities. Parents may prevent the district from including their student in such publication by making this request in writing, addressed to Rainier Butler Communications Coordinator for Redmond School District.



## **DISTRIBUTION OF MATERIALS**

All aspects of school-sponsored publications, including website, newspaper, video broadcasts, and yearbook, are under the supervision of school personnel. Students may be required to submit material to administration for approval. No written or electronic materials may be distributed on district property without administrative approval. Student must obtain permission from their teacher and/or administration before posting flyers or posters on campus.

## **PERSONAL PROPERTY AT SCHOOL**

Students are encouraged to leave valuable items at home. The school is not responsible for the loss or theft of items. Students are expected to use lockers for PE and to store all personal property. We have limited resources to investigate missing items, and encourage students to avoid bringing excessive cash, small electronics, jewelry or other valuables to school.

## **RVHS SECURITY CAMERAS**

Our campus has a comprehensive video surveillance system. This includes dozens of cameras inside and outside of the building. The intent of our system is to encourage appropriate behavior, discourage problem behavior, and to aid in investigations when incidents occur. Our camera system is viewable in real time, and stores surveillance data for future use.

## **STUDENT SUPPORT TEAM (SST)**

The purpose of Ridgeview's Student Support Team (SST) is to identify and support students who may benefit from specific interventions that support them academically, emotionally or behaviorally.

Students are referred to SST in a variety of ways including self-referral. Students who think they may benefit from the Student Support Team (or are concerned about another student) are encouraged to see their counselors or speak with a staff member.

## **HEALTH ROOM AND SCHOOL-BASED HEALTH CLINICS**

The Health Room at Ridgeview High School is located between the Main Office and Student Management office, and is staffed by a school nurse (Donna Gilmore). Students with specific medical needs should contact Donna Gilmore at the start of each school year, to ensure that proper health protocols are in place.

Students who fall ill must check out with the nurse prior to leaving school.

Redmond School District has partnered with St. Charles, Mosaic Medical, and Deschutes County to provide School-Based Health Clinics throughout Redmond. The clinics operate daily and are located at M. A. Lynch Elementary and Redmond High School. They serve all ages, and accept both insured and uninsured patients (sliding scale available). They provide a full range of services including: Immunizations, sports physicals, exams, pregnancy and STD testing, mental health support, and more.

Please see Donna Gilmore in the Health Room for more information, or visit the following

## **ATHLETICS AND ACTIVITIES**

### **ATHLETICS**

The following are eligibility requirements for participation in any OSAA activity:

1. Enrollment in and passing grades in at least four classes that are “credit” classes - Students should check with the Athletic Office or with their Counselor to ensure that their classes qualify for athletic eligibility. Work Experience and some other Ridgeview classes do not count toward OSAA eligibility.
2. Enrollment in and passing grades in at least four classes that are “credit” classes the trimester/semester immediately preceding the athletic season.
3. Completed physical examination form in the 9th and 11th grade or for first time athletes
4. Regularly scheduled and intermittent grade checks – A student who is failing a course or courses may become ineligible at any time at grade checks or in between scheduled grade checks. The Athletic Director will determine the calendar for grade verifications.
5. Full day attendance in school on the dates of any practice or contest is required to participate in practice or games. Exceptions must be approved by the Athletic Director, and are only made for medical appointments. Medical appointments must be verified with the Attendance Office by providing appropriate medical documentation or a phone call from the medical clinic.

### **Behavior Expectations for Athletics**

These rules and regulations continue to apply from the time a student is first identified as an athlete in any school athletic program until they graduate. The rules are in effect at all times of the calendar year including non-school days. Student athletes must conduct themselves in a lawful and ethical manner at all times, whether on or off school property. Student athletes who engage in rules violations and/or unlawful conduct at any time, whether on or off campus, including but not limited to conduct that results in an arrest, indictment and/or conviction may lead to discipline up to and including suspension from athletics if the conduct causes or likely will cause a substantial disruption to the educational program.

The following violations will result in athletic disciplinary action taken at the discretion of the Athletic Director, following OSAA guidelines. Athletes and parents should be aware that these violations may result in immediate removal from athletic participation:

- Vandalism, theft, fighting, assault, harassment, threat, hazing
- Conduct which is unbecoming of an athlete, which are not specifically outlined in this policy or the Student Handbook – these instances will be reviewed by Administration and the Athletic Director
- Substance abuse violations, as outlined in Student Handbook

1st violation for possession of or use of alcohol, tobacco, drugs or look-alike: minimum of two week suspension from competition; Athletic Director will determine if student may attend practice.

2nd violation for possession of or use of alcohol, tobacco, drugs or look-alike: removal from athletics for the remainder of the season; placement on probation; suspended for a minimum of the first 50% of the regular season contests for his/her next sport season; attendance at practice

is mandatory during this probationary period; the Athletic Director will review conditions of all suspensions and probations with the athlete, parents, and coaches; all members will sign a contract of understanding, including expectations and consequences

### **3rd violation for possession of or use of alcohol, tobacco, drugs or look-alike: removal from athletics for one calendar year**

Ridgeview High School Athletics will uphold athletic suspensions from an athlete's former school, subject to our appeal process.

An athlete who is removed for disciplinary reasons may not be allowed to participate in any other co-curricular activity during that season.

A participant may voluntarily drop a sport. However, if a student withdraws from a sport after the first two weeks of official practice, that student will not be allowed to participate in any other co-curricular athletic activity during that season without the approval of the Athletic Director. Students cannot accept any compensation or promise of later compensation, or anything of value, for recognition of athletic participation. Doing so will result in the athlete becoming ineligible. Official school awards are not considered in this policy.

Students must return all equipment and materials issued to them from previous season(s) in order to participate in current or future season(s).

Students are expected to ride team transportation home following games. Parents should communicate with coaches and the Athletic Director regarding prior permission required requesting an exception to this policy.

All violations of Ridgeview High School athletic regulations, and resulting consequences, may be appealed through a committee of Ridgeview personnel. The committee will be determined by the Administrator chairing the appeals process.

### **ASSOCIATED STUDENT BODY (ASB)**

The Associated Student Body is a group of class elected officials. If you are interested in running for office, elections take place every spring. The activities that the ASB plans and sponsors are assemblies, dances, various spirit week activities and events.

### **Dances**

1. Students are required to have identification cards when tickets are purchased and when entering the dance.
2. For most dances, only RVHS students in good standing will be able to attend.
3. Guest passes will be available for Winter Formal and Prom. Passes are issued to those who complete the "RVHS Guest Pass Registration Form" and clear it with administrators. School administrators reserve the right to deny guest passes to students who have a history of inappropriate behavior.
4. All guests will be at least a freshman in high school and no older than 20 years of age.
5. The guest must bring a valid photo ID to be left at the door with an administrator.

6. Students and guests must remain in designated areas and may not leave and re-enter the dance. Once you leave the event, re-entry will not be permitted.
7. Students are expected to act and dress appropriately. This precludes actions or apparel that are excessively provocative in nature. Students who persist in acting or dressing inappropriately will forfeit their privilege to attend the dance.

### **Student Body/Activity Cards**

All RVHS students are encouraged to have a valid ASB card for reasons that include but are not limited to the following:

- Students with an ASB card will receive free admission to all RVHS home athletic events (excluding some playoff and endowment games).
- Students need an ASB card for other activities such as dances and other spirit-week oriented events.
- Purchasing an ASB card allows you exclusive discounts into events.