RIDGEVIEW HIGH SCHOOL
WOLVERINES

2021-22 STUDENT HANDBOOK

~IMPORTANT~
Ridgeview High School will continue to align its COVID-19 practices and protocols with Paradise Unified School District’s practices and protocols, including but not limited to MASK Wearing, Sanitizing, Signs and Symptoms of COVID, Quarantine Requirements, etc.
Students are expected to follow all current rules/regulations as they may change throughout the school year.

Table of Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Staff List</td>
</tr>
<tr>
<td>2</td>
<td>PBIS: Student, Parent, Staff and Administrator Responsibilities</td>
</tr>
<tr>
<td>3</td>
<td>Work Zone Expectations</td>
</tr>
<tr>
<td>4</td>
<td>All Common Area Expectations</td>
</tr>
<tr>
<td>5</td>
<td>Hallway Expectations</td>
</tr>
<tr>
<td>6</td>
<td>Office Expectations</td>
</tr>
<tr>
<td>7</td>
<td>Program Description</td>
</tr>
<tr>
<td>8</td>
<td>Bell Schedule</td>
</tr>
<tr>
<td>8-9</td>
<td>Grading Periods/Credit</td>
</tr>
<tr>
<td>10</td>
<td>PUSD 2021-22 Calendar</td>
</tr>
<tr>
<td>11</td>
<td>Academic Program/Course List</td>
</tr>
<tr>
<td>12</td>
<td>Graduation Requirements</td>
</tr>
<tr>
<td>13</td>
<td>Graduation/Commencement Activities/Enrollment of 18 Year Old Students</td>
</tr>
<tr>
<td>14-15</td>
<td>General School Rules, Discipline Process</td>
</tr>
<tr>
<td>16</td>
<td>PBIS Behavior Matrix</td>
</tr>
<tr>
<td>17</td>
<td>PBIS Behavior Flow Chart</td>
</tr>
<tr>
<td>18</td>
<td>Extra-Curricular Activities/Closed Campus</td>
</tr>
<tr>
<td>19-20</td>
<td>Attendance and Tardy Policy</td>
</tr>
<tr>
<td>21-22</td>
<td>PUSD Bullying Policy/Harassment Policy</td>
</tr>
<tr>
<td>23</td>
<td>Personal Appearance and Dress Code</td>
</tr>
<tr>
<td>24</td>
<td>District Services/Transportation/School Lunches</td>
</tr>
</tbody>
</table>
Counseling, NEED HELP Information, Mental Health Services

Signature Page - **Sign and Return to School**
## Ridgeview High School
13835 West Park Drive, Magalia, CA 95954
(530) 872-6422  (530) 872-6481 fax

### Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Room #</th>
<th>Phone Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrie Dawes</td>
<td>Principal</td>
<td><a href="mailto:cdawes@pusdk12.org">cdawes@pusdk12.org</a></td>
<td></td>
<td>4048</td>
</tr>
<tr>
<td>Jodi Genna</td>
<td>Principal Secretary/Registrar</td>
<td><a href="mailto:jgenna@pusdk12.org">jgenna@pusdk12.org</a></td>
<td></td>
<td>4056</td>
</tr>
<tr>
<td>David Smith</td>
<td>Lead Teacher Mathematics</td>
<td><a href="mailto:dsmith@pusdk12.org">dsmith@pusdk12.org</a></td>
<td>40</td>
<td>4040</td>
</tr>
<tr>
<td>Jan Hillskemper</td>
<td>English</td>
<td><a href="mailto:jhillskemper@pusdk12.org">jhillskemper@pusdk12.org</a></td>
<td>47</td>
<td>4047</td>
</tr>
<tr>
<td>Eric Lefevers</td>
<td>Social Science</td>
<td><a href="mailto:elefevers@pusdk12.org">elefevers@pusdk12.org</a></td>
<td>45</td>
<td>4045</td>
</tr>
<tr>
<td>Jeff Wrobel</td>
<td>Science/Rangers</td>
<td><a href="mailto:jwrobel@pusdk12.org">jwrobel@pusdk12.org</a></td>
<td>44</td>
<td>4044</td>
</tr>
<tr>
<td>Bryan Buck</td>
<td>Art</td>
<td><a href="mailto:bbuck@pusdk12.org">bbuck@pusdk12.org</a></td>
<td>42</td>
<td>4042</td>
</tr>
<tr>
<td>Megan Lema</td>
<td>Resource Specialist</td>
<td><a href="mailto:mlema@pusdk12.org">mlema@pusdk12.org</a></td>
<td>43</td>
<td>4043</td>
</tr>
<tr>
<td>Karen Cole</td>
<td>Counselor</td>
<td><a href="mailto:kcole@pusdk12.org">kcole@pusdk12.org</a></td>
<td>46</td>
<td>4046</td>
</tr>
<tr>
<td>Valarie Murufas</td>
<td>Instructional Aide Library Tech</td>
<td><a href="mailto:vmurufas@pusdk12.org">vmurufas@pusdk12.org</a></td>
<td>43</td>
<td>4043</td>
</tr>
<tr>
<td>Mitch Azevedo</td>
<td>Custodian</td>
<td><a href="mailto:mazevedo@pusdk12.org">mazevedo@pusdk12.org</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PBIS: Student, Parent, Staff and Administrator Responsibilities

Student Responsibilities

As a student at RVHS I will:

- Be Respectful
- Be Responsible
- Be On Time
- Use Appropriate Language
- Clean Up

Parent Responsibilities

- Encourage your student to attend school, be on time, rested and well fed.
- Work with your student to come to school dressed appropriately and prepared to work.
- Communicate with the school.
- Review the RVHS student handbook with your student.

Staff Responsibilities

- Staff will teach, model, and practice each of the school-wide behavioral expectations.
- Teachers will establish their own classroom expectations based upon the school-wide expectations.
- Staff will use RVHS’s established reward system for recognizing students who meet and/or exceed school-wide and classroom expectations.

Administrator Responsibilities

- Administrators will circulate among students and observe students to see that they are meeting school-wide expectations in all non-classroom settings of the school.
- Administrator will circulate among students and provide feedback based on the school-wide expectations.
- Administrator will follow school wide discipline procedures for handling infractions of school-wide expectations and help students settle problems safely, respectfully, and responsibly.
Ridgeview High School/Work Zone Expectations

Be Respectful:
* Follow all school rules and expectations
* Behave in a manner that does not disrupt other’s learning.
* Maintain positive relationships with staff and fellow students.
* Use language that is acceptable in a professional work environment
* Respect school property
* Read the room

Be Responsible:
* Attend school each day prepared to learn and ready to graduate
* Arrive to every class prior to the bell
* Engage in all classroom lessons and activities
* Electronics may only be used with teacher permission
* When you make a mess, clean it up

Be Safe:
* Leave space between you and others
* Walk at all times
* Keep your hands and feet to yourself
All Common Area Expectations

Be Respectful
- Clean up your area: Table and floor
- Listen to all adults
- Use inside voice
- Use language that is considered acceptable in a professional work environment

Be Responsible
- Wait your turn in line
- Have your student ID # ready

Be Safe
- Leave space between you and others
- Walk at all times
- Keep all food off the floor
Hallway Expectations

Be Respectful
- Keep clean and organized
- Use inside voice
- Smile and be friendly
- Use language that is considered acceptable in a professional work environment

Be Responsible
- Keep moving
- Be prompt

Be Safe
- Walk
- Keep hands & feet to yourself
Office Expectations

Be Respectful

- Use polite language- Please and thank you
- Use an inside and calm voice
- Use language that is considered acceptable in a professional work environment

Be Responsible

- Wait patiently for your turn
- State your purpose politely

Be Safe

- Keep hands and feet to yourself
Ridgeview High School Program

Ridgeview High School is the alternative high school that serves secondary students grades 10-12 in the Paradise Unified School District. The school is accredited through the Western Association of Schools and Colleges through the 2020 School Year. All credit earned at Ridgeview High School applies toward high school graduation requirements and will transfer to any other high school program. Students may enroll in Ridgeview through the following processes:

1) Referral through another secondary school within the Paradise Unified School District. Referral form for alternative school placement must be completed by referring school with parent, student and school administrator signature.
2) Referral from another alternative program outside of district
3) New to district
4) Current drop out status
5) Disciplinary referral from Paradise Unified Board of Trustees
6) Referral from juvenile court, probation or social services
7) Students that have a current Individualized Educational Plan (IEP) on record within the Paradise Unified School District must complete a transition IEP with the referring school and Ridgeview High School before he/she attends Ridgeview. Students from out of district may be administratively placed at Ridgeview for up to 30 days pending a transition IEP.

Students are required to enroll in a minimum of six (6) periods. Seniors that are ahead of his/her graduation track or Butte College enrolled eligible students’ grades 11 and 12 may enroll in a minimum of three periods with parent/guardian permission. 11th and 12th graders may choose to enroll concurrently in Butte Community College and earn 3.3 high school credits for every college unit passed.
Ridgeview High School Bell Schedule

<table>
<thead>
<tr>
<th>Mon. Tues. Thu. Fri.</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:30a-9:20a</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:23a-10:03a</td>
</tr>
<tr>
<td>Period 3-Advisory</td>
<td>10:06a-10:36a</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:39a-11:19a</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:22a-12:02p</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>12:02p-12:32p</td>
</tr>
<tr>
<td>Period 6</td>
<td>12:37p-1:17p</td>
</tr>
<tr>
<td>Period 7</td>
<td>1:20p-2p</td>
</tr>
</tbody>
</table>

Grading Periods
Ridgeview High School is on a quarter or ten (10) week grading cycle resulting in a total of four (4) grading periods during the entire school year. Formal report cards with grades and credit earned are mailed home at the conclusion of each 10 week grading period. Progress grades are mailed at the five (5) week mark indicating current progress and grade in classes.  **Make-up work for the first five week grading period must be turned in when progress marks are issued. Make-up work will not be accepted by teachers after that date, unless an absence in excess of 3 days is verified by a medical doctor.** If you do not receive a report card or there are any discrepancies, please contact the office immediately. Students and/or parents have up to one calendar year to clear and incomplete (I) or petition for a grade/credit change.

### 2020-2021

<table>
<thead>
<tr>
<th>Grading Period 1</th>
<th>Progress Grades Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 11- October 8</td>
<td>September 10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grading Period 2</th>
<th>Progress Grades Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 11- December 17</td>
<td>November 12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grading Period 3</th>
<th>Progress Grades Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3- March 4</td>
<td>February 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grading Period 4</th>
<th>Progress grades Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 7- June 1</td>
<td>April 22</td>
</tr>
</tbody>
</table>

### Ridgeview High School Grading/Credit Policy

Ridgeview High School quarter courses are worth 3 ½ credits every 9/10 week quarter grading period. Students may earn additional credit by contracting with a teacher for extra credit work and/or projects to be completed during optional 7th period time. Students may be awarded less credit for not completing or fulfilling all of the course requirements.

In order for students to receive the full amount of credit, students must perform at 70% proficiency level. The grading and credit earned policy is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100% or higher</td>
<td>4 credits</td>
</tr>
<tr>
<td>A to C-</td>
<td>70-99%</td>
<td>3.5 credits</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
<td>max 2.5 credits</td>
</tr>
<tr>
<td>D</td>
<td>60-66%</td>
<td>max 1.5 credits</td>
</tr>
<tr>
<td>F</td>
<td>59%- below</td>
<td>0 credit</td>
</tr>
</tbody>
</table>
Paradise Unified School District 2021-22 Calendar

July

Sun | Mon | Tues | Wed | Thurs | Fri | Sat
---|---|---|---|---|---|---
1  | 2  | 3  | 4  | 5  | 6  | 7
8  | 9  | 10 | 11 | 12 | 13 | 14
15 | 16 | 17 | 18 | 19 | 20 | 21
22 | 23 | 24 | 25 | 26 | 27 | 28
30 | 31 |

August

Sun | Mon | Tues | Wed | Thurs | Fri | Sat
---|---|---|---|---|---|---
1  | 2  | 3  | 4  | 5  | 6  | 7
8  | 9  | 10 | 11 | 12 | 13 | 14
15 | 16 | 17 | 18 | 19 | 20 | 21
22 | 23 | 24 | 25 | 26 | 27 | 28
29 | 30 |

September

Sun | Mon | Tues | Wed | Thurs | Fri | Sat
---|---|---|---|---|---|---
1  | 2  | 3  | 4  | 5  | 6  | 7
8  | 9  | 10 | 11 | 12 | 13 | 14
15 | 16 | 17 | 18 | 19 | 20 | 21
22 | 23 | 24 | 25 | 26 | 27 | 28
29 | 30 |

October

Sun | Mon | Tues | Wed | Thurs | Fri | Sat
---|---|---|---|---|---|---
1  | 2  | 3  | 4  | 5  | 6  | 7
8  | 9  | 10 | 11 | 12 | 13 | 14
15 | 16 | 17 | 18 | 19 | 20 | 21
22 | 23 | 24 | 25 | 26 | 27 | 28
29 | 30 |

November

Sun | Mon | Tues | Wed | Thurs | Fri | Sat
---|---|---|---|---|---|---
1  | 2  | 3  | 4  | 5  | 6  | 7
8  | 9  | 10 | 11 | 12 | 13 | 14
15 | 16 | 17 | 18 | 19 | 20 | 21
22 | 23 | 24 | 25 | 26 | 27 | 28
29 | 30 |

December

Sun | Mon | Tues | Wed | Thurs | Fri | Sat
---|---|---|---|---|---|---
1  | 2  | 3  | 4  | 5  | 6  | 7
8  | 9  | 10 | 11 | 12 | 13 | 14
15 | 16 | 17 | 18 | 19 | 20 | 21
22 | 23 | 24 | 25 | 26 | 27 | 28
29 | 30 |

*Potential Make-Up Days:*
- School is cancelled any day before a Potential Make-Up Day. It starts with Fast School on the Potential Make-Up Day.
- If school is not cancelled any day before a Potential Make-Up Day, students will not have school on the Potential Make-Up Day.
The Following Courses are available at Ridgeview High School:

**Advisory Class** - Required Elective Credits

**District Requirement for Graduation**
College/Career Prep – Competency Based through Advisory Class (11th-12th)

**English**
English Literacy
English 10
English 11
English 12

**Math**
Math Foundations
Math 1
Math 2

**Science**
Integrated Science
Rangers Science

**Social Science**
World History
United States History
United States Government
Economics (Integrated w/Personal Finance)

**Physical Education**
General Physical Education
Independent Study PE
Rangers PE

**Electives**
Teacher Aide (RV or Elem School)
Office Aide (RV or Elem School)
Rangers Community Service
Design Space
Work Experience Class with Approved Employment in the Community (11th-12th)
Music
Health & Wellness

**Fine/Performing Arts**
Art
# Ridgeview High School Graduation Requirements

<table>
<thead>
<tr>
<th>Required Subject</th>
<th>Minimum Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>30</td>
</tr>
<tr>
<td>Mathematics</td>
<td>20</td>
</tr>
<tr>
<td>Science</td>
<td>20</td>
</tr>
<tr>
<td>World History</td>
<td>10</td>
</tr>
<tr>
<td>United States History</td>
<td>10</td>
</tr>
<tr>
<td>United States Government</td>
<td>5</td>
</tr>
<tr>
<td>Economics (Integrated w/Personal Finance)</td>
<td>5</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>10</td>
</tr>
<tr>
<td>Physical Education</td>
<td>20</td>
</tr>
<tr>
<td>Career/College Prep – Competency Based</td>
<td>5</td>
</tr>
<tr>
<td>Electives</td>
<td>60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>195</td>
</tr>
</tbody>
</table>
Participation in Graduation/Commencement Activities

Students must fulfill all graduation requirements established by the Paradise Unified School District and Ridgeview High School to participate in graduation activities. Students who enter Ridgeview High School at a late date or are deficient in credit at the time of enrollment, and make adequate progress and are within 10 credits of graduation, may participate in graduation by enrolling in Paradise Unified Secondary Summer School and fulfilling the remainder of his/her graduation requirements.

5th Year Option

Only students who have qualified for an IEP may participate as a 5th year student.

Other students not completing within their cohort graduation class will be referred to Paradise Adult School or recommended for HiSET/GED equivalency test.

Ridgeview High School Enrollment of 18 Year Old Students

Ridgeview High School maintains the discretion and policy to enroll new students 18 years or older providing the following requirements has been met:

1. The student is currently registered as a 12th grader
2. The student has been continuously enrolled up to the time of his/her pending enrollment at Ridgeview High School
3. The student is not currently on an expulsion order from another district or any school or program within the Paradise Unified School District
4. The student is within 25 credits of graduation or has earned a minimum of 170 credits at the time of enrollment at Ridgeview High School
Upon enrollment, the student will follow all rules and policies of Ridgeview High School. The student will have a maximum of two grading periods (20 weeks) to complete the remainder of his/her graduation requirements. In addition to the above, the following additional requirements must be met for the student to continue to attend at Ridgeview High School:

1. The student will pass all courses and receive no failing final grades
2. The student will maintain a minimum of 90% attendance
3. The student will commit no suspendable offenses in accordance with Ridgeview High School policies and rules outlined in the student handbook

Ridgeview maintains the right to disenroll the student for any violation of the school's policies or rules and the additional requirements listed

**General School Rules/Expectations**

1. Students are expected to attend regular school hours as assigned, 8:30am to 2pm. Any changes or modifications to regular schedule need to be approved by the principal with parent/guardian approval.
2. Students are required to remain on campus once he/she arrive to school and remain until the end of the school day or scheduled classes. Ridgeview is now a CLOSED CAMPUS for ALL students. If a student needs to leave during the school day, a parent/guardian or approved designee must sign out the student out through the main office. If a student fails to properly check out through the office, he/she will be subject to disciplinary action.
3. All absences and tardies exceeding 30 minutes need to be verified by the school. Parents/guardians may call in student absences. The school will attempt to contact the parent/guardian if no call is received. If the parent/guardian or school is unable to make contact, the student must present a written note upon return to school. Absences need to be cleared within 5 school days or it will be considered unverified. The school may request a doctor's or physician’ note for illnesses lasting longer than 3 days. Students that have excessive unverified absences may be referred to the Butte county School Attendance and Review Board (SARB) or the district attorney's office for legal proceedings if the school, parent/guardian and student are unable to remedy the attendance problem.
4. Students are not to possess or use tobacco products on campus. Students that are caught in possession or use of tobacco products will receive a misdemeanor citation by Butte County Sheriff under California Penal Code Section 308B and be subject to punishment by Juvenile Court, school suspension and/or community service hours to be performed at school. Repeat offenses will be issued graduated sanctions.
5. Students are not to possess drugs, alcohol, controlled substances, dangerous items or weapons of any nature. If a student is determined to be in possession or under the influence of drugs, alcohol or a controlled substance or in possession of any dangerous item or weapon, he/she will be subject to citation and/or arrest and be subject to immediate discipline including suspension, contract and possible expulsion.

6. Visitors are not allowed in the classroom with the exception of a parent/guardian. Any individual visiting the campus is required to seek permission by the principal or designee, sign in at the office and wear a visitor's pass while on campus.

7. If any type of electronic device (including cell phones and Chromebooks) is considered to be a distraction or interfere with instruction, it will be subject to seizure: 1st offense/direction- teacher confiscated, return to student at end of the class period; 2nd offense/direction- principal confiscated, return to student at end of the school day; 3rd offense/direction- parent contacted to come to school to confiscate the device, student returned to class; 4th offense/direction- student suspended. Repeated violation will result in disciplinary action and parent contact. If a parent/guardian needs to contact his/her student, we encourage you to call the school and a message will be delivered to the student.

8. Skateboards, scooters, bicycles, and other devices are not to be used or ridden on campus. Students must carry or walk items on campus and secure them in the front office until the end of the day.

9. Students are to obey all traffic and safety laws regarding the use of motor vehicles. Only properly licensed drivers are permitted to drive to school. Students must park in designated or marked parking areas. Reckless or unsafe driving will result in loss of parking privileges and/or citation.

10. Fighting, bullying or any form of violence will not be tolerated. Students who act in this manner will be subject to citation and/or arrest and disciplinary action including suspension and/or expulsion. (see PUSD Bullying Policy)

11. Profanities, vulgar and sexually explicit language will not be tolerated and students who act in this manner will be subject to discipline.

12. Students are required to wear clothing that is appropriate for school and a business environment. Any clothing, accessories or personal belonging that is disruptive to the learning environment will not be allowed and tolerated. Clothing should adequately cover the body. Any clothing that advertises the use of alcohol, tobacco products, or contains graphic or obscene pictures is not permitted. Gang related clothing, accessories or graffiti is not allowed (see Dress Code Policy in student disciplinary guide)

Failure to comply with school rules will result in the following actions:

1. Verbal warning
2. Student and/or parent conference
3. Formal discipline including detention, in-school suspension, suspension, or recommendation for expulsion.
4. Citation and/or arrest by law enforcement

Student Disciplinary Contract
Students who receive discipline action as a result of violation of PUSD’s “Zero Tolerance” policy, physical batteries or assaults, or severe defiance may be subject to a disciplinary contract at the discretion of the principal in lieu of recommendation for expulsion. The contract will be specific to the offense which may include, but not limited to:

1. After school diversion/intervention class
2. No failing grades
3. No unverified absences
4. No further major suspendable offenses
5. 20 hours community service

If the student, parent and principal agree that a contract is beneficial, the student will be required to abide by and complete all terms and conditions of the contract in order to remain enrolled at Ridgeview High School. Any violation of the contract will result in a formal recommendation for disciplinary action to the PUSD Board of Trustees.
<table>
<thead>
<tr>
<th>Inappropriate Displays of Affection</th>
<th>Repeated Level 1 Disruption/defiance not easily redirected</th>
<th>Chronic Teacher Managed Behaviors (3 or 6* SIRs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off task behavior (i.e.: out of seat, socializing, grooming . . .)</td>
<td>Disrespect</td>
<td>Fighting</td>
</tr>
<tr>
<td>Lack of Preparedness</td>
<td>Inappropriate Language (“directed”)</td>
<td>Academic Dishonesty</td>
</tr>
<tr>
<td>Inappropriate Language (“dropped”)</td>
<td>Property Misuse</td>
<td>Harassment/ Bullying</td>
</tr>
<tr>
<td>Throwing items</td>
<td>Physical Contact</td>
<td>Truancy</td>
</tr>
<tr>
<td>Cell Phones/Electronic Devices</td>
<td></td>
<td>Property Damage</td>
</tr>
<tr>
<td>Defiance</td>
<td></td>
<td>Forgery/Theft</td>
</tr>
<tr>
<td>Tardiness</td>
<td></td>
<td>Drug/Alcohol/ Tobacco</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td></td>
<td>Weapons</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td></td>
<td>Bomb</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Threat/False Alarm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Arson</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assault</td>
</tr>
</tbody>
</table>

Ridgeview High School
Behavior Management Flow Chart

Observe Problem Behavior

Is Behavior Office-Managed?

Office-Managed Behaviors

Chronic Teacher Managed Behaviors (3 or 6* SIRs)

- Fighting
- Academic Dishonesty
- Harassment/ Bullying
- Truancy
- Property Damage
- Forgery/Theft
- Drug/Alcohol/ Tobacco
- Weapons
- Vandalism
- Arson
- Assault
Extra-Curricular Activities

Ridgeview High School students are encouraged to participate in extra-curricular activities including but not limited to field trips, athletic events and formal dances (at Paradise Jr/Sr High School) including Spring Prom. Eligibility is dependent on current attendance and appropriate student behavior and teacher/principal approval. Students who have 5 or more unverified absences during grading periods 3 and 4 and not passing all their current classes will not be eligible to attend Spring Prom.

Closed Campus

Ridgeview is a closed campus for all students throughout the day. No passes to leave campus at lunch unless a parent/guardian checks their student out in person. ONLY a parent/guardian may check out a student for lunch in person. Phone permission is not valid for leaving for lunch. The parent/guardian must be present.
Traditional School Attendance/Tardy Policy

Students missing school for any reason causes students to get behind. The following policy counts for ALL absences whether they are excused or unexcused. Starting on the 6th absence in a quarter students could be deducted credit unless the time and work is made up.

Absences can be made up with time before (0 period), lunch, or after (7th period) school. Does not matter if absences are excused or unexcused. Medical emergencies or doctor’s letters for verified absences will be taken into account. (Work will still need to be made up.) For Unexcused absences work may be made up at the discretion of the teacher. It is not required.

Tardy Policy

Tardies per quarter:
- 0-3 teacher documented
- 4-6 15 minute lunch detention
- 7+ 0 period or 7th period time for 30 minutes

*Time not served will result in drop of grade in class. This could result in loss of credit.

Please refrain from making non-school commitments such as medical appointments and/or recreational plans for your child(ren) during school hours. If your child must miss school, the parent shall notify the school via written note or other personal notification of the date(s), length of time and reason(s) for the student’s absence. Failure to notify the school of the reason for your child’s absences within three school days will result in an unexcused absence.
STUDENT TARDIES: A student is tardy when he/she arrives in the classroom after the tardy bell rings, but before the first thirty (30) minutes of class has been completed. A student is considered ‘late’ with an unexcused tardy of 30 minutes or more.

STUDENT ABSENCES: Student will be expected to make up any work missed, whether an absence is excused or unexcused. Any student absence resulting from a school suspension will be unexcused. Parents will be notified of attendance problems.

EXCUSED ABSENCES: Excused absences are defined as:

- illness
- quarantine by county or city health officer
- medical, dental or optometric services rendered
- funeral services of a member of the pupil's immediate family

THE DISTRICT 10% POLICY: When a student has accrued excused absences due to illness – equal to or surpassing ten percent (10%) of the schools days but not prior to the District's 20th day of instruction – subsequent absences must be verified by a physician, health professional, school nurse or other school personnel. Absences must be cleared daily, unless other arrangements are made with the school principal or designee. Failure to provide verification will result in said additional absences recorded as unexcused.

Pursuant to the California Education Code and the Paradise Unified School District Policies and Procedures, if attendance issues do arise, a student and parent may be referred to a Student Study Team or a School Attendance Review Board.

The goal of these attendance procedures will help both the parent and school work together in a cooperative manner toward our common goal of increasing your child's success in school.
PUSD Bullying Prevention AR 5137.1 (a)

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, while going to or coming from school or school activities, while at school activities whether on or off campus, during lunch period whether on or off campus and while on district transportation.

The Student Code of Conduct includes, but is not limited to:

1. Any student who engages in bullying may be subject to corrective and/or disciplinary action up to and including expulsion.
2. Students are expected to immediately report incidents of bullying to the principal or designee.
3. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. If the student or parent/guardian of the student continues to believe that appropriate resolution of the investigation or complaint has not been reached, they should contact the Superintendent or designee. The District and school sites prohibit retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

1. All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
2. The school will make reasonable efforts to keep a report of bullying and the results of an investigation confidential.
3. Staff members are expected to immediately intervene when they see a bullying incident occur.

People witnessing or experiencing bullying are encouraged to report the incident. The District and school sites will take steps to ensure that a report will not result in retaliation, a negative reputation or any other negative consequence.

Board Approval Update: 2-21-2017

Bullying/Harassment Policy
Ridgeview High School is committed to a safe and civil educational environment for students, employees, volunteers and patrons free from bullying, harassment, intimidation, and/or cyber-bullying. Bullying, harassment, intimidation and cyber-bullying are strictly prohibited.
The terms bullying, harassment and intimidation shall mean any written or other visual communication, verbal communication or physical act, or gesture, engaged with the intent to, or with the natural end result of any or all of the following:

a) Physically, emotionally or mentally harming a student, a staff member, a volunteer and/or a patron; or
b) Substantially interfering with a student's educational experience; or
c) Being so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
d) Having the effect of substantially disrupting the orderly operation of the school; or
e) Casting a student, a staff member, a volunteer and/or a patron in such a light as to subject them to torment, ridicule and/or shame, regardless of the veracity of the facts upon which the actor has acted; or Constituting a crime pursuant to Federal, State or local laws, statutes or ordinances; or
f) Subjecting any student, staff member, volunteer or patron to unwanted or illegal pornographic material.

The term cyber-bullying shall mean any bullying, harassment or intimidation as defined above, when such is accomplished utilizing electronic communication media. Such media includes, but shall not be limited to, e-mail messages, text messages, instant messages, social networking sites, internet based video sites and postings of blogs.

The term solicitation shall mean the solicitation of another person or persons to engage in bullying, harassment, intimidation and/or cyber-bullying. This activity shall be regarded for purposes of this policy in the same way as if the actor had been successful in him or herself completing the bullying, harassment, intimidation and/or cyber-bullying activity.

If such activity is engaged in on campus, during school sponsored activities, including any sports activities, is engaged in on any district provided transportation or at any official school bus stop, is engaged in utilizing school provided or owned/leased electronic computer equipment, or is received with the assistance of school provided or owned/leased electronic computer equipment, then the actors shall be subject to discipline pursuant to District disciplinary policy.

Ridgeview High School has no duty to regulate off-campus internet messages, statements, postings or acts. Nevertheless, Ridgeview High School reserves the right to regulate, review, investigate and discipline students for bullying, harassment, intimidation and/or cyber-bullying, or any other disciplinary violations when such
activities threaten violence against another student, or otherwise disrupt the learning environment or orderly conduct of the school, school business or school activities

**Personal Appearance and Dress Code Policy**

Ridgeview High School places responsibility for personal appearance with the parents and students of the school. A student's appearance and dress attire should be representative of a business environment and should reflect a purpose for attending school and productivity. Ridgeview High School believes that encouraging appropriate personal appearance and grooming standards will prepare students for success after high school. Any clothing, apparel, or accessories that are disruptive to the learning environment will not be tolerated. It is Ridgeview High School's goal to provide a safe and positive learning environment for all students.

Students are expected to comply with the standards of personal appearance and grooming by respecting the following guidelines:

1. All clothing, apparel and accessories and personal appearance shall be neat, clean and non-disruptive to the learning environment.

2. Clothing must cover the body with no undergarments exposed (bra straps, boxers, etc.) Minimum short, skirt and dress lengths shall be worn at fingertip length when arms are extended straight down the body.

   *Unacceptable clothing includes:

   - Exposed midriff and/or cleavage
   - Pajama pants and or loungewear
   - Backless, strapless and/or tube tops

3. Students must wear footwear at all times. Slippers or soft sole shoes/boots are not allowed.

4. Sunglasses (except prescription) are not to be worn in the classroom.

5. Any clothing or accessories that display or promote the use of alcohol, tobacco, drugs, racial or ethnic slurs, gang affiliation or identity, violence, sexually suggestive or profane are not allowed.
Non-compliance with the personal appearance and dress code guidelines will result in one or all of the following consequences:

- Conference with the principal (formal or informal)
- Confiscation of item(s)
- Student change of clothing or wear school issued item(s)
- Parent Conference (item(s) returned to the parent)
- Disciplinary Action (detention and/or suspension)

**Student/ District Services**

**Transportation**

Ridgeview High School has bus service to and from school on a daily basis when school is in session. The Paradise Unified School District requires all students riding the bus to possess and display a bus pass or ticket upon entry daily. Failure to present a pass or ticket will result in the student not being permitted to ride the bus. Punch cards (10 rides) $6.00 or individual tickets, $1.00, may be purchased at the school office. Annual or semester passes may be purchased at the Paradise Unified Transportation Office, 610 Pearson Road, Paradise. All questions regarding transportation services should be directed to that office at 872-6484. Students may be eligible for free or reduced transportation services based on family income guidelines and household occupants. Forms and information are available at the school office and the transportation department.

All existing school and district policies regarding student behavior, safety and discipline guidelines are in effect while students are riding, entering and exiting the school bus. These same policies apply to the designated bus stops and immediate areas while students are waiting and exiting the bus. Violation of these policies may result in disciplinary action and loss of transportation services.

**School Lunches/ Breakfast**

**Traditional School - Where to P/U Breakfast/Lunch**

School lunches and breakfast is served daily at Ridgeview High School while school is in session. Breakfast is served from 8:00am - 8:25am. Breakfast is free this school year to ALL students. Lunch is served from 12:00pm to 12:30pm on M/T/Th/F and on Friday’s students will be dismissed at 12:35pm and can get lunch at that time. Lunch is free this year to ALL students. No meals are served after the 5 minute warning bell before school and lunchtime. Students are responsible for picking up after themselves and disposing of trash. Additional locations will be made available to eat inside during inclement weather.
Counseling Services

Ridgeview High School has an academic school counselor. The school counselor provides academic and career, personal, family and crisis counseling. The school counselor can help facilitate referrals to outside agencies when further ongoing assistance is needed. If a parent/guardian has concerns regarding an academic, social or emotional issue with their student, he/she should contact the school counselor for assistance. If a student wishes to see the school counselor, he/she must submit a counseling request form and the counselor will call the student in for an appointment. In addition, Butte County Office of Education employs a part-time crisis counselor on-site, please see the main office for a social/emotional counseling request form.

Health Services

Ridgeview High School has access to a district nurse. Parents/guardians and students may request to see the school nurse through the main office at no cost. If an immediate need arises, the district nurse will be called to the school site. In extreme emergencies, other emergency response medical personnel will be called to the school site and the parent/guardian contacted.

Special Education Services

Ridgeview High School has a full time credentialed Resource Specialist Teacher (RSP).

The RSP provides direct and support services to students that are identified through an Individual Educational Plan (IEP). Assessment services are also available to determine if a student qualifies for services. Parent/guardian written consent is required for assessment.

School Psychologist
A part time credentialed School Psychologist is available for student and parent services on the Ridgeview campus. The school psychologist provides counseling, psych-educational assessment and crisis counseling. Please contact the main office for availability and scheduled days.

NEED HELP?

National Suicide Prevention Lifeline-The life line provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you and your loved ones.
1-800-273-8255

24/7 Butte County Crisis Line-530-891-2810

27/7 Butte County Behavioral Health Crisis Lines-1-800-334-6622 or 530-891-2810
24/7 Homeless Emergency Action Response Team (HEART)-1-877-478-6292

24/7 Disaster Distress Helpline-1-800-985-5990 or TEXT TalkWithUs to 66746

[Intentionally Left Blank]
STUDENT AND PARENT ACKNOWLEDGMENT FORM 2021-22

We have read the Ridgeview High School 2020-21 Student/Parent Handbook and agree to comply with all school policies and procedures contained within.

____________________________________
Student Signature                                        Date

____________________________________
Parent/Guardian Name (Please print)
Please sign this page and return this form.
Thank you