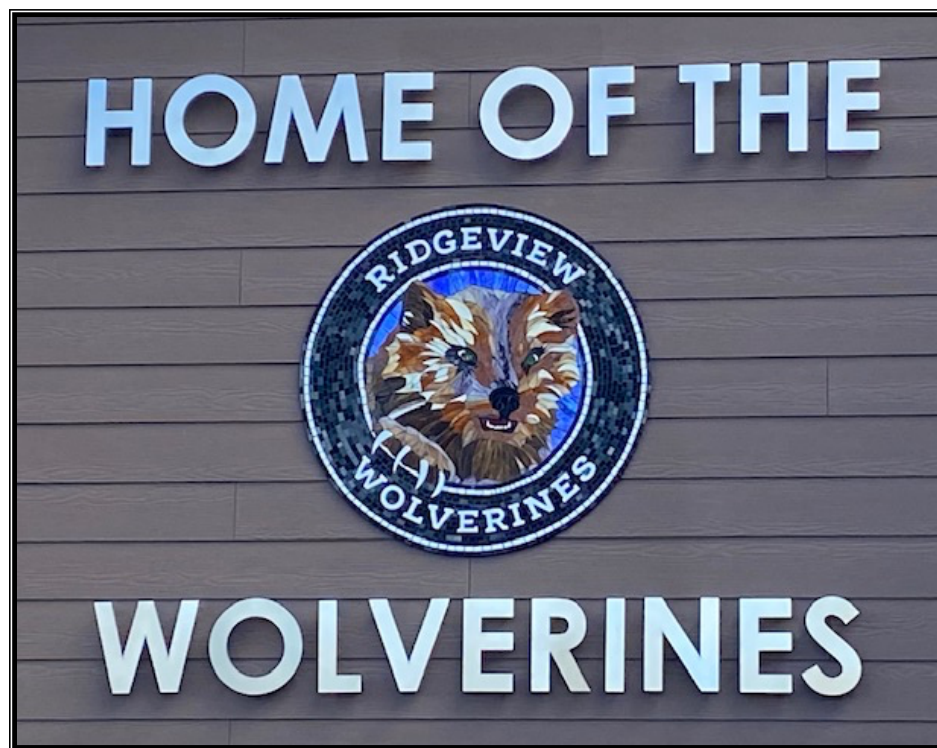


# RIDGEVIEW HIGH SCHOOL

2023-2024 STUDENT HANDBOOK



5944 Maxwell Drive, Paradise CA 95969  
(530) 872-6422

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## Staff Directory

		Email	Room #	Phone Ext.
Carrie Dawes	Principal	<a href="mailto:cdawes@pusdk12.org">cdawes@pusdk12.org</a>	Main Office	7001
Lindsay Metz	Principal's Secretary/Registrar	<a href="mailto:lmetz@pusdk12.org">lmetz@pusdk12.org</a>	Main Office	7000
David Smith	Lead Teacher & Mathematics	<a href="mailto:dsmith@pusdk12.org">dsmith@pusdk12.org</a>	103	7103
Darren Yartz	Social Science/PE	<a href="mailto:dyartz@pusdk12.org">dyartz@pusdk12.org</a>	101	7101
Jason Lewis	English/College Career	<a href="mailto:jglewis@pusdk.org">jglewis@pusdk.org</a>	102	7102
Jeff Wrobel	Science/Rangers	<a href="mailto:jwrobel@pusdk12.org">jwrobel@pusdk12.org</a>	106	7106
Julia Murphy	Art	<a href="mailto:jfmurphy@pusdk12.org">jfmurphy@pusdk12.org</a>	105	7105
Jessica Richardson	Resource Specialist	<a href="mailto:jrichardson@pusdk12.org">jrichardson@pusdk12.org</a>	Resource Room	7007
Robert Lester	Counselor	<a href="mailto:rlester@pusdk12.org">rlester@pusdk12.org</a>	Main Office	7005
Valarie Murufas	Instructional Aide Library Tech	<a href="mailto:vmurufas@pusdk12.org">vmurufas@pusdk12.org</a>	Resource Room	7006
Mitch Azevedo	Custodian	<a href="mailto:mazevedo@pusdk12.org">mazevedo@pusdk12.org</a>	Main Office	

## **PBIS: Student, Parent, Staff and Administrator Responsibilities**

### ***Student Responsibilities***

As a student at RVHS I will:

- Be Respectful
- Be Responsible
- Be Punctual, Be Where You Are Supposed to be ON TIME
- Use Appropriate Language
- Clean Up After Yourself

### ***Parent Responsibilities***

- Encourage your student to attend school, be on time, rested and well fed
- Parents Must Call the Main Office (530-872-6422) the morning of your student's absence
- Work with your student to come to school dressed appropriately and prepared to work
- Communicate with the staff and teachers regarding your student's success
- **DO NOT CALL YOUR STUDENT DIRECTLY** during school hours, this is a huge distraction to your student and the other students in the classroom. If you want to get a message to your student, please call the Main Office – a note will be delivered to your student to return your call at his/her earliest convenience.
- Review the RVHS student handbook with your student, you and your student are responsible for following the handbook

### ***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.

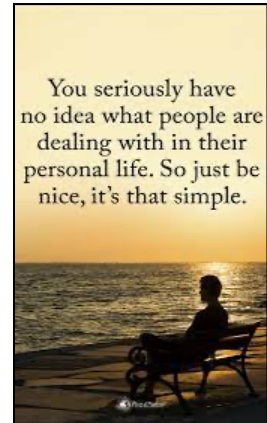
### ***Administrator Responsibilities***

- 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 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 – Respect the mood of who's in the room, do NOT intentionally provoke others



### 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, feet, objects to yourself at all times

## 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 2027 School Year. All credit earned at Ridgeview High School applies to 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 a parent, student and school administrator's signature.
- 2) Referral from another alternative program outside of the district
- 3) New to the 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 with 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 four periods with parent/guardian permission. 11<sup>th</sup> and 12<sup>th</sup> 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 does not enroll 12<sup>th</sup> Grade Students past the 3<sup>rd</sup> Quarter of their Senior Year.

## Ridgeview High School Bell Schedule

### RIDGEVIEW BELL SCHEDULE 2023-2024

<b>1<sup>st</sup> Period</b>	<b>8:30a-9:16a</b>
<b>2<sup>nd</sup> Period</b>	<b>9:19a-10:05a</b>
<b>Circle Time</b>	<b>10:05a-10:20a</b>
<b>3<sup>rd</sup> Period</b>	<b>10:20a-11:05a</b>
<b>4<sup>th</sup> Period</b>	<b>11:08a-11:53a</b>
<b>LUNCH</b>	<b>11:53a-12:23p</b>
<b>5<sup>th</sup> Period</b>	<b>12:27p-1:12p</b>
<b>6<sup>th</sup> Period</b>	<b>1:15p-2:00p</b>

### RIDGEVIEW BELL SCHEDULE 2023-2024

#### WEDNESDAY'S

<b>1<sup>st</sup> Period</b>	<b>8:30a-9:05a</b>
<b>2<sup>nd</sup> Period</b>	<b>9:08a-9:43a</b>
<b>3<sup>rd</sup> Period</b>	<b>9:46a-10:21a</b>
<b>4<sup>th</sup> Period</b>	<b>10:24a-10:59a</b>
<b>LUNCH</b>	<b>10:59a-11:29a</b>
<b>5<sup>th</sup> Period</b>	<b>11:33a-12:08p</b>
<b>6<sup>th</sup> Period</b>	<b>12:11p-12:46p</b>

## Grading Periods

Ridgeview High School is on a quarter or nine to ten (9-10) 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 prior to progress marks being 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.**

## 2023-2024

Grading Period 1	August 16- October 13
Progress Grades Issued	September 15
Grading Period 2	October 16- December 22
Progress Grades Issued	November 17
Grading Period 3	January 8- March 14
Progress Grades Issued	February 9
Grading Period 4	March 18- June 5
Progress grades Issued	April 26

## Ridgeview High School Grading/Credit Policy

Ridgeview High School quarter courses are worth 3 ½ credits every 9 or 10 week quarter grading period. Students may earn additional credit by contracting with a teacher for extra credit work up to 1.5 credits per packet and/or extracurricular projects to be completed outside of school time. Students may be awarded less credit for not completing or fulfilling all of the course requirements. **All credit contracts are due two weeks prior to the end of each quarter. All deadlines for end of Progress Grades and Quarter Grades is determined by the individual teachers.**

In order for students to receive the full amount of credit (3.5 credits), students must perform at 90% proficiency level. The grading and credit earned policy is as follows:

A+	100% or higher	4 credits
A	90%-98%	3.5 credits
B	80% - 89%	3.0 credits
C	70% - 79%	2.5 credits
D	60%-69%	2.0 credits
F	59% or below	0 credits

If you have missed more than 50% of the classwork in any one class at Progress Grades, the highest percentage you can receive at the end of that Quarter is 75%.





## Paradise Unified School District 2023-24 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	29
30	31					

0 days

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	31				

22 days

January						
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	31			

17 days

April						
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				

17 days

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	31		

12 days

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		

15 days for TK-6

16 days for 7-12

February						
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		

19 days

May						
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	31	

21 days

September						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
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

20 days

December						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
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
31						

16 days

March						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
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
31						

17 days

June						
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						

4 days for TK-6

3 day for 7-12



First Day of School; Last Day of School

No School

Parent Conference Day (TK-6)

Potential Make-Up Day

Minimum Day

### CED, PRES, & PRS Calendar Information

9/14 Minimum Day  
10/12 Minimum Day  
11/3 End of 1st Trimester (57 days)  
11/9 Parent Conference Day (no school)  
1/11 Minimum Day  
2/8 Minimum Day  
2/23 End of 2nd Trimester (60 days)  
6/6 Minimum Day/Last Day of School/End of 3rd Trimester (63 days)

### Key

CED = Cedarwood Elementary School  
PRES = Paradise Ridge Elementary School  
PRS = Pine Ridge School

### PHS, PELA, PHS & RDV Calendar Information

9/14 Minimum Day (7th-8th)  
10/12 Minimum Day (7th-8th)  
12/21 & 12/22 Minimum Day (9th-12th grade only - Finals)  
12/22 End of 1st Semester (86 days)  
1/11 Minimum Day (7th-8th)  
2/8 Minimum Day (7th-8th)  
6/4 & 6/5 Minimum Days (7th-12th; 9th-12th Finals)  
6/5 RDV Graduation  
6/5 Last Day of School End of 2nd Semester (94 days)  
6/6 PHS and eLearning Graduation  
6/6 Teacher Work Day (no school)

### Key

PHS = Paradise Junior High School  
PELA = Paradise eLearning Academy  
PHS = Paradise High School  
RDV = Ridgeview Continuation High School

### School-Wide Calendar Information

8/15 Teacher Work Day (no school)  
8/16 First Day of School  
9/4 Labor Day (no school)  
11/10 Veterans' Day (no school)  
11/20-11/24 Thanksgiving Break (no school)  
(5 school days--Thanksgiving 11/23)  
12/25/2023-1/5/2024 Winter Break (no school)  
(10 school days--Christmas 12/25, New Year's Eve 12/31)  
1/15 Martin Luther King, Jr. Day (no school)  
2/16 Observation of Lincoln's Birthday (no school)  
2/19 Presidents' Day and Washington's Birthday (no school)  
3/15 Staff Development Day (no school)  
3/18 Potential Make-Up Day  
3/19 Potential Make-Up Day  
4/1-4/5 Spring Break (no school)  
(5 school days--Easter 3/31)  
3/29 Potential Make-Up Day  
5/24 Potential Make-Up Day  
5/27 Memorial Day (no school)

### \*Potential Make-Up Day:

If school is canceled any day before a Potential Make-Up Day, students will have school on the Potential Make-Up Day.

If school is **not** canceled 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:

District Requirement for Graduation

College/Career Prep – 5 Credits

English

English Lit (Grades 10-12)

English Intervention

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)

Fine/Performing Arts

Art

Design Space

Physical Education

General Physical Education

Rangers PE

Electives

Teacher Aide

Office Aide

Volunteer or Community Service

Work Experience Class with Approved

Employment in the Community (11<sup>th</sup>-12<sup>th</sup>)

Health & Wellness

## Ridgeview High School Graduation Requirements

<u>Required Subject</u>	<u>Minimum Credits</u>
English	30
Mathematics	20
Science	20
World History	10
United States History	10
United States Government	5
Economics (Integrated w/Personal Finance)	5
Fine Arts	10
Physical Education	20
Career/College Prep	5
Electives	<u>60</u>
<b>Total</b>	<b>195</b>

### California Assessment of Student Performance and Progress (CAASPP)

Every year, California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child's learning. You can use the results to identify where your child is doing well and where they might need more support.

Your child may be taking one or more of the following California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), and Physical Fitness Test assessments. Pursuant to California *Education Code* Section 60615, parents and guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. This exemption does not exist for the ELPAC or Physical Fitness Test.

## **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.

### **5<sup>th</sup> Year Option**

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

Other students not completing within their cohort graduation class will be referred to Paradise Adult School or recommended for HiSET 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 12<sup>th</sup> 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 arrives to school and remain until the end of the school day or scheduled classes. Ridgeview is a CLOSED CAMPUS for ALL students; however, OFF-CAMPUS privileges may be earned each quarter with the following parameters met:
  - a. 3.0 GPA or better at each Quarter Grading Period AND no Failing Grades
  - b. No More than 10% Unexcused or Unverified Absences at each Quarter Grading Period
    - i. No More than 10 days of Excused Absences in a Quarter (Administration Discretion)
  - c. No More than a TOTAL of 5 Tardies per week
  - d. No General Rules or School Rules Violations, Suspensions, and No Unserved Detentions throughout the specific Quarter

Off-Campus Passes may be revoked at any time by any staff member if any of the above parameters are not adhered to, if off-campus behavior results in disciplinary action, if while off campus student is somewhere they should NOT BE (e.g. ANYWHERE ON THE Paradise High School Campus). Once Revoked, students will not have another opportunity to receive an Off-Campus Pass until the following Quarter. Passes are only given on the first day of each new Quarter.

3. 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.
4. 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's 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.
5. Students are not to possess or use tobacco products on campus, including VAPING. Students that are caught in possession of or use of tobacco products may be referred to Paradise Police Department 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.
6. 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 behavior contract, suspension, and possible expulsion.
7. 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.
8. If any type of electronic device (including cell phones, headphones, ear buds and Chromebooks) is considered to be a distraction or interfere with instruction, it will be subject to seizure: 1<sup>st</sup> offense/direction- teacher confiscated, return to student at end of the class period; 2<sup>nd</sup> offense/direction- principal confiscated, return to student at end of the school day; 3<sup>rd</sup> offense/direction- parent contacted to come to school to confiscate the device, student returned to class; 4<sup>th</sup> 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. **PLEASE See Page 15-16**

9. No Bluetooth Speakers, music speakers, speaker-type devices are allowed on campus.
10. If any type of firearm or item that resembles a firearm of any type including Splat Ball, Airsoft, etc. is brought anywhere on campus (including the parking lot and in student vehicles) the student or adult will be subject to a misdemeanor or felony by law enforcement under Penal Code 626.10 which states, "Any person...who brings or possesses any dirk, dagger, ice pick, knife having a blade longer than 2.5" inches, folding knife with a blade that locks into place, razor with an unguarded blade, taser, or stun gun, as defined in subdivision (a) of [Section 244.5](#), any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, CO2 pressure, or spring action, or any spot marker gun, upon the grounds of, or within, any public or private school providing instruction in kindergarten or any of grades 1 to 12, inclusive, is guilty of a public offense, punishable by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170."
11. 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.
12. 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.
13. 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) – **Any videotaping of fights, classroom disruptions, sending video to other students/people, posting any school conflicts on social media may result in suspension.**
14. Profanities, vulgar and sexually explicit language will not be tolerated and students who act in this manner will be subject to discipline.
15. 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 any of the following actions dependent upon severity, Ed Code, Penal Code, Superintendent and/or School Board Recommendations:

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. Community service hours

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.



## Light Compliance: Managing students' electronics use at Ridgeview

**Proposal:** Teachers and staff will use a system of traffic light indicators in their classrooms to provide consistent disciplinary responses to students' use of personal electronics at Ridgeview.

**Light Compliance:** Miniature traffic lights will be installed in a highly visible area at the front of every classroom and will be controlled by teachers to indicate what level of electronic use students can engage in. The three levels of electronics use and corresponding colors will be as follows:

- **Red Light** – Students must silence and put away all electronics (e.g. phones, tablets, headphones) so they are no longer visible or distracting from direct instruction or SSR (i.e., no phones on desks)
- **Yellow Light** – Students may have minimal electronics use (e.g. music at an appropriate level, one earbud in and one out) so long as they are on task
- **Green Light** – When students have no missing assignments, they may have open use of electronics within limits of school-appropriate activity and at an appropriate volume level

Students who follow the teacher-directed traffic light system for electronic use will be considered within “light compliance.”

**Disciplinary response:** Teachers will use a cumulative and escalating disciplinary response if students are out of light compliance. The general escalation will move from docking participation points to calling home, to involving the administrator. Teacher disciplinary responses will go as follows:

### *Initial Response to Out-of-Compliance*

- A student will be provided with two explicit (verbal, direct) light compliance warnings in a single class period before losing participation points
  - The first warning may be global (class-wide announcement)
  - The second warning must be directed to the individual student
- Students who are out of light compliance after their second warning will receive a zero for participation points in that class period
- Students who receive a zero participation *must* speak with a staff member regarding their electronics use (preferably the teacher themselves) before returning to that class

### *Second Response to Out-of-Compliance*

- With the second zero participation, the student earns a detention. Teachers will also call (or email when a message is left) the parent or guardian of students who receive a second zero participation due to light compliance within the same quarter.
  - Teachers will advocate for setting up a Student Support Team to recruit support from parents/guardians with addressing light compliance in the classroom

### *Third Response to Out-of-Compliance*

- Teachers will initiate direct administrator involvement for students who receive a third out of compliance due to light compliance within the same quarter
- The administrator will use discretion to determine the appropriate response. Examples of responses: Phone is left at home, initiating a before-school/after-school phone check-in for that student, removal of Off-Campus Pass, in-class Suspension, etc.

**Cumulative responses to out-of-compliance:** The accumulation of being out of compliance will reset for all students at the start of the new quarter. For example, a student who had received two out-of-compliances during the 3rd Quarter will not be referred to the administrator for direct involvement when they receive their first out-of-compliance during the 4<sup>th</sup> Quarter.

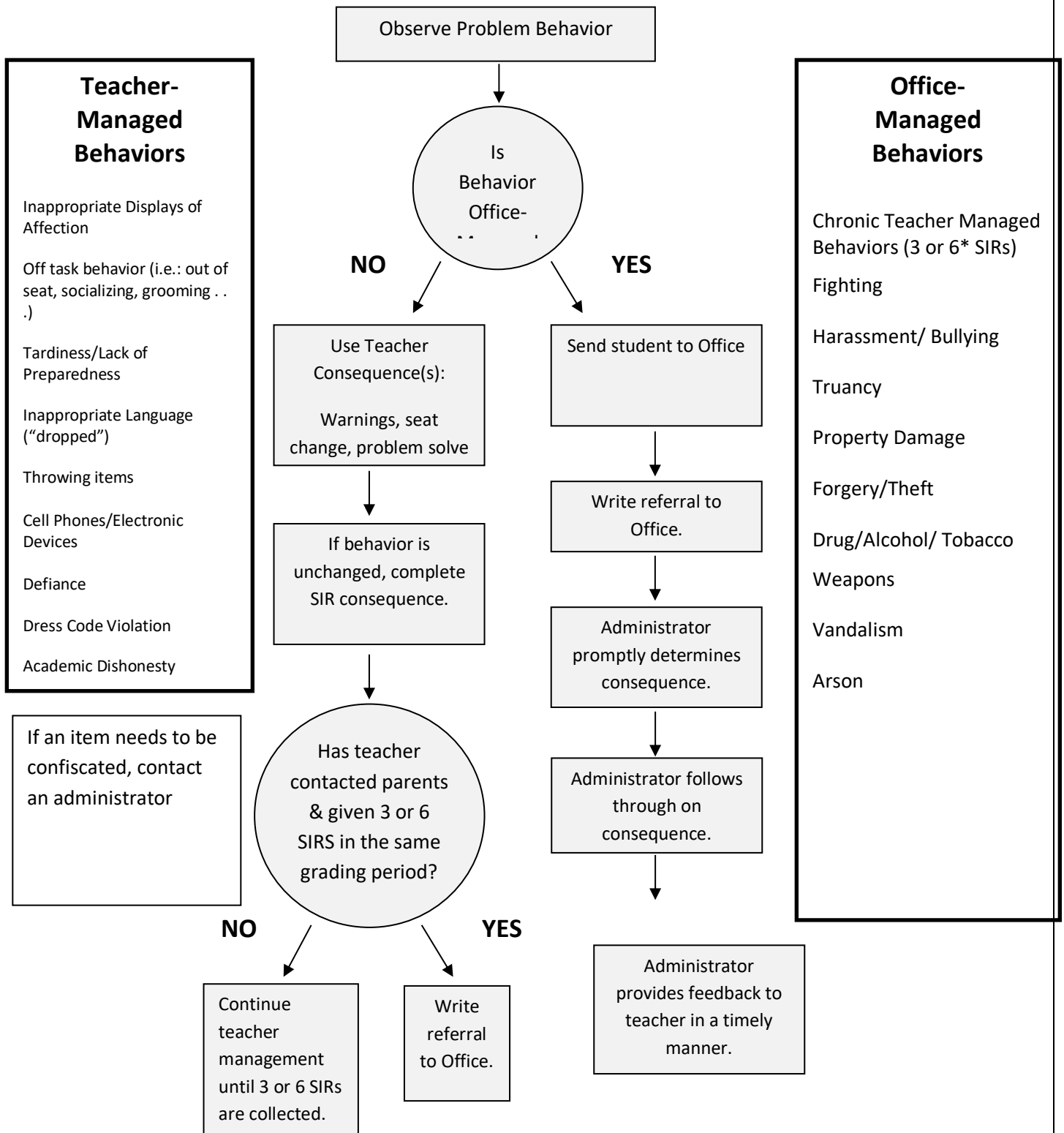
**Documenting:** Teachers will commit to documenting student light compliance and teacher response in the Student Ridgeview Contact Log. Clearly, documenting the timeline of events is a necessary part of Ridgeview's appropriate escalation regarding light compliance. Failure to properly document student behavior and teacher response can result in delayed disciplinary response.

**Recommended time frames for light compliance:** Teachers are encouraged, but optional, to maintain a similar timeframe for their division of light compliance.



<b>Level 1 – Incidental Violations</b> <b>Minimal Interference with Instructional Process</b> (Teacher managed/Non- recorded)	<b>Level 2 – Minor Violations</b> <b>Interference with Instructional Process</b> (Teacher Managed/Recorded)	<b>LEVEL 3 – MAJOR VIOLATIONS</b> <b>SEVERE DISRUPTION</b> (Office- Managed/Recorded)	<b>Level 4 – Illegal Violations</b>  (Office Managed /Recorded)
Inappropriate Displays of Affection  Off task behavior (i.e.: out of seat, socializing, grooming . . .)  Lack of Preparedness  Inappropriate Language (“dropped”)  Throwing items  Cell Phones/Electronic Devices  Defiance  Tardiness  Dress Code Violation  Academic Dishonesty	Repeated Level 1  Disruption/defiance not easily redirected  Disrespect  Inappropriate Language (“directed”)  Property Misuse  Physical Contact	Chronic Teacher Managed Behaviors (3 or 6* SIRs)  Fighting  Academic Dishonesty  Harassment/ Bullying  Truancy  Property Damage  Forgery/Theft  Drug/Alcohol/ Tobacco / Vaping  Weapons  Vandalism  Arson	Drug/Alcohol/ Tobacco / Vaping  Weapons  Bomb Threat/False Alarm  Arson  Assault

# Ridgeview High School Behavior Management Flow Chart



## Extra-Curricular Activities

Ridgeview High School students are encouraged to participate in extra-curricular activities including but not limited to field trips, athletic events (on or off campus) and formal dances (at Paradise High School) including Spring Prom. Eligibility is dependent on current Attendance, Grades, and appropriate student behavior and teacher/principal approval. Students who have any unserved detentions WILL NOT be able to participate in any Extra-Curricular Activities. Any and **ALL detentions MUST BE CLEARED 24 HOURS PRIOR TO AN ACTIVITY** (e.g. Detentions may not be served the day of the activity). 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.

## Traditional School Attendance/Tardy Policy

Students missing school for any reason causes students to get behind. All absences (excused or unexcused) effect a student's success at Ridgeview High School. All missed work must be made up within the grading period deadlines posted in this Handbook.



## Tardy Policy

Tardies per quarter:

0-3 Teacher documented

4+ 0 period or 7<sup>th</sup> period time for 30 minutes

\*Time not served may result in drop of grade in a class, and potential loss of credit. And, a loss of extra-curricular activity participation. (See Extra-Curricular Activities above)

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 school days but not prior to the District's 20<sup>th</sup> 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 (SARB).

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.

Every student. **Every day.**

Your attendance **matters.**

**THE RIDGE SHOWS UP!**

## 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 appropriate undergarments, with no bra straps, boxers, etc. exposed. If your students' pants cannot stay on his/her waist without a belt, a belt must be worn at all times. 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**

### **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 from 11-11:30am on Wednesdays at the Campus Kitchen Cafe. 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.

#### **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. 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.

**Please see next two pages for information specific to Transportation's Rules and Expectations.**



PARADISE UNIFIED SCHOOL DISTRICT  
TRANSPORTATION DEPARTMENT

# STUDENT EXPECTATIONS



## BE SAFE

- Students must follow the driver's instructions at all times.
- Students must remain seated and facing forward with their feet on the floor.
- All parts of the body must remain inside the bus and away from open windows.
- When loading, students must remain at least 12 feet away from the bus until the doors are opened!
- Students must observe pedestrian safety at all times and are not to cross the street unless escorted by the driver.
- Emergency equipment is not to be tampered with unless instructed by the bus driver in the event of an emergency.

## BE RESPECTFUL / BE KIND

- Students must not spray aerosols, colognes or perfumes on the bus.
- No Littering ~ No objects of any kind are to be thrown in or out of the bus.
- Students are not to interfere with other students or their possessions.
- Cell phones & electronic devices must not be seen.

## BE RESPONSIBLE

- Every student must be registered to ride the bus.
- Students must talk quietly (no yelling, screaming or other loud noise that may distract the driver).
- Eating, drinking and chewing can be choking hazards and are not permitted on the bus.

### CONSEQUENCES FOR NOT MEETING STUDENT EXPECTATIONS

*Meeting STUDENT EXPECTATIONS is imperative to maintaining a safe environment both inside and surrounding the bus. Riding privileges may be suspended or revoked.*

**SEVERE OR SAFETY VIOLATIONS (SUCH AS REFUSING TO SUBMIT TO THE AUTHORITY OF THE DRIVER OR ANY ACTION THAT JEOPARDIZES OTHER PEOPLE) MAY RESULT IN IMMEDIATE LOSS OF RIDING PRIVILEGES.**



PARADISE UNIFIED SCHOOL DISTRICT  
TRANSPORTATION DEPARTMENT

## BUS TRANSPORTATION PROCEDURE

Bus stops are designated by the District Superintendent and may need C.H.P. approval if they do not meet state standards.

Service to bus stops that are not used for 3 consecutive days may be discontinued and need to be reestablished by a phone call to the transportation office.

Students are expected to be at their bus stops 5 minutes before the bus is scheduled to arrive. Students are to get off only at their designated stop.

Students violating safe riding practices or bus rules may receive a bus incident report. Students may be video-taped while on or near our school buses. Behavior observed on tape by district personnel may result in disciplinary action. The driver may find it necessary to assign a seat to any student for their safety and/or the safety of others.

Riding privileges may be lost as a consequence after parents are notified either by a phone call, email or first class mailing to student's address of record.

Parents and students may request a meeting with the bus driver and administration after being notified of loss of riding privilege. This notification and the meeting should be in a timely manner.

Students MUST be registered for transportation in order to ride the school bus. Notes will not be accepted by the bus driver.

Please label student belongings (i.e. backpacks, jackets, etc.) with student name, school and phone number.

In order to ensure maximum safety, students should not bring large or fragile objects on the bus. Pupils may not transport articles of personal property that interfere with the safe operation of the school bus or block aisles, windows, emergency exits or stairs. Under no circumstances shall a pupil block the emergency exits. The school district and its personnel are not responsible for items transported on board the bus. PUSD will not be held liable for lost or stolen items. Bring items on the bus at your own risk.

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### **THE FOLLOWING ITEMS ARE NOT PERMITTED ON SCHOOL BUSES DURING REGULAR BUS RUNS:**

The wearing of footwear with cleats, spikes or wheels	Laser pens/lights/pointers
Roller blades	Large instruments
Skateboards / Snowboards	Pets, live animals, reptiles, bugs, etc.
Scooters	Plants and flowers
Hockey sticks / Lacrosse Sticks	Water guns or toy guns/weapons of ANY kind
Skis/poles	Glass / Hazardous Objects
Any type of pole or stick	Open food or drinks (with the exception of water)
Large equipment bags	Golf bags
Balloons (inflated)	Smoking / Tobacco products (of any kind)
Large school projects <i>(projects must be able to sit on student's lap)</i>	Unauthorized Passengers



## Library Book & Lending Library Return Policy

We encourage your student to check out books from our school book library and lending library.

In our Library, we have Fiction, Fiction sets, Non-fiction, Classics, LGBTQ++, College Prep, Career and Self-help books available. We are happy to order specific novels if you have been wanting to read something specific.

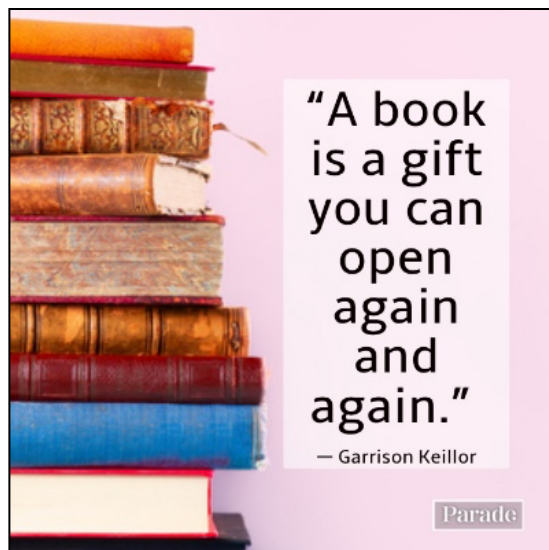
In our Lending Library we have cooking sets, fishing gear, musical instruments, cameras, telescopes, camping supplies and much more for students to check out for a few days or a weekend.

Parents/Guardians and students, it is your responsibility to return all library books to Ridgeview High within 4 weeks of checking out books.

If library books are not returned, a bill will be sent to you for the replacement cost of the book. Seniors that have unreturned library books or lending library items at the end of the school year, may find themselves not being able to pick up their High School Graduation Diploma until the book/books have been returned or paid for the cost of the unreturned book or item.

Thank you for understanding and Happy Reading and Happy Lending!

Ridgeview High Library



## Counseling Services

Ridgeview High School has a mental health/crisis counselor and an academic school counselor. The school counselor provides academic and career, personal, family and crisis counseling. Either of our counselors 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 can contact either counselor on-site.

## 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. [DIAL 988 from any phone](tel:988).

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

Talk to Me, I'll  
Listen



# STUDENT AND PARENT ACKNOWLEDGMENT FORM 2023-2024

We have read the Ridgeview High School 2023-2024 Student/Parent Handbook and agree to comply with all school policies and procedures contained within.

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Student Name (Please print)      Grade

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Student Signature                      Date

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Parent/Guardian Name (Please print)

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Parent/Guardian Signature      Date

Please sign this page and return this form.  
Thank you