

Admission and Withdrawal

Enrolling a student who wishes to be enrolled in the Ridgway Area Middle/High School must provide the following information at the time of enrollment:

- * Proof of the child's date of birth (new kindergarten students must be five years old by June 1 of the summer before the school year of enrollment : (Acceptable documentation includes birth certificate, baptismal certificate or transcript of the record of baptism – duly certified and showing the date of birth, notarized statement from parents indicating the date of birth, duly attested transcript of the birth certificate, or duly certified transcript of birth).
- * Verified record of immunization as prescribed by state law. This may include an assurance from the former school district or a medical office that the required immunizations have been done with a record to be sent.
- * Completion of a Parent Registration Statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs or alcohol, weapons or violence per 24 PS.13-1304-A.
- * Required proof of residency which may include a valid PA Driver's license, a bill (electric, gas, etc.), a rental agreement, completed USPS address change form.
- * Students residing with adults other than parents or legal guardians must secure and complete an affidavit form and return it to the respective office.
- * If you are a family experiencing homelessness, these documents can be waived.

Parent or legal guardian must fully complete the school district's registration form.

Withdrawing a student

If a child is to be withdrawn from Ridgway Area Middle / High School, the parent or guardian must complete the withdrawal process in person prior to the withdrawal date to avoid possible penalties.

Attendance Procedures

Pennsylvania Compulsory Education laws mandate enforcement of regular school attendance by students. Parents and students are responsible for the student's attendance. The law allows for severe fines to be levied for non-attendance.

We believe students need to be in class if students are to learn to their fullest capability.

Absent students miss the dialog and expertise the teacher shares with the students and is detrimental to learning. In many cases, just a few absences can result in a serious detrimental lowering of the student's grade. ***Excessive absences can result in failure, denial of credits, and possible retention.*** Although the school keeps parents informed of excessive absences so that lower grades or failures should not come as a surprise, it should be understood that the legal responsibility for attendance rests with the student and parent(s)/guardian(s).

Additionally, future employers and college admission officers are favorably impressed if a student has a good school attendance record, as it is a good indicator of future success.

ABSENCE GUIDELINES

1. If a student is to be absent from school, the parent/guardian should contact the school the morning of the absence prior to the start of the school day.
2. Prior to the start of school on the day a student returns from the absence(s), he/she must submit a written excuse signed by the parent/guardian to the Main Office This excuse slip

indicates whether the absence is excused for a lawful reason or if it is unlawful/unexcused. It is the responsibility of the student to ascertain the assignments missed.

3. In accordance with Pennsylvania state law, if a student has been absent ten (10) days total for the school year per lawful parental excuse, a *doctor's excuse* becomes required to verify subsequent absence(s) beyond the 10- day limit. Any notes that are not medically excused, will be considered illegal. The administration has the duty to review long-term illnesses and habitual absenteeism on an individual basis.
4. **The following conditions constitute reasonable cause for absence from school:**
 - Sickness/quarantine
 - A death in the family
 - Confirmed medical or legal absence
 - Religious holidays
 - Certain appointments that cannot be scheduled during non-school hours
 - School activities approved by the administration
 - School approved authorized educational trips
 - Visitation to colleges/universities (maximum of 3 Junior year and 3 Senior year).
 - Suspension from school
 - Impassable Roads
5. **Illegal/ Unexcused absences include, but are not limited to:**
 - Not knowing there was school
 - No clean clothes to wear
 - Missed the bus
 - Went out of town
 - Overslept
 - Baby-sitting
 - Work
 - Vacation (unless approved in advance)
 - Hunting or fishing (unless approved in advance)
 - Haircut
 - Shopping
 - Personal reasons
 - Car problems
 - Because my cousin is visiting (or any other relative)
6. **If no written excuse from the parent or guardian is presented by the end of the third day following your return to school, the days absent will be considered unlawful or unexcused. Written excuses must contain the student's name, dates of the absence, and the reason for the absence.**
7. **Family Educational Trips**— The district recognizes that situations arise when students must visit colleges, travel, or go on vacations with parents. When absences are considered educational in nature, students can be excused. The proper procedure is as follows-
 - - To be considered for a lawful excuse, an "Educational Field Trip" (EFT) form must be completed and submitted to the office prior to the date of the trip for approval. These forms are available in the main office. To be excused, the parents must indicate the

educational benefits for the requested date(s). NOTE: A request for an EFT may be denied in cases where students are in poor academic standing or have poor attendance.

- The student is responsible for securing signatures on the form from his/her teachers.
- The form must be returned to the school office prior to the trip.
- Students will be responsible for making-up school work missed.

A maximum of 5 days will be excused each school year for educational trips. All absences for educational trips, regardless of their length, will count toward this 5-day limit. Absences in excess of the 5- day limit will be marked unexcused. In extenuating circumstances, approval may be granted by the administration for additional days. Educational trips taken without prior approval will result in unexcused absences for the days missed.

8. **If a student becomes ill at school, the student must see the school nurse.** If the school nurse determines that a student is ill and should be sent home, the time missed will be marked excused. However, any student circumventing seeing the nurse and calling home without the nurse's medical recommendation will be marked unexcused or unlawful.
9. **Any student arriving to school after 8:00 am will not be permitted to participate in or attend any extracurricular activities on that day unless approved by the principal for special reasons, such as a delayed school bus, doctor's appointment, or funeral.**
10. **85% Attendance Rule (for RMHS Only)**– Student attendance is compiled on a period –by-period basis. To achieve credit for a course, students must be in attendance for 85% of the instructional time for each course and satisfactorily complete all course work as per teacher syllabi. A student's academic insufficiencies resulting from attendance may be mitigated by a student and parent appealing to the building Principal for relief and reinstatement of academic credit.

Appeal Procedures– Students who have attendance issues relating to 85% attendance, illegal absences, etc. may file a written appeal to the building principal. The parent and student will meet with the principal and school counselor and possibly teachers for credit/exemption from the 85% rule, illegal absences. If unsatisfied with the results of the attendance meeting, , the parent/student may appeal to the Superintendent.

11. **Corrective action will take place for all unexcused and unlawful absences** according to the age of the student as outlined below.
12. **Students Less than 18 Years Old:**
 - a. First Offense and Second Offense: Attendance Letter mailed home.
 - b. Third Offense: Parents will be served with a legal notice indicating that there have been three
 - c. (3) or more days of unlawful absences. The building administration will convene a Student Attendance Improvement Conference. A Student Attendance Improvement Plan will be developed and signed by the student and the parent if possible.
 - d. **Additional Offenses** – Citations will be served through the local district judge's office whenever a student reaches seven illegal absences. (NOTE: Each unlawful absence may result in substantial fines up to \$300 per day plus court costs may be imposed by the district magistrate).
 - e. Concurrent with the filing of the first citation with the district magistrate, a referral will be made to Children and Youth Services for the respective county of residence. Children and Youth Services will conduct a home visit to the student's/family home.

13. **Students 18 Years or Older:**

- First Offense and Second Offense: Attendance Letter mailed home and given to student.
- Third Offense: Parents will be served notice indicating that there have been three (3) or more days of unlawful absences. A mandatory Student Attendance Improvement Conference will be held. A Student Attendance Improvement Plan will be developed and signed by the student and the parent if possible.
- Subsequent Offenses – Additional unexcused absences will result in Level II disciplinary action. A parent conference will be required with the principal and/or Superintendent depending on the number of offenses. The administrative staff will review chronic absentee cases on an individual basis.
- **LOSS of PRIVILEGES: Students who have accumulated 5 or more unexcused absences will lose privileges for the remainder of the school year (fieldtrips, assemblies, dances, lunch outside, clubs).**

TARDINESS GUIDELINES

It is not only important that students be in school each day but they should also be on time! Tardiness is not arriving to an assigned location prior to the designated time. There are two types of tardiness, being tardy to school and being tardy to class.

- a. A student tardy (late) at RMHS, arriving between 7:30-8:00 AM, for an unlawful or unexcused reason for the first and second time, he/she will receive a warning from the office.
 - b. For each subsequent unexcused tardy, the student will be assigned to a before or after-school detention for 30 minutes.
 - c. Once an after-school detention is assigned, the student is expected to be present OR the student will be considered as an *Out of Assigned* area under the school discipline code, resulting in an in-school punishment while still being required to serve the after-school detention.
 - d. Beginning with the fifth unexcused or unlawful tardy to school, the student will be assigned consequences in accordance with Level II of the school Discipline Code.
1. Tardiness to class is defined as not being in their assigned seat or area when the tardy bell rings.
 - a. Classroom tardiness will be dealt with by the assigned teacher. Teachers may assign an after-school detention. Chronic offenders will be dealt with according to the Discipline Code.
 - b. Late passes issued by the main office will only be for those students detained by office personnel. Teachers detaining a student after the tardy bell must write a pass for the detained student to show their assigned teacher. It is the student's responsibility to secure a pass before reporting to class late from the person detaining them. Otherwise, the student is considered tardy unexcused. Students will not be allowed to go and get a pass.

APPOINTMENT GUIDELINES

Parents are strongly encouraged to schedule appointments outside the school day. However, a doctor's or dentist's appointment must occasionally be scheduled to occur during school hours. These guidelines must be followed for a student to be dismissed from school:

1. The parent must bring in or send in with their child either a signed written note or the appointment card to the main office before the start of school on the day of the appointment.

2. The student will be issued a "Permit to Leave the Building." This permit will indicate the time the student is to be dismissed from class to report to the main office for the appointment.
3. At the time indicated on the permit to leave, the student must report to the main office with the permit.
4. After the appointment, the doctor or dentist should give a note to the student to re-enter school, depending on the time, either after the appointment or the next school day. For example: if you have an appointment in Ridgway at 10:00 AM, you are expected to report to school, be excused at 9:45 am and you are expected to return to school following your appointment unless the doctor specifies otherwise.
5. In the case of a student being requested to leave school for an emergency situation, the parent(s) are requested to call the principal in person. The student is expected to return to school with a written excuse as soon as the emergency is resolved.

Draft Registration

The U.S. Postal Service (USPS) is cooperating with the Selective Service System (SSS) by conducting the registration of individuals who could be eligible for military service in the event of mobilization. (You must go to your local post office to register.) Federal law requires men between the ages of 18- 26 to register with Selective Service within 30 days of their 18th birthday. If more convenient for the individual, he MAY complete the Registration Form BEFORE his 18th birthday. His registration will be recorded when he is eligible to be registered. No authority exists to register a man who completes a Registration Form after he has reached age 26. Schools are required by law to provide names to the military for recruiting and mailing purposes. Students may have their name left off this list if they notify the superintendent in writing.

Emergency School Closing

Weather related closings and delays occur in consultation with various weather resources, neighboring school districts, and the bus company. The decision to close, delay or release early the district's student body rests with the superintendent of schools. Parents'/guardians' personal circumstances, dictate their individual decision to send their child to school/pick their child up during a weather emergency. The district provides notification to parents via a District wide call system (home and cell); texts; the District Facebook page; the district website; radio (WDDH -97.5; WKBI-93.9; WKBI-1400; WOWQ-102.2) and television WTAJ/WJAC; WPSU).

FSG Bell Schedule

Reg Sched.	7:25-8:5	8:55-9:15	9:15	9:30	9:45	9:50	9:55	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45	3:00
Undergrad	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student
First	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student
Second	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student
Third	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student
Fourth	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student
Fifth	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student

2 Hour Delay	8:25-8:5	8:55-9:15	9:15	9:30	9:45	9:50	9:55	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45
Undergrad	Prep	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student
First	Prep	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student
Second	Prep	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student
Third	Prep	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student
Fourth	Prep	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student
Fifth	Prep	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student

3 Hour Delay	8:25-8:5	8:55-9:15	9:15	9:30	9:45	9:50	9:55	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45
Undergrad	Prep	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student
First	Prep	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student
Second	Prep	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student
Third	Prep	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student
Fourth	Prep	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student
Fifth	Prep	Morning Focus	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student

General Information

ADMINISTRATIVE DISCRETION

The building administrator may, at his/her discretion, alter procedures in accordance with district policy for the benefit of the student body.

AUTHORITY OF THE FACULTY

The administration and faculty at Ridgway Area Middle-High School are authorized by the Pennsylvania School Code to exercise the same authority in supervising our students as their parents. The Ridgway Area Middle-High School administration and faculty may take reasonable action to maintain a safe, orderly, non-disruptive school environment.

BOARD MEETINGS

All students, residents, parents and guardians are invited and encouraged to attend the school board meetings held the second Tuesday of each month or the planning meetings held on the first Tuesday of the month. If you wish to be placed on the agenda, contact the Superintendent's office ten (10) days in advance of the meeting.

COMPLAINT PROCEDURE

The Board of Education established a means to reconcile differences between the home and school in board policy #906. The key lies in communication between the parties involved. The first point of contact is with the staff member involved. If not resolved, the parties may appeal to the next level of the chain of command, the building administrator. It is hoped that resolution can occur at the lowest level possible.

Leaving School Early

No one but a child's parents or an authorized adult may take a child from the building while school is in session. Parents/guardians who must take their children out of school should contact the office before coming to pick them up.

Students who have been cleared by the nurse to return to class and insist on going home will need a parent excuse for the absence.

Meal Program

The Ridgway Area School District will be participating in the Community Eligibility Program (CEP) in all the Ridgway Area School District schools. This means that all students enrolled are eligible for a FREE breakfast AND a FREE lunch at school, at NO CHARGE to your household each day of the 2026/2027 school year. No further action is required of you. Your child/children will be able to participate in these meal programs without having to pay a fee or submit an application.

The Ridgway Area School District schools follow the National School Lunch Program Offer vs Serve meal pattern and all meals must meet federal and state guidelines. This means that students must take 3 items out of the 4 items offered at breakfast and 1 of those items must be a ½ cup fruit and at lunch, students must take 3 items out of the 5 items offered and 1 of those items must be a ½ cup fruit or vegetable.

This program does NOT allow students to take just a milk. Students who choose to pack a lunch may not take a milk free. However, for students wanting to pack a few of their favorite options, student may choose our “Lunch Box” option. We will provide a fruit choice (apple, banana, orange, pear, etc.) a veggie choice (baby carrots, tossed salad, for example), and a choice of milk; the students may take these items as they go through the serving lines. These items, along with their packed items, will help complete their lunch. There is absolutely no charge!

Students who wish to purchase a second full lunch, an extra entrée or one of our snack options must pay for them. In other words, this program does not apply to ala carte items.

Students who wish to purchase an additional full lunch or any ala carte items must have funds in their account to do so, students will not be permitted to purchase these extras if they have no account balance.

Accessing Cafeteria Account

RASD Cafeterias use a computerized declining balance system for tracking student purchases and deposits.

- Students access their account at the time of service via a five-digit PIN.
- Cashiers complete the transaction by entering meal and additional items purchased.
- Students are expected to have cash on hand or money in their accounts in anticipation of purchases.
 - School students may deposit funds in secure boxes located throughout the school. They may also bring funds to the cafeteria during the meal service.
- Students must maintain an account balance for the purchase of milk or other a la carte items as they desire. They cannot carry a running balance.
- To avoid unwanted purchases, parents/guardians may request restrictions be placed on their student's account. This can be accomplished by contacting the food service director.
- Checks and money orders are accepted for deposit into student accounts. Electronic deposits can be made online. A link to the online system can be found on the district website at www.rasd.us. One payment can be split between several members of the household. Ridgway

School District receives no profit from this payment system. It is offered as a convenience for our busy families.

- Cash payments sent to school but not received by the cafeteria cannot be honored. Checks or online payments are encouraged as the safest payment methods.

Providing account balance information

- The easiest and surest way of monitoring your student's account balance is by creating an online account. This is a FREE service that allows purchases and fund balances to be monitored. The online system provides low balance email alerts.
- In addition to alerts, cashiers in the middle and high schools shall verbally provide account balance information to all customers. This will be done in a gentle, quiet manner so as to be helpful and not threatening or embarrassing. Once a student's account is in arrears, all communication will be directed to the parent/guardian.
- Low balance and negative balance email alerts will be sent to parents/guardians on a weekly basis.
- Negative account balance letters will be mailed weekly to accounts greater than \$10 in arrears.

Charging/ IOU's

- Students may not charge a la carte (extras) purchases.
- Students will never be denied a complete meal. A lunch tray will never be taken away from a student.
- The Food Service Director, or his/her representative, will review account balances and contact parents/guardians of students with negative account balances greater than \$10.00.
- The Food Service Director will work actively with administrators and parents to avoid excessive charges, to support the repayment of funds, and to approve families for subsidized school meals.

Breakfast and Lunch Balance Collections

- Parents/Guardians will be informed of the district's policy regarding meal charges and collection procedures in the student handbook on an annual basis.
- A written notice will be sent to parents/guardians indicating that charges are accruing and advising the parents/guardians of the district's collection policy. Parents/Guardians will be notified in writing of the charges on their student's account and their responsibility for payment on a weekly basis. Parent's/Guardians will be contacted by telephone regarding such matters if there has been no response to the written communication.

Collection Procedures

- Student account balances will be reviewed semi-annually. Any account that has reached \$50.00 by January 30, and June 30 will be turned over to a third-party collection agency and any fees incurred will be charged to the parents/guardians.
- The district will attempt to collect payment for checks returned due to insufficient funds. Parents/Guardians will be responsible for all costs and fees associated with the returned check. Following the receipt of two (2) returned checks, the parent/guardian/student will be required to pay cash and or a U.S. Postal Service money order or certified check for all school meals.

Year End Balances

- Students' account balances, both positive and negative, are maintained on record at the end of the school year and carried over as the beginning balance for the next school year.
- Families will be provided information about year end balances and repaying charges in May of each year.
- At the start of each school year families will be provided information about beginning balances.

Account Closures/Refunds

- Refunds are provided with the intent of closing the student's cafeteria account.

When students withdraw from the district a refund check will be issued to the parent/guardian upon request.

If a refund is not requested:

- If possible, the remaining balance will be transferred to a sibling's account.
- If there is no sibling and the remaining balance is greater than \$5.00, a refund check will be issued and mailed to the last known address.
- If there is no sibling enrolled and the remaining balance is less than \$5.00, the remaining balance is forfeited and is transferred to the Bad Debt Fund.

CAFETERIA RULES

All students are expected to eat in the school cafeteria. A closed lunch program will be in effect—no take-out food ordered from outside the school is allowed to be delivered or consumed in the cafeteria. Faculty members and adults are given priority in the cafeteria lines at all times. Specific additional guidelines for the cafeteria will be administered by the lunch monitors. Only beverages in sealed containers may be brought into the cafeteria. Energy drinks are prohibited. Eating in the cafeteria is a privilege. Students unable to comply will be provided lunch in an alternative environment. All food must be consumed in the cafeteria. No food is allowed to be taken out of the cafeteria. Students at FSG are not permitted to have pop.

Parent Teacher Conferences

Parent-teacher conferences are held once each year at the end of the first nine-week marking period.

Parents and guardians will be notified of their scheduled conference date and time.

Additional conferences may be requested by the school to address academic, behavioral, or social-emotional concerns. Parents and guardians may also request a conference at any time during the school year.

Photographing and Videotaping of Students

Student activities, special events, assemblies, and programs that take place throughout the school year may be photographed or videotaped for local publicity news releases. Photographs of the students may be in news releases or posted on the school website. Parents who do not wish to have their child's photo released for media publication must notify their child's office in writing.

Parties

Teachers will solicit parents/guardians for items needed for celebrations. A family is not obligated to send these items to school but notify the classroom what will be donated. When sending in food items please keep in mind healthy foods for the students.

PARTY INVITATIONS

Private party invitations, addressed to selected individuals, are not permitted to be distributed in school. This type of activity disrupts the learning process and often singles out children who are not invited. Only the distribution of invitations given to all students in a classroom (or all boys/all girls) is permissible.

Graduation Pathways (HS)

To graduate from high school, students in Pennsylvania must satisfy local academic credit requirements and demonstrate college and career readiness through one of the statewide graduation pathways outlined by the Pennsylvania Department of Education (PDE). [Click here for the pathways available to students.](#)

RMHS Bell Schedule

 RIDGWAY MIDDLE - HIGH SCHOOL BELL SCHEDULE 		
2026-2027 DAILY SCHEDULE *2026-2027*		
HIGH SCHOOL		
Teachers Arrive		7:10
Students Dismissed from Café		7:10
Warning Bell		7:26
Period 1	7:30-8:15	45 min
Period 2	8:18-9:00	42 min
Period 3	9:03-9:45	42 min
Period 4	9:48-10:30	42 min
Period 5	10:33-11:15	42 min
Period 6 Remediation 12 min HS Lunch 1 (30) 11:30 - 12:00	11:18-12:00	42 min
Period 7 HS Lunch 2 (30) 12:03 - 12:33 Remediation 12 min	12:03-12:45	42 min
Period 8	12:48-1:30	42 min
Period 9	1:33-2:15	42 min
Student Dismissal		2:15 PM
Teacher Dismissal		2:50
MIDDLE SCHOOL		
Teachers Arrive		7:10
Students Dismissed from Gym		7:10
Warning Bell		7:26
Period 1	7:30-8:15	45 min
Period 2	8:18-9:00	42 min
Period 3	9:03-9:45	42 min
Period 4 MS Lunch (30) - Remediation (54) 6th Grade 10:08 - 10:38 7th Grade 10:12 - 10:42	9:48-10:30	42 min
Period 5 MS Lunch (30) - Remediation (54) 8th Grade 10:44 - 11:14	10:33-11:15	42 min
Period 6	11:18-12:00	42 min
Period 7	12:03-12:45	42 min
Period 8	12:48-1:30	42 min
Period 9	1:33-2:15	42 min
Student Dismissal		2:15 PM
Teacher Dismissal		2:50

Two-Hour Delay		
HIGH SCHOOL		
Doors Open 8:55 AM	Warning Bell 9:26 AM	
Period 1	9:30-9:55	25 min
Period 2	9:58-10:21	23 min
Period 3	10:24-10:47	23 min
Period 4	10:50-11:32	42 min
Period 5	11:35-12:17	42 min
Period 6 HS Lunch 1 - No Remediation	12:20-12:50	30 min
Period 7 HS Lunch 2 - No Remediation	12:53-1:23	30 min
Period 8	1:26-1:49	23 min
Period 9	1:52-2:15	23 min
Student Dismissal	2:15 PM	
Teacher Dismissal	2:50	

MIDDLE SCHOOL		
Doors Open 8:55 AM	Warning Bell 9:26 AM	
Period 1	9:30-9:55	25 min
Period 2	9:58-10:21	23 min
Period 3	10:24-10:47	23 min
Period 4 MS Lunch (30) - Remediation (54) 6th Grade 11:00 - 11:30 7th Grade 11:04 - 10:34	10:50-11:32	42 min
Period 5 MS Lunch (30) - Remediation (54) 8th Grade 11:46 - 12:16	11:35-12:17	42 min
Period 6	12:20-12:50	30 min
Period 7	12:53-1:23	30 min
Period 8	1:26-1:49	23 min
Period 9	1:52-2:15	23 min
Student Dismissal	2:15 PM	
Teacher Dismissal	2:50	

Three-Hour Delay		
HIGH SCHOOL		
Doors Open 9:55 AM	Warning Bell 10:26 AM	
Period 1	10:30-10:42	12 min
Period 2	10:45-10:56	11 min
Period 3	10:59-11:09	11 min
Period 4	11:12-11:54	42 min
Period 5	11:57-12:39	42 min
Period 6 HS Lunch 1 - No Remediation	12:42-1:12	30 min
Period 7 HS Lunch 2 - No Remediation	1:15-1:45	30 min
Period 8	1:48-1:59	11 min
Period 9	2:03-2:15	12 min
Student Dismissal	2:15 PM	
Teacher Dismissal	2:50	

MIDDLE SCHOOL		
Doors Open 9:55 AM	Warning Bell 10:26 AM	
Period 1	10:30-10:42	12 min
Period 2	10:45-10:56	11 min
Period 3	10:59-11:09	11 min
Period 4 MS Lunch (30) - Remediation (54) 6th Grade 11:22 - 11:52 7th Grade 11:26 - 11:56	11:12-11:54	42 min
Period 5 MS Lunch (30) - Remediation (54) 8th Grade 12:08 - 12:38	11:57-12:39	42 min
Period 6	12:42-1:12	30 min
Period 7	1:15-1:45	30 min
Period 8	1:48-1:59	11 min
Period 9	2:03-2:15	12 min
Student Dismissal	2:15 PM	
Teacher Dismissal	2:50	

School Counselor Services

All students in the Ridgway Middle/High School will be scheduled for individual or group conferences at some time during the school year. Seniors and juniors will be individually interviewed to discuss graduation projects and future plans. In addition to the scheduled conferences, students should feel free to consult their counselor at any time concerning individual problems that may arise.

Students are informed of upcoming college representative visits and SAT/ACT application deadlines throughout the year via guidance newsletter, announcements and high school guidance page updates. In addition to discussing individual problems with students, counselors assist them with course selection based on their interests, abilities, and future vocational plans. It is important for you to realize that the guidance staff is a service for you to use. Your guidance counselor is trained to help you cope with any academic, social, or emotional concerns you may encounter throughout the entire school year.

Students are also assessed through an extensive testing program provided under the direction of the middle school and high school guidance counselors. All high school students can take the PSAT and SAT/ACT. Sophomores and Juniors are encouraged to take the PSAT. Sophomores, Juniors and Seniors are strongly encouraged to take the SAT. The Armed Services Vocational Aptitude Battery (ASVAB) is

administered to all Juniors. The Ridgway High School complies with the Pennsylvania Department of Education's regulations and guidelines regarding the administration of Keystone exams and will continue to do so in accordance with state regulations and school board policy.

SMART Futures is a tool that is used by the school counselor both in career exploration classes and individual meetings with students. Each student sets up an account which creates an online portfolio that they can change or add to over their high school career and beyond. They are able to use this resource to research careers, complete career inventories, match careers with their interests, research colleges/trade schools that have their major, save a resume, etc.

WITH THE EXCEPTION OF EMERGENCY NEEDS, ALL STUDENTS ARE REQUIRED TO SECURE A PASS BEFORE REPORTING TO THE GUIDANCE OFFICE DURING CLASS TIME.

School Safety

Safety/ Security Drills

There will be periodic drills throughout the school year to better prepare the staff and students in case of a real emergency. Drills will include weather emergency, lock down procedures, fire drills, and evacuation procedures. These types of drills are to dismiss any fear of being prepared in case of a real emergency and address any concerns or needs for the safety of all MS-HS occupants.

Terroristic Threats

Ridgway Area Middle-High School recognizes the danger that terroristic threats and acts present to the health, safety, security and welfare of other students, staff, and community. The school district realizes the need for an immediate and effective response to a situation involving such a threat or act. The School Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

Terroristic threat – shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard to the risk of causing such terror or inconvenience. Terroristic act – shall mean an offense against property or involving danger to another person. Terroristic threats may be written, verbal, or through technology. Any threat directed at school personnel, and/or the student population will be immediately investigated by school personnel and law enforcement.

Unlawful Harassment

The physical safety and well-being of Ridgway students and staff forms the foundation of many guidelines in the building. A school's group setting restricts certain actions otherwise acceptable as an individual. Safety becomes an important factor in transporting students to and from school events, in curricular activities (e.g., Physical Education, Practical Arts, Science), and in extra-activities (e.g., Athletics, Programs).

A safe, positive school environment includes freedom from harassment. It is the policy of the district to maintain an educational environment in which harassment in any form will not be tolerated. Students are encouraged to report such incidents to administration.

Harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicapping condition.

The following are some examples of unlawful harassment: sexual advances, touching of a sexual nature, graffiti of a sexual nature, displaying or distributing sexually explicit drawings, pictures, and written materials; sexual gestures, sexual or dirty jokes, pressure for sexual favors, touching oneself or others sexually or talking about one's sexual activity in front of others; spreading rumors about or rating other persons as to a sexual activity or performance.

Students involved in the unlawful harassment of another student shall be subject to a minimum full suspension of 7 days and, depending upon the severity of the incident, may result in expulsion.

Student Assistance Program (SAP)

The Student Assistance Program is a state-mandated program designed to help students overcome barriers to learning. A core team of trained staff and faculty are available for the identification and referral of students recommended for SAP services. With parental consent, students may be referred to out-patient counseling services, school-based services, case management, or monitoring. All services are strictly confidential.

Student Organizations

Student organizations at Ridgway Area Middle- High School will be organized in an attempt to encourage students to develop wide and varied interests, to assume individual and group responsibility, and in a measure, to foster opportunities for social relationships which might not otherwise exist. Each organization may have particular requirements for membership and expectations for members as described by the faculty sponsor.

National Honor Society

The National Honor Society was established over 90 years ago to recognize young people for their achievement in the areas of scholarship, character, leadership, and service. The Faculty Council, appointed each year by the principal, reviews the returned information sheets that the academically eligible students fill out. Based upon their accomplishments in these four NHS criteria, students are asked to join NHS.

For the criteria of Scholarship, Ridgway Area High School Juniors must have a cumulative average of 4.0 and Seniors must have a cumulative grade point average of 3.7 or greater for membership consideration. Each academically eligible student is given an informational sheet to fill out and return to the NHS Advisor. This sheet allows the student to provide information on their school and out-of-school activities that demonstrate their achievements in the other qualities. Because the attributes of Character, Leadership and Service are not as concrete as Scholarship, the following list is provided to illustrate examples of the attributes:

The student who exercises leadership:

- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in the school/community?

The student who serves:

- Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Does committee and staff work without complaint
- Participates in some activity outside of school

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside of the classroom

Invitations to join the Elk Chapter of NHS at Ridgway Area High School are extended to those students whom the Faculty Council determines meet the criteria. A special Induction Ceremony is held each spring to welcome the new members into the National Honor Society.

Student Council

The purpose of the Student Council is to assist the faculty and the administration in creating a healthy school climate, to stimulate interest in school activities, and to promote self-discipline in students. The Student Council consists of MS representatives from Grades 6, 7, and 8, and HS representatives from Grades 9, 10, 11, and 12. A president, vice-president, secretary, and a treasurer are chosen at the start of the school year.

Student Records

Student records are essential to the successful delivery of formal education at the elementary and secondary levels. Student records are maintained, used, and destroyed in a manner consistent with privacy rights guaranteed by state and federal law.

Notice of Rights under FERPA for:

1. Elementary and Secondary Students of the Ridgway Area School District
2. Parents and Eligible Students Who Reside in the Ridgway Area School District
3. Parents of Incarcerated Students and Incarcerated Eligible Students Who Are Housed at the Elk County Prison

Family Educational Rights and Privacy Act (FERPA) grants parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1.The right to inspect and review the student’s education records within 45 days of the date the district receives a request for access. Parents or eligible students should submit to the school principal or other appropriate school official, a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.

2.The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parent or eligible students may ask the Ridgway Area School District to amend a record that they believe is inaccurate or misleading. They should write the school principal or other appropriate school administrator, clearly identifying the part of the record they want changed, and specify why it should be changed. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3.The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate education interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the district discloses educational records, without consent, to officials of another school district in which a student seeks or intends to enroll upon request. The district may also disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, etc. In the event a parent or eligible student does not want directory information disclosed, the parent or eligible student must inform the district in writing through the appropriate school administrator within forty-five (45) days of the publication of this notice.

4.The right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

The Ridgway Area School District may maintain records in two categories:

CATEGORY A – This file contains the minimum personal data necessary for the operation of the school system. Identification of student (name, social security number, student identification number, etc.), names and addresses of parents or guardian, last known home address and telephone number, birth date, attendance record, classes attended and academic levels completed or services received, year of program or service completion, and when applicable, grades or marks received, grade level completed, and whether a diploma was received. The file may also include achievement test scores, honors, awards, activities, photographs, suspension records, or other similar types of information. CATEGORY A DATA SHALL BE FILED FOR 100 YEARS.

CATEGORY B – This file's data is verified information of clear importance such as intelligence and aptitude scores, interest inventories, health data, family information, teacher or counselor observations and reports of serious acts of misbehavior and behavior patterns. This file also contains the documents that pertain to evaluation procedures to determine if a student was eligible for special education services or for other accommodations such as Chapter 15 Service Agreements. CATEGORY B DATA SHALL BE DISCARDED SIX YEARS AFTER THE STUDENT IS GRADUATED OR, IN THE CASE OF A TRANSFER OR DROPOUT, WHEN THE STUDENT REACHES AGE TWENTY-ONE. ELIGIBLE STUDENTS MAY ALSO REQUEST A COPY OF THEIR CATEGORY B FILE BEFORE IT IS DESTROYED.

Student Searches

The Ridgway School District administration reserves the right to search the school and its grounds. This includes lockers and automobiles. Students are to have no expectation of privacy with regard to lockers or vehicles parked on school property. Searches may be unannounced, and may utilize canines or metal detecting wands to search for contraband such as stolen items, drugs, alcohol, and weapons. Legal authorities may assist the administration during a search.

A student's person and/or personal effects (including backpack, purse) may also be searched whenever a school official has reasonable suspicion that a student is in possession of illegal and/or unauthorized material. A student's failure to permit and/or cooperate with a search will be grounds for immediate disciplinary action including suspension from school and law enforcement notification.

Textbooks

Upon issuing students a textbook, teachers will record the number and condition of the book. This recorded information will be retained for each book. Students will be required to pay for a lost or damaged textbook before receiving a replacement. Payment must be made in the main office. The receipt will serve as an authorization slip for the issuing of a new textbook. Students will pay the full value of the replacement cost for the lost book.

Title I

What is a Title I Schoolwide program?

A Schoolwide program permits a school to use funds from Title I, Part A, and other Federal education program funds and resources to upgrade the entire educational program of the school to raise academic

achievement for all the students. This contrasts with a Title I targeted assistance program, through which Title I, Part A funds are used only for supplementary educational services for eligible children who are failing or are at risk of failing to meet state academic content standards.

Schoolwide programs have great latitude in determining how to spend their Title I, Part A funds. Schoolwide programs do not have to identify particular children as eligible for services, or separately track federal dollars. Instead, Schoolwide programs can use their Title I, Part A funds in the manner they choose within federal guidelines, as long as they engage in reform strategies that increase the amount and quality of learning time and help provide a high-quality curriculum for all children, according to a comprehensive plan to help children meet the state's challenging academic content standards. Schoolwide programs serve all children in a school. All staff, resources, and classes are part of the overall Schoolwide program. The purpose is to generate high levels of academic achievement in core subject areas for all students, especially those students most in need.

Components of a School-wide Program

- A comprehensive needs assessment of the entire school is conducted.
- School-wide reform strategies provide opportunities for all children to meet the state's proficiency performance standards.
 - Highly qualified staff members provide instruction.
 - Professional development is conducted continually throughout the year.
 - Activities are presented to increase parent involvement.
 - Plans are included to provide transitional assistance from preschool to elementary, from elementary to middle school, and from middle school to high school.
 - Measures are taken to include teachers in the decisions regarding the use of assessments.
 - Activities are conducted to ensure that students who experience difficulty mastering state standards will be provided with effective, timely, additional assistance.

Parental Involvement

Parental involvement is an integral part of the Title I program. Parents are encouraged to become partners in helping their children achieve and become actively involved in all aspects of the process of the Title I program, from the writing of the plan to its implementation and evaluation.

A strong connection between the home and the school is a key element in student success. Materials, strategies, and assistance from teachers are available to all parents within a Title I Schoolwide program. Opportunities for active parent participation include but are not limited to, open houses, parent workshops, school-parent compacts, parent-teacher organizations, conferences, timely newsletters, and more.

The No Child Left Behind legislation requires schools to utilize a portion of their Title I funds to support parent involvement. Parents should contact the school principal with any comments or suggestions regarding the school's parent involvement expenditures. If you would like to participate in the district and/or the school Title I planning team or make comments on the plan, please contact the school office.

Parent Involvement Policy and School-Parent Compact

Each Title I school is required to ask for input from parents regarding the development of a parent involvement policy and a school-parent compact. The parent involvement policy explains how the school

plans to work with parents to review and improve parent programs and describes how parents can participate in planning these programs. The School-Parent Compact outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the state's high standards. You are asked to read the School and District Parent Involvement policies and the School-Parent Compact and give your suggestions or comments for revisions to the school principal. Changes will be made, when possible.

Description & Explanation of Curriculum, Forms of Academic Assessment, and Proficiency Levels Students Are Expected to Meet

Ridgway Area School District provides a high-quality curriculum based on Pennsylvania's Core Standards.

A variety of tests are administered to students to determine levels of proficiency. To monitor student progress throughout the year, student assessment may include:

- Assessments created by teachers and/or provided by textbooks.
- District assessments
- The Pennsylvania State System of Assessment (PSSA) will be given annually to students in grades three through eight. These assessments will measure student performance based on state standards.

Results of student assessment are presented at parent/teacher conferences, and utilizing progress reports, report cards, etc.

Parents' Right to Know

In January 2002, President Bush signed into law the No Child Left Behind Act which was designed to ensure that all children have an opportunity to obtain a quality education.

Under this act, you have the right to know the professional qualifications of the classroom teachers and paraprofessionals who instruct your child. If you would like to receive any of this information about your child's teacher(s) or paraprofessionals, you may contact the school office.

At the beginning of the 2025-2026 school year, all teachers and paraprofessionals were highly qualified at Francis S. Grandinetti Elementary School.

Transportation

Bicycle racks are provided for the students' convenience by the bus loading area. It is recommended that students have locks for their bicycles. The school is not responsible for theft or damage to bicycles while on school property.

Driving to school is a privilege extended to those students who have their parents' permission to drive and who agree to abide by the school's student driving regulations. Students may not revisit their vehicles during the school day without the approval of the building administration. Parking is limited to the designated areas (upper parking lot above the auditorium, tennis courts area (available after football season), parking spaces beside the Heindl Sports Complex, and legal area off school grounds. Students who violate the regulations will have their driving privileges suspended and may be subject to further disciplinary action. Student vehicles on school property are subject to search per handbook and RASD

policy. If a vehicle is not registered to a student, but owned by another party, such as a parent or guardian and the registered owner wishes to be present for a search, he/she should contact the principal at the beginning of the school year. If the registered owner fails to contact the administration his/her consent to search the vehicle without being present is implied.

Students who ride the bus to school are to abide by all RASD Policies and procedures so that everyone may have a safe and enjoyable ride to school. Should a student choose to violate these policies and procedures, parents must be aware of the following disciplinary actions:

Violations of RASD Transportation Policies:

See Bus Transportation and Discipline

Valuables

Students are encouraged to bring to school only those things necessary to function during the school day. The school cannot be held responsible for money or valuables lost at school.

Visitors, Visitor Sign-In, Visitor Badges

Parents/guardians and visitors are always welcome in the school, however, they are not permitted in the classroom without classroom teacher and administrative permission. To maximize the safety of our students and staff the following procedures must be followed by all visitors.

All visitors enter the building, during school hours, through the front office door. You will be asked to state your name and business here at the school. Visitors may be asked to sign in and receive a "Visitor Badge" if they wish to enter the building's hallways or classrooms. Visitors must visibly display a "Visitor Badge" while walking our halls, visiting our classroom, and/or helping with classroom projects. You will return to the school office, sign out that you are leaving the building, and turn in your Visitor's Badge.

Working Papers

Working papers are available in the office for students employed in Pennsylvania. These are available at no charge and may be issued to any student fourteen or older. When applying for working papers, students need to bring their birth certificate or driver's license as proof of age.

Be advised that in accordance with Pennsylvania state law, students that cannot maintain adequate academic progress may have their working papers revoked.