

## **ADD/DROP POLICY**

You may add or drop a course through the fifth day of the semester without penalty or loss of credit. Drops after the tenth day of the semester must be faculty-initiated. (Under no circumstances will you be allowed more than two study halls per day.) Required classes must be taken in the specified year and cannot be dropped. Parent, guidance counselor, and administrative approval will be required for all add/drop requests.

## **ANNOUNCEMENTS & DAILY BULLETIN**

The daily bulletin will be read over the intercom at the end of the first period. All bulletin announcements must have the approval of a faculty member and must be submitted to the high school secretary before 7:50 A. M. on the day they are to be read. The school intercom is also used during the school day to make any necessary announcements to the students. Every effort will be made to keep these interruptions to a minimum. All announcements other than daily bulletin announcements must have the Principal's approval in advance.

## **AUTOMOBILES/ DRIVING REGULATIONS**

The following rules apply to student drivers:

1. You shall drive reasonably, safely, cautiously, and courteously while entering and leaving the parking area.
2. You shall park only in areas designated for student parking. This applies to evening and night activities also.
3. You shall not drive or ride in a car during the school day.
4. The parking area is considered off-campus and may not be used by the students during the school day without prior permission of the school administration.
5. Students in AVC work situations shall drive straight to work from school and to school from work. Violations of this rule may result in suspension of AVC work participation for the students involved.

## **CLASS RANK**

1. The ranking of all students is based on the grade point average computed at the end of each semester.
2. Ranking will be computed by dividing the number of grade points earned by the number of credits (courses) attempted.
3. The grade point average will be carried three places beyond the decimal point.
4. In the event of ties, honors will be shared.
5. Only courses that earn grade points will be used in the ranking of computation.

## **CLASS STANDING**

Class standing will be based upon the number of high school credits successfully completed at the beginning of each school year according to the following schedule:

- 0 – 5.5 Credits = Freshman Class Standing
- 6.0 – 11.5 Credits = Sophomore Class Standing
- 12 – 17.5 Credits = Junior Class Standing
- 18 / Plus Credits = Senior Class Standing
- 24 / Plus Credits = High School Graduation

## **COLLEGE VISITATION POLICY**

The purpose of a college visit is to help you make a more informed judgement about the college that you wish to attend. Approved college visitations require the students to secure, complete, and return the College Visitation Request Form to the guidance office. Failure to do so shall result in an unapproved absence. (See policy JEF in the District's Policy Manual for further detail.) Juniors 1 day and Seniors 2 days.

## **COURSE DESCRIPTIONS**

Descriptions of courses available to high school students are part of the Registration Information and Course Description guide. You will receive an updated course description guide when you register for classes.

## **CREDIT FOR CORRESPONDENCE COURSES**

In addition to courses available at the high school and the Area Vocational Center, you may qualify for .5 credit by taking correspondence courses that are approved by the Board of Education. Extra credits beyond the .5 credit will be evaluated on individual needs and must be approved by the administration. Summer classes need to be completed by August 1<sup>st</sup>. Classes during school year need to be completed by May 1<sup>st</sup>.

## **CREDIT – IN - ESCROW**

Highland Community College offers a Credit-In-Escrow Program that allows you to get a start on your college education while still in high school. If you are interested in this program, please see the guidance counselor for additional information.

If you were in our Academically Talented Math Program, you can hold in escrow an Algebra II credit for taking the class in 8<sup>th</sup> grade. This credit can be applied to your graduation requirements upon entering high school.

## DETENTIONS

**School detentions** are 30 minutes in length and served in a designated room. Specific times and days will be announced at the beginning of the school year. When you receive verbal or written notification of detention, you must report the next day that detention is held. Each day a detention is not served, another will be assigned. Should you accumulate three detentions a Temporary Environment Change (T.E.C.) may be issued. In addition, after assignment of three detentions, a T.E.C. will be issued. You must report to the detention room prepared to work on assignments. All school rules apply during detention. Silence is maintained. Eating and sleeping are not permitted.

The principal assigns **Temporary Environment Changes**. If you receive a T.E.C. you must report to the Principal's office before the start of the school day and will serve in a designated area until the day has concluded. If you refuse to serve a T.E.C., leave the assigned area without permission, or violate T.E.C. rules, you will be suspended out-of-school until you and a parent meet with the Principal to discuss your future with River Ridge. After you receive three T.E.C.'s, subsequent discipline may involve out-of-school suspensions.

When you receive a T.E.C. your parent(s) will be notified, in advance, if possible. **It is your responsibility to secure assignments from your teachers prior to reporting to a T.E.C.** During the first T.E.C. the student will receive 90% credit for work completed and handed in on time. The second T.E.C. a student will receive 70% credit for completed work. For the third and subsequent T.E.C.'s the student will receive 50% credit for completed work.

## DRIVER LICENSE CANCELLATION POLICY

River Ridge is required to notify the Regional Office of Education of any student who falls under the Public Act 94-0916 which provides that no driver's license or instructional permit shall be issued to any applicant who is under 18 years of age and not legally emancipated by marriage, unless he/she is a high school graduate, is enrolled in a GED course, has obtained a GED, is enrolled in high school or college, or is receiving home instruction. Likewise, a driver's license or instruction permit shall be cancelled if a student under 18 years of age drops out of school.

## FIGHTING

If you are fighting at school, your parent/guardian will be notified and you may be suspended out of school for the remainder of the day. Upon your return to school the student will serve a minimum of one day in T.E.C. Rather than getting involved in a fight you should seek the help of a staff member in dealing with a confrontation.

## GRADES

### GRADE DEFICIENCIES

Teachers submit a reporting form on the first day of each week listing students currently earning D or F grades. The list is in effect from the second day of the week until the next list is posted. Students receiving a D or an F for a nine week grading period will automatically be put on the D/F list to begin the next nine-weeks. The individual teacher will determine if the student is to remain on the D/F list during the second week of the nine-week grading period. No student is removed from the list until the appropriate reporting

teacher indicates to the principal that sufficient improvement has been made. If a student is on the D/F list he/she is not allowed to leave study hall without the specific permission of the teacher in whose class he/she is deficient.

### **GRADE POINTS/ LETTER GRADES**

A+ = 4.2 grade points	C = 2.0 grade points
A = 4.0 grade points (5 pts. in weighted courses)	C- = 1.8 grade points
A- = 3.8 grad points	C+ = 2.2 grade points
B+ = 3.2 grade points	D+ = 1.2 grade points
B = 3.0 grade points (4 pts. in weighted courses)	D = 1.0 grade points
B- = 2.8 grade points	D- = 0.8 grade points
	F = 0 grade points

### **GRADES, WEIGHTED**

The weighting of grades allows you to earn an extra grade point in selected courses. This program is available to you during your junior and senior years of high school. If you earn an “A” or “B” in any of the following courses you will be granted an additional ½ point per semester in determining your cumulative GPA. If you receive an “A” for the year in any of these courses you will receive 5 points rather than 4 grade points. A letter grade of “B” will yield 4 grade points rather than 3. Any grade lower than a “B” will not be weighted.

The following courses are weighted:

English III (College Bound)	Advanced Biology
English IV (College Bound)	Chemistry
Spanish III	Physics
Spanish IV	Pre-Calculus
Advanced Placement Calculus	Advanced Placement Literature
Advanced Placement History	

### **RIVER RIDGE HONOR ROLL**

The following three honor rolls and Honor Awards will be computed on the basis of grade point average. Physical Education, and Teacher’s Aide classes are not used to determine your grade point average.

4.00 + Honor Roll = Students on this honor roll will have a grade point average of 4.00 or higher and have received straight “A’s” in courses used to compute GPA.

3.50 - 3.99 = Students on this honor roll will have a grade point average of at least 3.50 or higher with no grade lower than a “C”.

3.00 – 3.499 = Students on this honor roll will have a grade point average of at least 3.00 or higher with no grade lower than a “C”.

### **INCOMPLETES**

An incomplete (INC) is a substitute for a grade. It is not a grade. It indicates that required course work has not yet been completed by the end of the grading period and that an evaluation of course work cannot be made by the time grades are reported to the office. An incomplete is given to allow you to complete required work, is optional, and is only given at the instructor’s discretion.

On the tenth school day following the issuance of grade cards the incomplete will be changed on your permanent grade record. An incomplete not replaced with a passing grade will automatically revert to a failing grade. Notification of a change in the incomplete status will be sent directly to your home following the ten-day deadline.

## GRADUATION

Students must earn a minimum of 27 credits to graduate, 18 of which must be in courses used to compute grade point averages. Graduation requirements are explained in detail in the “Registration Information and Course Description” guide.

If you would like to graduate in advance of the four year program you must petition the board of education at least one full year prior to your requested date of early graduation. The petition must state the reasons early graduation is desired and outline plans for earning the required credits. The Guidance Counselor shall consult the instructors as to your ability to achieve in an accelerated time span. The petition must be approved by the your parents, guidance counselor, the district superintendent, and the Board of Education. You will be allowed to participate in the usual commencement exercises if you so desire. But will not be allowed to participate in extra-curricular activities after the completion of the required credits.

## GUIDANCE

A counselor is available to assist you in planning programs to achieve your educational objectives. The counselor will, with the aid of the faculty, help you select a course of study, develop a class schedule, and organize a sound educational program. In addition, the counselor can provide career information, study help, and interpretation of test results. You may also discuss school, social or family concerns, or any other questions with the counselor. Your parents are welcome and encouraged to utilize the counselor as a resource concerning educational programs, student/family concerns, or personal development.

## LATE ARRIVAL & EARLY DISMISSAL

You are expected to be in your assigned area at all times during the school day. Permission to leave school for any reason must be obtained from the Principal and your parent/guardian.

**Tardy to school:** Tardiness to school is unacceptable and will be marked unexcused unless caused by a medical excuse or a family emergency. If a student arrives TARDY to school after the 8:00 AM bell, the student must report to the office and receive a pass to class. A tardy student will not be admitted to class without a pass from the office. If you fail to do so you will be dealt with according to the Discipline Code. When you know you are going to be late to school you should have a parent/guardian call the HS office ahead of time to explain the reason you are late, or you should bring with you a note from a parent/guardian explaining the circumstances. If neither of these is done you will be issued a detention. However, if you have your parent/guardian call the school prior to 4:00 P.M. on the day you are late, and the reason for the tardiness is acceptable to the Principal, the detention will be revoked. (Oversleeping is not an acceptable excuse.)

A student **will not** be allowed to participate in an extra curricular activity if they are not in school at the start of the fourth period. Students tardy to individual classes after initially being on time to school should report to class. The teacher will be responsible for individual class tardies. Excessive tardiness to school or to class may result in a finding of truancy. Students with UNEXCUSED ABSENCES or UNEXCUSED TARDIES may be disciplined with either in-school or out-of-school suspension and the parents will be notified.

**Early dismissal:** Whenever you leave school before the scheduled end of the day you must sign-out at the HS office. If you fail to do so you will be dealt with according to the Discipline Code. For early dismissals other than illness or family emergency, the regular absence procedures must be followed.

## LIBRARY/MEDIA CENTER

The primary purpose of the school library is to support and expand the curriculum. A secondary purpose is to encourage habits of lifetime learning and of leisure reading as a worthwhile activity. To achieve these purposes, policies have been designed to allow as many students as possible to use the materials. 1) All library materials must be checked out before they can be removed from the library. 2) Some materials may be borrowed for two weeks with the privilege of renewal, others for one week or one day, and some for overnight only. 3) Certain expensive materials remain in the library at all times for use there. 4) Fines are charged for lost or damaged items. 5) You are responsible for using and handling library materials with care so that others may also benefit from their use.

## LOCKERS AND LOCKS

You may only use the locker assigned to you and are responsible for the contents and condition of your assigned locker. **River Ridge assumes no responsibility for items left in your locker.** Any locker may be inspected at any time for illegal contents or unsafe conditions. You are generally not permitted to attach such items as signs, posters, and other forms of graffiti to the outside surface of your locker. Exceptions to this rule may be granted for special occasions provided that approval has been granted by the building principal. Locks are provided by the District for gym lockers. Replacement costs will be assessed for the purchased price of the lock in case of loss or damage.

## NATIONAL HONOR SOCIETY

The object of the honor society is to help create an enthusiasm for scholarship, to stimulate a desire to tender services, to promote worthy leadership, and to encourage the development of character in students. To fulfill the scholarship requirements, you must have a minimum cumulative G. P.A. of at least 3.0 after five semesters for juniors, and seven semesters for seniors. Activities in which you participate and teacher recommendations determine your leadership, character, and service qualifications. If you are academically eligible, in order to be considered you must follow the designated application procedure. After review of the applications, the faculty council, which is made up of high school faculty appointed by the Principal, will select the new members. The induction ceremony for new members is traditionally held on the last day of school before Spring Break.

## NATIONAL COLLEGIATE ATHLETIC ASSOCIATION STANDARDS

The 1982 NCAA Convention passed new standards for freshmen eligibility for all sports at Division I colleges and universities, effective August 1986. The new standards require that a student-athlete must meet the following criteria during high school in order to be eligible for competition and practice during the first academic year in residence at the college or university:

1. Earn a minimum grade-point average of 2.0 in the following courses:
  - a. Four years of English

- b. Three years of mathematics
- c. Three years of social science
- d. Three years of natural or physical science
- 2. Earn a minimum of 700 combined score on the SAT (verbal and math sections) - OR- Earn a minimum of 18 composite score on the ACT.

**Student-Athletes are advised to:**

- 1. Enroll in the core courses,
- 2. Maintain at least a “C” average in those courses,
- 3. Prepare for the SAT or ACT,
- 4. Take the PSST or ACT in their junior year, and
- 5. If appropriate, consider retaking the SAT or ACT in the fall of their senior year

## **PROM**

The following guidelines have been established in the interest of promoting a safe and enjoyable prom experience for everyone involved:

- 1. Unless you have made arrangements with the Principal or junior class sponsors, your parents will be contacted if you are more than fifteen minutes late.
- 2. River Ridge juniors and seniors are responsible for the conduct of their guests.
- 3. Neither you nor your guest will be required to stay until the dance is over, but you will not be allowed to re-enter after leaving.
- 4. If you or your guest arrive in an unacceptable condition or are disorderly at the banquet or prom, you will be sent home after parental contact has been made.
- 5. All guests are limited to high school students or older.
- 6. You must be in attendance for a minimum of five class periods on the day of the prom.

## **SAFETY EDUCATION**

River Ridge Community Unit District #210 Schools may provide instruction in safety education in all grades and include such instruction in the courses of study regularly taught therein. “Safety Education” means and includes instruction in the following areas:

- Automobile safety, including traffic regulations and highway safety
- Safety in the home
- Safety in connection with recreational activities
- Safety in and around school buildings
- Safety in connection with vocational work or training
- Cardiopulmonary resuscitation for pupils enrolled in grades 9 through 12

Total instruction time in the above areas is not to be less than 16 hours in any one school year.

## **SENIOR CLASS TRIP**

The senior trip will consist of a one-day educational trip in the fall/winter and a fun day trip in the spring, or the trip could be combined and be a 2 day/1 night trip. Classes will raise money toward those activities with approved fundraising.

## **STUDY HALLS**

Many students gain study time through serious and conscientious use of study halls. The study hall atmosphere should allow all students to benefit from the controlled quiet. No student is allowed to schedule more than two study halls per day.

## **TRUANCY**

A deliberate cutting of any portion of a school day will be considered truancy. The penalty for being truant from 1 to 8 periods will be a *Temporary Environment Change (T.E.C.)*. Any portion of each day beyond that will warrant another T.E.C. Truancy is considered an unexcused absence and therefore there will be no credit given for work missed and no opportunity to make-up assignments, quizzes or tests.

## **WITHDRAWAL/TRANSFER**

If you wish to withdraw from River Ridge High School, you should have a parent discuss the withdrawal with the guidance counselor. He will explain the process that will ensure a smooth transfer to another institution.