***Ragsdale High School***

W

elcome to the 2018-2019 school year! It is the responsibility of students to understand all of the regulations and procedures in the Ragsdale Student Handbook, and to ask questions about any area of confusion or concern. Students will also receive a GCS Student Handbook, explaining district expectations. **Students are responsible for familiarizing themselves with any addendums to the Guilford County Schools Handbook.** *Let’s have an awesome school year!*

**General Standards for Behavior**

We have selected the following character traits as our focus for achievement: **Responsibility, Respect, Integrity, and Self-discipline,** which encompasses Ragsdale High School’s original four standards of behavior for student decision-making: **1. Do your work. 2) Do what the adults ask you to do the first time - be cooperative. 3) Be where you are supposed to be. 4) Be respectful of self, peers, adults and the school building**. We have a clearly definedset of universal behavior expectations taught through classroom instruction, to support positive, staff-to-student, interactions, which will demonstrate a culture of social and academic competency within a positive environment. *Let’s Go Tigers!*

**Authority of the Staff**

The principal, assistant principals, faculty and staff are vested with legal public authority. Students must comply with staff directives. Failing to comply, with staff directives, is considered insubordination and will result in disciplinary action. **Upon request, all students must identify themselves to proper authorities in the school building, on school grounds, at school-sponsored events off campus, and on school transportation**. Falsely identifying yourself or failure to comply will result in disciplinary action.

**General School Regulations**

Students should follow all rules of appropriate behavior while at school, on school grounds, at school sponsored events on and off campus, bus stops, on buses, and/or other transportation provided by or sanctioned by the school. **Those who engage in any activity that violate school rules, impedes school progress, disrespects staff, disrupts classes, hallways, common areas, or any school activities; damages property, hurts other people, or violates the law will subject themselves to strict disciplinary action and/or law enforcement involvement**.

**Ragsdale Standard Dress Code**

Ragsdale High School acknowledges that a correlation exists between good grooming, personal attire, and student achievement. A similar relationship exists between student dress and acceptable standards of conduct. The Ragsdale High School Standard Dress Code is designed to allow for student comfort while maintaining an environment conducive to learning and appropriate for the educational setting. For full details on the dress code please visit www.gcsnc.com, hover over “schools” tab, scroll down and click on “Ragsdale High” link, hover over Parent or Student tab, and then click Dress Code. **Students should arrive on campus adorned in dress code attire and should remain so until the end of the school day. Students not following the dress code will face disciplinary consequences. Students will have to stay an entire period in ISS even with a change of clothes. Repeated violations will result in increasing disciplinary consequences.**

**1**

**2**

**Attendance Policy**

Guilford County Schools Attendance Policy states that students must attend a 45-minute extra help session for each absence over the third absence in a class period during a nine-week quarter. Students who have more than 4 absences in any class during a nine-week period will receive a 59/F for those classes, in which time is owed, unless the student submits a letter signed by a parent/guardian requesting permission for their child to make up time with the teacher/s.

**Absences from School**

Students who are absent from school must bring a note to the attendance office window. The note should be brought, *BEFORE* the first bell, in the morning. B0eing at the office to get your attendance slip after the bell rings will result in the student being marked tardy in his/her class. The note must be signed by a parent/guardian and include the student’s full name, the date of the absence, the reason, and a telephone number where an adult can be reached during the day. Students who return to school, without a note, will be given an unexcused absence.

**Tardy Policy**

**\*Students, who have not received unexcused tardies for all classes, during the semester, will be given the opportunity for one additional exam exemption for that semester.**

***1st Tardy*** – warning; parent contact.

***2ndTardy*** – warning; parent contact.

***3rd Tardy*** – lunch detention; parent contact.

***4th Tardy*** - lunch detention; parent contact.

***5th Tardy*** – office referral, in-school consequences (i.e. ISS 1 day for specific block); parent contact.

***6th Tardy*** – office referral, in-school consequences (i.e. ISS 1 full day); parent contact.

*\*\*More than six tardies will garner stricter consequences, as well as behavioral plan.*

*\*\*\*Number of tardies should reset to zero at the beginning of each nine weeks.*

**Before School**

The building will not be opened to students until 8:30AM; therefore, students (**non-bus riders**) should not arrive on campus before then. All students may enter and leave the building through designated doors only. Breakfast will be served from 8:30-8:45AM. *The breakfast serving line doors will close at the 8:45 bell and no students will be served during this time without a valid pass (i.e. late bus)*. **All food must be eaten in the cafeteria**. **Students may not bring food or drink into building from outside sources. Upon arrival to campus students** **should immediately report to the designated commons and/or cafeteria areas and wait in these supervised areas only (see map).** Students should also stand so others can walk through the halls easily and should not “circle” or “bunch up” in middle of halls throughout the building.

**After School**

All students participating in extracurricular activities (tutoring, sports, drama, etc.,) must report to the supervising staff at the pre-set time and remain with them until leaving campus unless prior arrangements have been made by supervising staff and parent/guardian. Students are to be escorted by the supervising staff to the after school buses or the designated drop-off/pickup areas to wait for their rides, or to go to their cars. Rides should pick up athletes in the circle at the entrance of the new gym. Being at school after hours without authorized supervision is strictly prohibited. **For student safety, all rides should be on time**.

**3**

**Early Dismissals**

Students who must leave during the school day must check out through the attendance office. Students are to bring a note signed by parent/guardian to the attendance office window by 8:50 am to get their dismissal slip. Early dismissal requests after 8:50 am will require verbal parent contact. ***No early dismissals, from notes, will be issued after 8:50 am***. Notes should include student name, reason for leaving, date, parent/guardian signature and a daytime phone number where the parents can be reached. Parents may also come to or call the attendance office to pick up their student during the school day. When students return to school, they must check back in with the attendance office. Students are not permitted to leave campus for lunch. ***Students who leave campus without appropriate approval from the attendance office will be considered skipping school and appropriate discipline actions will follow***.

**Skipping Class (not going to class or leaving class without permission)**

All students are expected to report to class on time and remain there until the end of the period. Skipping class is considered a very serious offense, which carries serious discipline consequences.

**Leaving School without Permission**

Special safety requirements warrant that once students arrive on school grounds (including parking lots and other areas), they may not leave campus without being checked out from the attendance office by the attendance secretary or administrator**. Leaving school without permission will result in disciplinary action up to 2 days of OSS.**

**Hall Passes**

Students are expected to be in class on time. Teachers will not issue passes to students the **first and last 15 minutes of each class period**. It is the student’s responsibility to have an authorized pass while in the hall. Students with passes must go directly to the area designated on the pass. Students should not disturb other classes/activities, visit with others, nor go to unspecified areas. Students are expected to produce an authorized pass upon request.

**Cell Phones and Other Electronic Devices**

Electronic devices/accessories including, but not limited to, Cell phones, IPods, MP3 players, headphones/ear buds, etc., may only be used in the cafeteria, during a student’s lunch, and in the hallways during class transitions, for example, going from 1st block to 2nd block, from 2nd block to 3rd block, etc. These devices/accessories should NOT be seen, heard or used inside the classroom unless determined by the teacher for INSTRUCTIONAL PURPOSES ONLY. These items also may not be used outside of the classroom, during the 90-minute time period of a particular class, WITHOUT THE EXPRESS PERMISSION OF THE TEACHER. For example, if a student needed to leave the classroom, he or she may NOT use these devices in hallways, restrooms, common areas, the media center, sidewalks, courtyards, or any other locations on campus when class is in session. If this policy is violated, students are expected to give the item to the adult. The item will be held in the main office: ***1st offense – student may pick up device at the end of the day; 2nd offense - parent/guardian may pick up device and return to student at end of the school day (3:45 bell); 3rd offense – device may be held up to 10 days. If a student refuses to give the item to a staff member, the student will be referred to the appropriate administrator for insubordination, which may result in additional disciplinary action.***

**4**

**Articles Prohibited at School Will Be Confiscated**

Problems arise because students have articles which are hazardous to the safety of others, or that interfere, in some way, with the daily school process. Students should not have knives, other weapons, cigarettes, matches, lighters, infrared-lighted devices, toys, playing cards, inappropriate magazines/literature, or other items/devices deemed inappropriate or unnecessary before, during, or after school. Inappropriate items will be confiscated and students subject themselves to disciplinary actions for bringing inappropriate items to school. ***All confiscated items, not picked up by the end of the school year, will be given to charity or discarded***.

 **Gang Activity**

***Ragsdale High School has zero tolerance for gang or gang related activity***.

GCS Code of Conduct states: No students shall commit any act, which furthers gangs, or gang related activities. A student shall not threaten or intimidate another individual, or disrupt the school environment, including but not limited to, displaying gang colors, logos, or jewelry on one’s person or possession, using gang gestures (throwing gang signs) or verbal communications for the purpose of gang identification, or tagging or defacing school or personal property with gang symbols or slogans. Any gang activity will result in OSS. See GCS Student Code of Conduct for more information.

**Incidents at School**

If a disruptive incident occurs at school or a school event, it is every student's responsibility to walk away from the incident. **Watching, standing near or encouraging a disruptive event endangers students and adults and may result in disciplinary consequences**.

**School Bus Conduct**

***Only students who are riding the bus should be in the bus parking lot morning or afternoon***. Students must follow all directions of bus drivers (all school rules apply on the bus, and at or near the bus stop). Misbehavior, on the bus, is completely unacceptable. It endangers the safety of others, and is considered a serious offense. Misbehavior on the bus may result in various discipline actions, up to and including suspension from the bus and/or suspension from school. Students, suspended from riding the bus, must provide their own transportation to school or it will be marked as an unexcused absence. Bus rules include but are not limited to: **1. You must stay in your seat. 2. You must remain quiet on the bus. 3. You must never throw anything in/out of the bus. 4. You must keep your hands and objects to yourself. 5. You must get on/off at assigned stop only (unless permitted by school)**.

**Courtesy**

**Hallways, Staircases and Walkways:** 1. Walk on the right side of the halls, stairs and walkways. 2. Do not stop or congregate in the middle of the halls, doorways, common areas and walkways (Don’t block traffic). 3. Walk (do not run) from one place to another. 4. Talk with each other without being loud (no yelling), and lower your voice when asked.

**Cafeteria:** 1. Take all trash and trays to the trashcans as you leave the table. 2. **All food and drinks must stay in the cafeteria or patio**. 3. Talk quietly. 4. Wait your turn in a single file line, and do not skip or “front” ahead of others who are waiting. 5. Speak politely to the cafeteria staff.

**Public Displays of Affection:** Showing of affection (kissing, sitting on laps, arms around each other…) is inappropriate at school and all school events.

**General Building Expectations:** 1. Do not write on, mark or deface walls, furniture, bathrooms, etc., for any reason. It costs time and money to repair all types of vandalism. 2. Clean up after yourself. Do not litter or leave things for others to clean up. **THIS IS OUR SCHOOL SO LET’S WORK TOGETHER TO KEEP IT CLEAN.**

**5**

**Assembly, Concert and School Play Protocol**

Assemblies provide opportunities in school to learn formal audience behavior. Regardless of the type of program, or if it is during the day or at night, courtesy demands that students be respectful and appreciative of the performers. Students should immediately be quiet when any person - principal, assistant principal, staff member, guest speaker, parent or fellow student - comes to the microphone. **Texting or using phones is not appropriate during school programs, performances, or meetings**.

**Cafeteria and Lunch Time**

1. Students should not be off campus, in the parking lot, or in instructional areas (Buildings A, B and C) during the lunch period.

2. Students should buy food in serving area.

3. Students should go to dining or patio eating areas.

4. Students should remain in eating areas (*restrooms are available in dining area*). **Once you enter the cafeteria, you may not leave until the lunch period has finished.**

Students have the option to bring lunch or purchase food from the cafeteria.  ***No food/drinks from outside restaurants should be delivered or brought to/by a student during lunch***. If students are buying their lunch from the cafeteria, they must get in line before entering the cafeteria. No food or drink should be taken out of the cafeteria at any time.  Students should return to class using the designated routes.  Classes are in session during lunch, therefore students should remain quiet in the halls while traveling to and from lunch.  Students are expected to follow all school rules while in the food serving lines, the dining area and on the patio.   ***Students participating in a food fight or other cafeteria disruptions will be subject to severe disciplinary actions*.**

**Smoking/Tobacco Free Campus**

NC State School Board policy forbids the use of tobacco products on school grounds/property by anyone. Students who participate in school-sponsored events may not use tobacco products on or off the school grounds/property. GCS School Board policy forbids possession or use of tobacco products and matches/lighters on school grounds/property by anyone. Students who violate this policy will be subject to disciplinary actions.

 **Lockers**

Lockers are issued, to students, at the beginning of the school year. Locker combinations should be confidential. Each student is responsible, and accountable, for the contents of his or her assigned locker. Students are not to write or stick anything to the locker. ***Lockers are the property of the school and are subject to search when deemed necessary by the administration***. If a student has any locker problems, he/she should ask for help from your first block teacher or in the Attendance Office.

**Fundraisers and Flyers**

All fundraisers must be approved, in advance, by the group sponsor and principal, in accordance with the GCS Board policy. Students may not sell any items at school as part of a fund raising activity or for individual gain. Student groups may display important notices, posters and flyers, in designated areas only, after such items have been approved and initialed by an administrator. Notices promoting private profit-making organizations and/or parties or other information not approved by the principal are prohibited.

**6**

**Promotion Standard**

**6 credits** must be earned to be promoted from **9th to 10th**

**13 credits** must be earned to be promoted from **10th to 11th**

**20 credits** must be earned to be promoted from **11th to 12th**

***In order to graduate a minimum of 28 credits must be earned.***

 Quality Points

**Grading Scale** AP/IB Honors All Other Classes

A 90-99+ 5.0 4.5 4.0

B 80-89 4.0 3.5 3.0

C 70-79 3.0 2.5 2.0

D 60-69 2.0 1.5 1.0

F 00-59 0.0 0.0 0.0

I INCOMPLETE

**2018-2019 Athletic Eligibility Requirements**

**Academic Requirements:**

1. Student must be properly enrolled at the time of participation. School enrollment must occur by the 15th day of the semester.
2. Student must not be a convicted felon.
3. Student must not have more than 13.5 absences (85% attendance rate) in the previous semester.
4. Student must not exceed eight consecutive semesters of attendance since entering the 9th grade.
5. Student must not turn 19 on or before August 31st.
6. Student must be domiciled in the school attendance zone or assigned to the school by GCS.
7. Student must have passed a minimum number of courses from the previous semester (3 in a block schedule, 5 in a traditional schedule), and be on academic track to graduate.
8. Student must meet minimum GPA requirements, established by GCS Board of Education, of 2.0 from the previous semester for grades 10 – 12 and 1.5 for grade 9 (spring semester only).
9. Student and parent must complete the GCS participation form, Honor Code Forms, and Concussion Awareness Forms prior to competing in the sports season. These forms are made available by the school at preseason athletic meetings.

**Attendance Requirements:** To be eligible for athletics, a student must have attended class for at least 85% of the days during the previous semester.

**Medical Examination:** To be eligible to try out, practice or dress for games, a student must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner or physician’s assistant. This form is available at school and when completed, must be on file at the school.

**Residency and Honor Code:** To be eligible for athletics, students and their parents must complete a GCS Honor Code form and Athletic Participation form before the sports season begins.

**Visitors**

All visitors must receive permission from the main office and get a visitor's pass to display while on campus. **Students may not have visitors stay or visit during the school day, including lunchtime**.

**GCS Student Code of Conduct**

The GCS Student Code of Conduct is also available on the GCS website.

**7**

**Internet Usage**

All internet users will adhere to GCS Acceptable Use Policy EFE: Acceptable Use of Electronic Transmission Capabilities. Specific information about Media Center operations and acceptable internet usage will be explained in homerooms. *For more details, refer to the GCS Student Code of Conduct or GCS webpage*.

**Fire, Tornado, Lockdown Drills**

Fire, tornado, and lockdown drills are held throughout the school year. 1. Check instructions and map posted in each classroom.

2. Remain quiet until the release signal is given. 3. **By law, during an evacuation, all persons must leave the building**.

**Driver’s Education and License Law**

Since the class is on school campus, all school rules, regulations, and expectations apply. Students will need to provide their own transportation home immediately, after the class ends, each day. Contact the Main Office for answers to any questions concerning Driver’s Education. To get a driver’s permit a student must be 15 years old, completed the driver’s education course, passed 3 of 4 classes during the previous semester, and received the driver’s eligibility certificate from RHS. Students who drop out of school will have their permit/license revoked, even if they go to GTCC.

**Student Driving and Parking Regulations**

*\*The cost of a Ragsdale High Parking Pass is $30.00*.

Driving to school is a privilege and loss of this privilege will occur if a student violates student driving and parking regulations. All student vehicles must be registered with Ragsdale High School, and current parking passes must be properly displayed from rear view mirror (*facing out away from driver so that the pass is clearly visible from outside of the car*). Both students and parents must sign parking permit forms.

**Drivers and passengers must follow these rules:**

1. Students who violate the parking regulations, have excessive tardies to school, endanger the safety of any persons or property, or break the policies/rules of the school, may have their parking privileges revoked. Drivers of vehicles are responsible for the activities of their passengers while in the vehicle. The parking lot and roads on campus are school property and all school rules apply. Do not park in spaces that are not clearly marked for student parking.

2. Students must park in lots and spaces designated for student parking (***baseball and softball fields***) only.

3. Students may not go to their cars or be in the parking lots during the school day without written permission from an administrator.

**Towing will be enforced for cars parked illegally; cars not parked in spaces or appropriate areas; or for cars not parked in the appropriately reserved parking lot*.***

**8**

**National Honor Society, Beta Club, Peer Tutoring**

Refer to school’s website*.*

**Testing Dates**

**SAT PSAT**

**Date Registration deadline Date Registration deadline**

October 6, 2018 September 7, 2018 October 10, 2018 PSAT/NMSQT Administration

November 3, 2018 October 5, 2018 October 13, 2018 PSAT/NMSQT Administration

December 1, 2018 November 2, 2018

March 9, 2019 February 8, 2019 **ACT**

May 4, 2019 April 5, 2019 **Date** **Registration deadline**

June 1, 2019 May 3, 2019 September 8, 2018 August 12, 2018

 October 27, 2018 September 28, 2018

 December 8, 2018 November 2, 2018

  February 9, 2019 January 11, 2019

 April 13, 2019 March 8, 2019

 June 8, 2019 May 3, 2019

 July 13, 2019 June 14, 2019

***Visit www.collegeboard.com and act.org for more details.***

**Graduation Requirements**

**Future Ready Curriculum (FRC)**

**4** English

**4** Mathematics (Math 1, Math 2, Math 3, and one advanced math higher than math 3)

**3** Sciences (Biology, Earth/Environmental Science, Physical Science [Chemistry or Physics may be substituted for Physical Science])

**4** Social Studies (American History 1, American History 2 [or AP US History yearlong = 2 credits], American History: Founding Principles, Civics & Economics, World History)

**1** Health/PE **(\*\* Includes successful completion of CPR training beginning school year 2015-2016.)**

**12** Electives (2 credits: Any combination from CTE, Arts Education, or World Languages. 4 credits (strongly recommended): from CTE, JROTC, Arts Ed, or any other subject area. 6 additional elective credits.) ***Guidance Counselors will cover more in detail by appointment***.

***28 total credits***

**UNC System Admissions Requirements**

**4** English

**4** Mathematics (Math 1, Math 2, Math 3, and one advanced math higher then math 3)

**3** Sciences (Biology, Earth/Environmental Science, Physical Science [Chemistry and Physics may be substituted for Physical Science])

**4** Social Studies (American History 1, American History 2 [or AP US History yearlong = 2 credits],

 American History: Founding Principles, Civics & Economics, World History,)

**1** Health/ PE **(\*\* Includes successful completion of CPR training beginning school year 2015-2016.)**

**2** World Language Credits (Must be Same Language – *Example: Spanish I and Spanish 2*)

**10** Electives

***28 total credits***

**9**

**Interim Reports and Report Cards**

Students receive Interim Reports twice each nine-week grading period and are required to return signed forms to teachers. Report cards are issued, approximately, a week after the end of each grading period. Each student is responsible for sharing this information with parents. (Students are given Interim Reports and Report Cards to take home to parents.)

**2018-2019**

**Interim Reports GP Ends Workday(s) Report Cards go out**

**1st Quarter** Sept. 18 and Oct. 10 Oct. 31 Nov. 1, 2 Nov. 13

**2nd Quarter** Nov. 28 and Dec. 18 Jan. 17 Jan. 18, 22 Jan. 29

**3rd Quarter** Feb. 12 and Mar. 6 Mar. 27 Mar. 28, 29 Apr. 8

**4th Quarter** Apr. 18 and May 16 Jun. 7 Jun. 10, 11 Mailed

**NC Finals/State End of Course Exams**

The NC Department of Public Instruction requires that students take end of course examinations in selected courses. All students enrolled in these selected courses must take the end of course tests. The NC Finals/EOC tests are administered to the students when they finish a course in January and June. **The NC Finals/EOC tests will count as 20% of the course grade**. Benchmark assessments are given periodically throughout the semester. These measurements show what your student has mastered and which objectives still need to be learned. Students will be given individual skill reports to share with parents.

**Bell Schedule**

**First Block** **\*\*Third Block**

First Bell **8:45** Warning 12:04

Warning Bell 8:49 Third Block **12:05-2:05**

First Block **8:50-10:25**

**Second Block Fourth Block**

Warning 10:29 Warning Bell 2:09

Second block **10:30-12:00** Fourth Block **2:10-3:40**

 **Bus departure** **3:45**

**\*\*\*Lunch Schedule (Third Block)**

**For those with first lunch: Lunch 12:00-12:25 Class 12:30-2:05**

**For those with second lunch: Class 12:05–12:35 Lunch 12:35-1:00 Class 1:05-2:05**

**For those with third lunch: Class 12:05-1:07 Lunch 1:07-1:30 Class 1:35-2:05**

**For those with fourth lunch: Class 12:05-1:40 Lunch 1:40-2:05**

*-Tardy bells at 8:50, 10:30, 12:05, 2:10 will be 5 second Warble (tone)*

*-Tardy bells at 12:32, 1:05, 1:37 will be 2 second Warble (tone)*

*-Dismissal and warning bells will be the same sound as the past.  The bells that dismiss lunches will be shortened to 2 seconds instead of the 5 seconds.*

**10**

**2018-2019 School Calendar**

August 27 FIRST DAY OF SCHOOL

September 3 Labor Day Holiday

September 19 Teacher Workday

October 31 First grading period ends/ End of first nine weeks (GP - 46 days)

November 1, 2 Teacher Workday, Parent/Teacher Conferences

November 12 Veterans Day Holiday

November 21 - 23 Thanksgiving Holiday

December 24 - January 2 WINTER BREAK

January 17 Second grading period ends/End of first semester (GP - 42 days)

January 18 Workday

January 21 Martin Luther King Jr. Holiday

January 22 Teacher Workday, Parent/Teacher Conferences

February 18 Teacher Workday

March 27 Third grading period ends/End of third nine weeks (GP - 45 days)

March 28 – 29 Teacher Workday

April 19 – April 26 SPRING BREAK

May 27 Memorial Day Holiday

June 7 LAST DAY OF SCHOOL

\*Fourth grading period ends/ End of second semester (GP - 43 days)

 **Web Page** **- To access the Ragsdale High School web page, follow these steps:**

1. Type in www.gcsnc.com

2. Hover over “Schools”

3. Scroll down and click on “Ragsdale”

4. To access the Power Parent page, Hover over “Parents”, scroll down and click on “Parent/Student Portal”

4. Teacher webpages and email contacts are located under Staff/Teacher Web Pages.

**Contact Information - Lucy C. Ragsdale High, 1000 Lucy Ragsdale Drive, Jamestown NC, 27282**

336.454.7400 - **Main Office**

336.454.7405 - **Guidance Office**

336.454.7406 – **Athletic Director**

336.454.7407 – **Cafeteria**

336.454.7408 – **Attendance Office**

336.885.3780 – **Bus Transportation Office**

**Fax Numbers:**

336.454.4001 – **Main Office**

336.454.5696 – **Guidance Office**

336.454.0392 – **Bus Transportation Office**

336.454.4002 – **Athletic Director**