

RIDGE

Career Center

A Polk County Public School

Student Handbook

Mission

Ridge Career Center will assess, prepare, and place individuals in successful and rewarding careers in an increasingly competitive and changing employment market.

Vision

Ridge Career Center will be Polk County's premier workforce training institution.



Mission Statement:

The Mission of Polk County Public Schools is to ensure rigorous, relevant learning experiences that result in high achievement for our students.



The Commission of the Council on Occupational Education (COE), 41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia (www.council.org) accredits Ridge Career Center. COE may be contacted at 770.396.3898. The Commission on International and Trans-Regional Accreditation (CITA) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACSCASI) (www.sacscasi.org), 1866 Southern Lane, Decatur, Georgia 30033-4097, also accredit Ridge Career Center. SACSCASI may be contacted at 404.679.4500.

In addition, a number of programs have been approved, certified and/or recognized by the military, sponsoring agencies and professional organizations.

Ridge Career Center is part of the Polk County Public School System. All programs offered at the Center are approved by the Florida Department of Education and most are approved by the Bureau of State Approving for Veterans' Training-Division of Veterans' Benefits and Assistance-Florida Department of Veterans' Affairs and the U.S. Department of Education.

To the Student . . .

Welcome! Congratulations on the decision to further your education at Ridge Career Center. Our faculty and staff are caring individuals who are dedicated to making your experience at Ridge a successful one. Ridge is a postsecondary education center that provides instruction to both adults and high school students in occupational disciplines leading to a Certificate of Completion.

The training opportunities offered here will assist you in finding employment in present and future job markets. Programs are designed to accommodate your needs by allowing you to enter at various times, work at your own pace, and exit when training and specific job skills are completed.

This handbook describes Ridge Career Center's policies, procedures, and detailed information about grading. The Center is dedicated to helping students acquire the skills needed for an exciting and rewarding career. We hope that you will enjoy your enrollment at Ridge Career Center.

Mrs. Lisa Harden, Director

THE RIDGE PHILOSOPHY

Our basic philosophy at Ridge is that students will be better prepared to enter the job market the closer their training resembles on-the-job situations. The goal of instructors is to assist you in acquiring the knowledge, skills and attitudes needed to gain entry into and advance into various occupations. To that end, each training program is based on knowledge which actually applies to the chosen field, performance of valid job tasks, and the cultivation of healthy job related attitudes, and values and employability skills. Students are provided with career learning experiences designed to help them attain relevant job competencies.

Every effort is made at Ridge to assist you in reaching an informed decision about entering a career training program best suited to your individual needs and aptitude. You are encouraged to choose a program after exploring your potential choices and discovering your own strengths and weaknesses, interests and aptitudes. Guidance is also available for helping you succeed in your chosen program and secure employment when leaving Ridge.

At Ridge, we make it possible for each student to meet both short- and long-range employment goals. We can tailor instruction to the wide variety of student needs through our policy of open- entry and open-exit, self-paced, individualized instruction. Students progress through career learning activities at their own pace and focus on attaining the competencies necessary to meet their personal career goals.

Ridge's philosophy, when put into practice, means that each program resembles as closely as possible the job setting for which training is being offered. Equipment, tools, supplies, and environment closely match those in the workforce. Each program is taught by instructors who are not only skilled workers in their trade or business, but who are trained in the professional skills of teaching their business or trade to others. Our instructors exhibit pride in their profession and enthusiasm in teaching it to you!

KNOW YOUR HANDBOOK!

This handbook will help you understand what is expected of you at Ridge. It is important that you study it and keep it handy for quick reference. As you will notice, our approach to learning at Ridge is different from that of other institutions. There are many details which you simply must understand to avoid making mistakes and wasting your time.

Once you have learned about the self-paced system, the rest is easy. This handbook contains clear explanations of all procedures, so read it carefully.

REQUIREMENTS FOR RIDGE STUDENTS

Insurance

In-school accident insurance is provided for all students. Additional supplemental school insurance is available for a nominal fee.

Identification Badges

Student identification badges will be required for all students. The picture identification badge will be given to most students as soon as the student is enrolled and payment is made. The cost for the identification badge is \$5 and a \$5 replacement fee.

Parking Decals

Student parking decals are required for all students driving to Ridge. The parking decal will be given to each student, as needed, at the time identification badges are given. The cost for the parking decal is \$5.

ATTENDANCE AND PUNCTUALITY

In order to obtain the most from your program at Ridge, you have to be here and on time! You are held accountable for regular, punctual class attendance, as well as for the constructive use of your class time during each school day. Potential employers will inquire in the Student Services Department not only about your performance in the program, but also about your attendance. Excessive absences and tardies will be handled as discipline problems!

Excused Absences

Ridge observes the 2009-10 Code of Student Conduct in determining which absences will be excused and which will not. According to this code, the following absences will be excused by the school system:

- personal illness
- illness or death in the immediate family
- observance of a religious holiday of specific faith of student
- educational trips
- trips with parents (prearranged)
- placement in the juvenile detention center compulsory appearance in court school-sponsored activities
- military duty in the National Guard or Reserves and mandatory trips to Veterans' Administration

ATTENDANCE POLICY

Ridge Career Center encourages and expects all students enrolled in programs to attend regularly, to derive maximum benefit from the instructional program, and to develop habits of punctuality, self discipline and responsibility. Students are expected to telephone the instructor when absent according to departmental policy. Attendance requirements in programs that lead to board licensure may be more strict than Ridge's overall attendance policy.

A student may be withdrawn from school if:

1. the adult student accumulates ten (10) total absences or the high school student accumulates ten (10) unexcused absences in an 18-week term.
2. the adult student is absent five (5) consecutive days and has not initiated a Leave of Absence Request*.

*A Leave of Absence Request for adult only, may be granted for up to ten (10) days in a year. Students who exceed the ten-day leave of absence will be withdrawn and may re-enter at the next enrollment period for that program.

Note: *If you are continually sick and repeatedly absent, you must be under the care of a physician for absences to be excused.*

Note: *All students, high school and adults, must check out in the Student Services Department prior to leaving campus.*

Illness: In case of emergency, such as personal illness, you may be dismissed during school hours. Before leaving, you must check out with your instructor and check out on the Student Checkout Form in the Student Services Department.

In instances in which a high school student may be dismissed for reasons of illness or other emergency, the parent or guardian will be notified by the Student Services Department. Accurate records are kept by the Student Services Department of all such departures from campus.

Closed Campus: Ridge operates under a closed-campus policy. Except in case of emergency, students will not be excused from their program to go to the parking lot. Students are expected to park before 7:55 a.m. and not return to their vehicle or leave campus before 2:00 p.m. each day.

No instructor has the authority to allow any student, either high school or adult, to leave school even one minute early. Dismissal time is at 2:00 p.m. for most programs and must be strictly adhered to by all students unless an official excuse for early dismissal has been issued by the instructor and the Student Services Department.

Tardies: A warning bell rings at 7:55 a.m. Any students not in their program area by 8:00 a.m. are considered tardy. The only exception will be for students riding a bus which arrives late. The instructor will determine if a tardy is excused or unexcused.

Tardies will be handled in the following manner:

- 1st Unexcused Tardy - Caution student on punctuality.
- 2nd Unexcused Tardy - Formal conference with the Guidance Counselor advising student of the Center's tardy policy.
- 3rd Unexcused Tardy - Student will be sent to Assistant Director of Administration with referral.

Medical and Dental Appointments: Students are urged to make every effort to arrange appointments of this type outside of school hours. However, if this cannot be arranged, high school students must present a note explaining the circumstance signed by their parent/guardian or doctor, and their parent or guardian may be contacted by telephone to verify.

Excessive Absences: Since attendance at school is important, the following attendance policy has been established. Students will be withdrawn upon 10 total absences or the high school students 5th unexcused absence during any 9-week grading period. For the high school student who has excessive absences, the Assistant Director of Administration notifies the district office who would initiate a hearing. If attendance requirements are not met, they will notify Department of Highway Safety and Motor Vehicles (DHSMV). The district then notifies the DHSMV with appropriate demographic data for each minor and then DHSMV may not issue and must suspend the license of this student. Students with excessive absences may be allowed to re-enter the following term but will be placed on an Attendance Contract.

Returning After an Absence: High school students returning to Ridge following any absence will report to the Student Services Department. High school students are required to bring in written notes signed by a parent or guardian for all absences on the first day back to school or no more than two days after absence. These notes are kept in the Student Services Department.

RULES AND REGULATIONS

Ridge Career Center is part of the Polk County Public School System. As such, the 2009-10 Code of Student Conduct is the basis for all school rules and regulations. Students should read this booklet and become familiar with all school rules. Students at Ridge will be held accountable for all rules in the 2009-10 Code of Student Conduct with the following exceptions:

Tobacco and Food Products: Normal tobacco products (excluding cigars) are permitted at Ridge, but use is limited to a designated smoking area on the Student Service Center patio and only by RCC adult students 18 years or older. **THIS IS THE ONLY AREA WHERE THE USE OF TOBACCO PRODUCTS IS PERMITTED!** Consumption of food and beverages are restricted to the patio and Student Service Center with the exception of bottled or covered water.

Wireless communication devices shall not be activated or used during school hours or on school buses. Wireless communication devices will be confiscated if they are seen or heard and will be returned to the student's parent/guardian at a mutually agreed upon time. Any student who violates the provisions of this section is guilty of a breach of conduct punishable as below. No student may have in his or her possession any wireless communication device or any other item that records, stores, or transmits data during any standardized testing (FCAT, SSS, etc.). Students who choose to bring wireless communication devices to school do so at their own risk. Cell phones and other wireless communication devices are small and easily lost. There is also a high incidence of theft of these devices. The School Board of Polk County will not be responsible for wireless communication devices lost by or stolen from students.

NOTE: Any student who uses a wireless communication device in committing a criminal act at school, during school hours, on a school bus, or at a school function is guilty of a serious breach of conduct and is punishable as dictation 2009-10 Code of Student Conduct.

Student Dress and Grooming: The nature of most career education programs dictate that appropriate dress code measures be followed. You are required to wear clothing appropriate to the program in which you are training.

All students are expected to be neat and clean in appearance; however, there are specific dress standards that must be followed.

1. **Shorts:** NO SHORTS ALLOWED!
2. **Shirts: Allowed** - Long or short sleeve, button-up shirts or T-shirts must be tucked into the waistband of the pants or skirt. Sleeveless tops can be worn by girls. Spaghetti straps clothing must be worn with a cover.
Not Allowed: Tank tops or loose sleeves, sheer fabrics that show undergarments, or midriff tops.
3. **Pants: Allowed** - Properly fitting long pants or jeans with a belt and worn at the waist.
Not Allowed: Loose-fitting pants that would expose underclothes and/or the body, spandex, stretch tights, or jeans with holes.
4. **Other dress code rules according to the Polk County School Board Uniform Policy are:**
 - a. shoes must be safe, appropriate, and have enclosed heels or a heel strap (flip flops, slides and sandals without heel straps may not be worn) or any form of bath slippers.
 - b. clothes must be appropriate size, with waist of garment worn at student's waist.
 - c. clothing that is too tight or too loose is not appropriate for school.

In Industrial programs, long pants and hard shoes are required. Safety hats and glasses **must** be worn whenever applicable. Proper footwear is required, no thong/flip-flops, etc. Jewelry presents a safety hazard; therefore, it should not be worn.

Some programs have "dressing for success" in their curriculum. Instructors of these programs have the option of having one day each week for dressing for an interview or appropriately for the specific program area.

Hair which is long enough to create a safety hazard **must** be confined to shoulder length and/or protected in such a way as to prevent it being caught in moving machinery.

Head coverings (hats, caps, bandannas, etc.) are **not** to be worn in Building 1 or academic classrooms. Instructors will dictate individual classroom policies.

Advertising gangs, tobacco, alcohol, drugs or violence or anything prohibited in the School Board of Polk County's 2009-10 Code of Student Conduct on clothing or in any other way is prohibited!

Some programs impose additional clothing requirements. Those are given as a handout in New Student Orientation. Instructors will discuss other individual program dress code in detail during the program orientation. All students are urged to dress and groom themselves in a manner that conforms to standards set by business and industry.

Campus Security: Students and school employees of Ridge should be aware that all city, state, and federal laws, in addition to the rules and regulations in the 2009-10 Code of Student Conduct will be enforced. Any violations of these rules or other emergencies should be reported to one of the Center's staff members.

The parking lot and facilities are patrolled by both school board employees and local law enforcement agencies. School officials maintain a working relationship with the Winter Haven Police Department, Polk County Sheriff's Department, Florida Highway Patrol and other law enforcement agencies in order to provide a safe and orderly environment. All staff and students should recognize everyone's right to live in a crime-free environment and are asked to report suspicious activity to the Center's administration.

Students possessing, selling, and/or using mood-modifying substances such as drugs or alcohol will be prosecuted according to local laws!

Prohibited Items: As specified in the 2009-10 Code of Student Conduct, certain items such as knives, guns, etc. are not allowed in the Center. Instructors or staff may identify other items which are disruptive or could be used in an illegal manner, which are also prohibitive.

Grievance Procedure

A student has the privilege to question a decision by a staff member, including allegations of discrimination in any phase of education programs and activities, and the application of rules of behavior, sanctions and other treatment.

The purpose of these procedures is to settle a grievance at the lowest level. The following procedures shall be used to submit a grievance:

1. If a student wishes to question a decision of an instructor or administrator other than the Director of the Center, the student shall first talk courteously to the instructor or administrator.
2. If the student is not satisfied after talking with the person concerned, the student may submit an appeal, in writing, to the Director of the Center to review the matter. Such an appeal shall be submitted within three days of the incident.
3. The Director shall investigate the problem and shall render a decision on whether to sustain or overrule the decision of the instructor or administrator. The decision shall be given to the student, in writing, within five days of the written notice of appeal.
4. Any appeals beyond the Director shall be made according to the following order: Senior Director Workforce Education; Associate Superintendent of Learning; Superintendent; and the School Board of Polk County.
5. If the grievance is not settled at the local level, the student may contact Ridge's accreditation agency:

Council on Occupational Education,
41 Perimeter Center East, NE, Suite 640
Atlanta, Georgia 30346

Southern Association of Colleges
and Schools Council
1866 Southern Lane
Decatur, Georgia 30033-4097

TRANSFERS AND WITHDRAWALS

Transfers: No student is to transfer from one program to another without first securing the written approval of a Guidance Counselor. Transfers are only warranted at the end of the first term.

Withdrawals: Any student desiring to withdraw from Ridge is required to observe the following procedure:

1. Have an official exit interview in the Student Services Department.
2. Sign a Ridge Career Center Student Withdrawal Form.
3. Satisfy all financial obligations to Ridge, which includes paying all outstanding balances.
4. Complete student exit survey in classroom, the Student Service Department or the Media Center.

Refunds

The following guidelines will govern the refund of student fees:

1) **Job Preparatory Programs**

A full refund of tuition and fees paid will be granted if administration cancels a class. The refund shall be made within thirty (30) days after the planned start date of the program/class.

Continuing Workforce Education Programs

A full refund of tuition and fees paid will be granted if administration cancels a class. No fees will be refunded if the student chooses to withdraw.

- 2) A refund will be granted if a student withdraws on or before the first day of class. One hundred dollars (\$100) of combined tuition and laboratory fees will be retained by Ridge.
- 3) Any seat deposit of \$100 is non-refundable; however, this deposit will be applied to the program's first semester's fees.

4) **Prorated Refunds**

Day Programs

After the end of the second day of enrollment, tuition refunds will be pro-rated up to thirty (30) days; there will be no refund for application, background check, parking permit, ID badge or consumable lab fees.

Evening Programs

There will be no refund of any fees after eight class meetings.

5) Refunds, when due:

- a) will be made without requiring a request from the student.
- b) will be made within forty-five (45) days from the last day of attendance if written notification of withdrawal has been provided to the school by the student or
- c) will be made within forty-five (45) days from the date the school terminates the student.

6) Students enrolled who have not visited the Center previously will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

7) Textbook costs and supplies purchased from the schoolstore are non-refundable.

- 8) A student may choose to apply any refund, as described in this policy, to enroll in other programs during the same academic year.
- 9) Credit card payments are refunded to credit card charged. All other refunds will be issued by check from the School Board of Polk County. Students should allow thirty to forty-five (30-45) days for receipt of a refund check.

Work Habits and Attitudes Grade

Students are graded at Ridge not only on their attainment of tasks, but also on the work habits and attitudes listed below. The instructors and advisory committee members agree that these 15 items are an important aspect of a career student's preparation. The lack of these skills is often the reason workers lose their jobs.

1.	Reports on time.	-2
2.	Attends school daily.	-2
3.	Uses authorized equipment and supplies.	-1
4.	Avoids wasting materials and time.	-2
5.	Returns tools clean and to their proper place.	-2
6.	Dresses as required by policy.	-2
7.	Keeps accurate records.	-1
8.	Works only on assigned tasks.	-1
9.	Leaves work area clean and orderly.	-2
10.	Follows safety practices.	-3
11.	Accepts supervision in a positive manner.	-3
12.	Works cooperatively with others.	-3
13.	Avoids interfering with others.	-2
14.	Stays in authorized areas.	-2
15.	Follows direction.	-3

Each grading period students begin with 100 points. These points are lowered if the student commits violations of the items on the list. Instructors document violations and the Work Habits and Attitudes grade is determined by the number of remaining points. Ridge has individualized learning materials on work habits and attitudes available for the student.

The Polk County grading key below is used in determining letter grades. Both high school and adult students are graded by this key.

Polk County Grading Key:

A	(90 - 100%)	Outstanding
B	(80 - 89%)	Above Average
C	(70 - 79%)	Average
D	(60 - 69%)	Below Average
F	(0 - 59%)	Failing
I	(Incomplete)	
NG	(No Grade Given)	

ACADEMIC PROGRESS

Students at Ridge are expected to maintain satisfactory progress in their programs. Students who receive financial assistance or scholarships must fulfill the minimum term grade required or placed on probation for the next

term. Any student who fails two terms or whose progress report at the end of the first term is extremely low will be withdrawn from school.

GENERAL SAFETY

The Program Safety Pledge: At the beginning of your program at Ridge, you will be given a copy of the Program Safety Pledge. This document will be explained to you. You will be asked to sign and submit it to your instructor. High school students must also obtain their parent's or guardian's signature on this pledge.

By signing, you indicate your willingness to comply with the requirements of the pledge. Instructors in all Ridge programs will present safety instruction to all students. These will include general and specific safety requirements applicable to the individual program.

Program Safety Test: At the close of the program safety instruction mentioned above, you will be given a test by the instructor covering the material included in the unit. **NO STUDENT MAY BEGIN WORK IN THE LAB UNTIL BOTH A PROPERLY SIGNED AND DATED COPY OF THEIR PROGRAM SAFETY PLEDGE AND THE SAFETY TEST HAS BEEN SATISFACTORILY COMPLETED. FAILURE TO RESPOND TO THESE TWO REQUIREMENTS WITHIN ONE WEEK AFTER ENROLLING WILL RESULT IN DISMISSAL FROM RIDGE!**

Enforcement of Safety Regulations: Instructors are asked to firmly enforce safety regulations at **all** times and with **all** students. In the interest of your personal safety and the safety of your classmates, you are not only asked, but also required to obey all safety regulations at all times!

An instructor who sees a safety violation committed in the lab will immediately call it to the attention of the offender. The offender will be expected to comply with the instructor's request and to make every effort not to repeat the violation. Students who commit repeated violations will be asked to withdraw from Ridge. This applies to all high school and adult students.

Drug-Free School Policy: It is the policy of Ridge to be an institution free of drugs and violence and to provide a safe, orderly and disciplined learning environment. Students who desire information on substance abuse should consult a guidance counselor.

Health and Safety: You will receive from your instructor necessary information regarding the safe handling and use of hazardous materials and flammable liquids and gases pertinent to your program. For your own protection and the protection of others, you are required to follow these procedures.

Polk County school law makes it mandatory that every public school in the county have regularly scheduled health and safety training for all students and employees. Fire drills, tornado drills, hurricane warnings and bomb threats will be practiced by all.

- Learn the drill procedures for your program.
- Learn to carry out any special drill duty assigned to you by your instructor.
- Follow the instructor's directions.
- Participate in every drill in a conscientious, serious manner.

Eye Safety: Eye safety considerations are important in the operation of an institution such as Ridge. With this in mind, the school has furnished industrial programs with eye protective equipment. Eye protective equipment is addressed in Florida's school law. For your own safety, you are required to use the proper eye protective equipment when performing such tasks as welding, cutting, chipping, grinding, drilling, turning, milling, etc. Remember, a pair of safety glasses in your shirt pocket will not keep that fragment of flying metal out of your eye.

CAREER PROGRAM CREDITS

High school students can take academic courses at Ridge in addition to their career education program. It is possible for some of them to receive a maximum of thirteen elective credits in some programs while earning academic credits depending on the length of their career education program.

STUDENT RECORDS

Each student at Ridge has a folder maintained in the Student Services Department. This folder of student records is maintained to facilitate instruction, guidance, academic progress and job placement.

Student records shall be treated as confidential. They shall be directly accessible only to the professional staff of the school system, to parents or guardians of students under the age of 18, to eligible students 18 years of age or older (hereafter called adult students) and to such other individuals and agencies as set forth by law, School Board policy, rules and guidelines, or as authorized in writing by the parent, guardian, or to any person in parental relationship to a student or by the student in some situations.

AWARDS

Student Awards: Ridge will hold Award Ceremonies at appropriate times to honor students completing their programs and to recognize outstanding student achievements.

Attendance Awards: The school awards Perfect Attendance Certificates and Exemplary Attendance Certificates to those students who merit them. Students with excessive tardies will not be considered for these awards.

Occupational Completion Point (OCP) Accomplishment Award: This award is presented when all tasks in the OCP are completed. An OCP is an exit point prior to program completion that is linked to an occupational/job title DOT (Dictionary of Occupational Titles), SOC (Standard Occupational Classification System), SIC (Standard Industrial Classification), or OES (Occupational Employment Statistics). It is highly encouraged that the full program be completed to warrant better job opportunities with higher salaries. A copy of the Certificate of Completion and Occupational Completion Point Accomplishment Awards will be kept in your file in the Student Services Department as well as a transcript, student performance agreement and work habits and attitudes grades. There is a \$3.00 fee for copies of your transcript for future inquiries.

Certificates of Completions: These certificates are awarded after completing 100% of the total standard hours of a career education program, participating in an exit interview with a guidance counselor, satisfying all financial obligations at Ridge, completing an exit on-line survey, and meeting basic skills levels required by the state.

SERVICES AVAILABLE TO YOU AT RIDGE

Schoolstore: The Ridge Schoolstore is located in Building 1--next to the Student Service Center. The Schoolstore stocks all textbooks and supplies required by programs, plus a limited selection of regular school supplies.

Career Counseling: The counselors and staff in the Student Services Department are available to assist you with program information and Career counseling. Counselors work with students who may have personal or social problems and who are being sponsored for career education training by special agencies.

Financial Assistance: Students in need of financial assistance should meet with the financial assistance staff member. Several forms of financial assistance are available: Pell Grant; Veteran/Dependent; Ridge Scholarship, Workers' Compensation; WIA Dislocated Worker; WIA Adult; WAGES; Farmworker; Disabled; Florida Bright Futures Scholarship; and Vocational Rehabilitation.

VPI Center: The purpose of Vocational Preparatory Instruction (VPI) is to help students compensate for deficiencies in reading, language or math skills. Students may have trouble in just one area of math, such as percentages, and would need to spend time in VPI to learn that skill. Other students with more general skill deficiencies may not be able to succeed in their career education program until they have acquired remediation in VPI for several weeks. The goal of VPI is to enable adult students (age 16 or older) to enter and succeed in career education through a program designed to remedy individual deficiencies.

Job Placement and Cooperative Education: Ridge offers job placement assistance to both high school and adult students. Assistance is also offered through the Polk Works One-Stop Center, program advisory committees, and the School Advisory Council. High school and adult students attending Ridge may also choose to enroll in one of the following cooperative education programs-Business Cooperative Education (BCE), Information Technology Cooperative Education (ITCE), Marketing Cooperative Education (MCE) or Industrial Cooperative Education (ICE). These programs are designed for, but not limited to, students who have completed the majority of their career education training in the classroom.

Adult students may encounter personal situations which dictate that they must be employed. It is possible for a student to transfer to the cooperative education program, go to work, and continue to receive credit for tasks in their program. Students interested in this program should discuss it with their instructor and the Cooperative Education Coordinator.

Media Center: The Media Center is located in Building 1 and is open from 7:40 a.m. to 2:40 p.m. Monday through Friday. Media services are available to all Ridge students and personnel. A list of books is published periodically by the Media Center and sent to every classroom for posting. These lists contain the names of books recently received at Ridge. Books may be checked out for a period of two weeks and renewed if necessary. Reference books may be checked out overnight. Also available is a wide assortment of periodicals, newspapers, pictures, prints, and audiovisual materials and equipment. There are many computers and CD-ROM databases available to you in the Media Center.

Clinic: The care of illness or accident at school is first-aid only. Students who become ill or injured during the school day may be excused to visit the clinic. Except in extreme emergencies, a student must obtain a pass from his/her instructor before reporting to the Student Services Department for permission to go to the clinic. If an accident occurs, no matter how big or small, a Student Accident Report must be completed by the instructor and a copy given to the Director's secretary within 24 hours of the incident. In case of severe injury to a high school student and the student needs to see a doctor or go to a hospital, the parent(s) or guardian(s) must be notified. The Director's secretary completes the necessary insurance forms and a copy of the Accident Report which is sent with the student to the doctor or hospital.

Medications can only be dispensed as per School Board regulations. Current rules require all students to have an Authorization for Medication on file before any medications (prescription or over-the-counter) can be dispensed.

Bulletin Boards: A bulletin board is located in the Student Service Center for the purpose of posting information for high school students and other notices of general interest to students. Persons wishing to post notices on this bulletin board must obtain permission to do so from an administrator.

There is also a bulletin board used for posting job opportunities in the hall of Building 1.

Lockers: Lockers are provided in most program areas for you to secure your equipment and personal belongings. Your instructor will assign you a locker. Lockers are subject to inspection at any time by school personnel.

Student Organizations: To enrich your career education training program, you are encouraged to join the appropriate student organization which applies to your program area and fully participate in its activities:

NTHS (National Technical Honor Society)

SkillsUSA (Career Student Organization)

FBLA (Future Business Leaders of America)

NAPNES (National Association of Practical Nursing Education Services)

FEA (Future Educators of America)

Student Service Center: The Student Service Center, located in Building 1, provides snacks in vending machines and hot meals for the convenience of students and staff before school and lunch time.

Food and Drinks: Food and drinks are to be confined to the Student Service Center and patio. The consumption of food and beverages (except water in a closed container) in any classroom is prohibited at all times!

Phones: An emergency phone is located in the main office.

Messages: Personal calls and messages to students cannot be accepted through school phones. These lines must be kept open for school business. Students will not be called to the phone nor will messages be delivered except in the case of a family emergency. Please try to make appointments, bus plans, alternate car rides, etc. before you leave home.

Lost and Found: Lost and found items will be available in the Front Office.

VISITORS

All visitors of Ridge must have a driver's license or picture ID and sign in at the receptionist's desk in Building 1 and obtain a visitor's pass. The receptionist will check with the instructor before allowing a visitor to enter a program area. Many programs use equipment that could be a safety hazard if visitors are not properly supervised and cautioned. Also, visitors who wish to visit a student of Ridge at any time during the school hours must produce a valid driver's license or picture ID in the front office. Visitation with a student during school hours on school campus must be approved by the director or his/her designee.

TRANSPORTATION

Bus Students: If you ride a bus to Ridge, you are expected to observe the following regulations or lose your bus privileges:

1. Follow the instructions of the bus driver.
2. Occupy the seat assigned to you and stay seated while the bus is in motion. Do not stand up until the bus has come to a complete stop.
3. Hold all talking to a normal conversation level.
4. Warn the driver of approaching danger if necessary.
5. Leave the bus only with the consent of the driver.
6. Observe precautions in crossing the road after leaving the bus.

7. Obey instructors on duty in the bus loading zone.
8. Report to the Assistant Director of Administration's Office if you are told to do so by the bus driver.

Students Left by Buses: Every effort is made at the high schools and at Ridge to see that buses do not leave early and consequently cause students to miss them. By the same token, students should conform to the bus schedule and arrive in time to load onto the bus.

Ridge does not consider missing a bus to be an excusable reason for absence from school. Ridge cannot be responsible for transportation of students who miss their afternoon buses.

Multi-Stop Buses: Students who are transported to and from Ridge by buses that make stops at other county schools in route are required to stay off the campuses of those schools unless they have official business to transact. During these stops, students should either stay on their bus, wait in the bus loading area, or leave immediately if the stop is their exit point. Students riding buses must obey all rules established by the campus they are on. They should follow directions given by school officials on the campus and refrain from any prohibited activities (smoking, leaving the campus, etc.).

Students Who Drive to Ridge: If you drive to Ridge, you are required to observe the following regulations. Driving to Ridge is a privilege, not a right. Violation of these regulations will result in the suspension or loss of driving privileges.

1. Observe all speed limits, both on and off campus. Campus speed limits are clearly posted: 20 M.P.H. throughout the campus, 30 M.P.H. on the exit road. All speed limits are enforced.
2. No reckless driving or hot rodding.
3. Do not arrive on campus before 7:20 a.m.
4. If you arrive before 7:40 a.m., you should report to the Student Service Center or patio area. You should not be in program areas or the halls prior to 7:55 a.m.
5. Close your car windows, lock your doors, and secure your valuables in the trunk. Ridge is not responsible for theft from or damage to any vehicle parked in the campus lot.
6. Obtain a parking decal (\$5.00) and affix it to your rear view mirror. Consecutively numbered Ridge parking decals are issued to all personnel and students driving to the campus.
7. Park in designated parking spaces only, not in spaces reserved for visitors and staff, driveways, islands, or on the grass.
8. Do not back into spaces.
9. Do not park in the service yards or on the shop aprons unless official arrangements have been made to have your vehicle worked on.
10. If you ride a motorcycle, park it with several other motorcycles in a space allotted for one car.
11. Do not drive to any other school in the county at any time before or after school or while school is in session unless you are a high school student and have specific school business to transact at your own high school or you are an adult who has a son or daughter to take or pick up from school.
12. Observe the exit procedure outlined below.

EXIT PROCEDURE FROM THE CAMPUS PARKING LOT

There will be a small group of staff members in the parking lot at arrival and dismissal time every school day. The purpose of this is to supervise and direct the exit of all vehicles, including school buses, from the parking lot. You should completely familiarize yourself with the rules and cooperate fully with staff members. Violations of the following exit procedure at dismissal time will result in suspension of driving privileges.

1. Observe the *exit road speed limit of 30 m.p.h. This limit is strictly enforced.
2. The second entrance is one way to Parking Lot A and straight to Building B and beyond.

3. Be sure your vehicle has come to a complete stop before picking up or discharging passengers.
4. Stop to let school buses into the traffic pattern.
5. Obey the requests of staff members.

*The exit road runs north and south along the east side of the parking lot.