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## **WELCOME TO RIDGEWOOD ELEMENTARY**

Dear Students and Parents:

This handbook of general information has been written to answer questions that may arise regarding the policies and procedures of Ridgewood Elementary School. Please read this book carefully so you become familiar with it.

It is the purpose of our school and staff to provide each student with the best possible educational opportunity to promote the students' intellectual, social, physical, and emotional growth and lay a foundation for life-long learning. Each student must share in this responsibility by setting high goals and standards to succeed. Each parent must share in this responsibility in a joint partnership with the school to provide the best education possible for our children.

We are proud of Ridgewood Elementary School, the students, staff, and parents. It is our sincere desire that all of us share a sense of pride for our school and community.

Ridgewood Elementary is located at 225 West Union Ave., West Lafayette, Ohio 43845. The school's phone number is 740-545-5312.

Sincerely,

Faculty and Staff, Ridgewood Elementary School

### **RIDGEWOOD ELEMENTARY MISSION STATEMENT**

#### **MISSION STATEMENT**

Ridgewood Elementary School will accept children at whatever stage of development they may be, and with resources available, provide the students with the opportunity to develop their abilities to their individual capacities. The school, through its teachers, will strive to develop the entire student: socially, mentally and physically.

#### **EQUAL EDUCATION OPPORTUNITY**

Ridgewood Local School District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, gender, or national origin while at school or a school activity should immediately contact Ridgewood Local School's compliance officer at the Central Office. The telephone number is 545-6354.

Complaints will be investigated in accordance with the procedures set by the school district. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

#### **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail and hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by information the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

## GUIDING PRINCIPLES

### **Introduction**

During your school years the staff and administration work at refining your academic and social skills as well as putting the final touches on qualities which we believe are essential for your ongoing development and future success and happiness. We will call these qualities our **Guiding Principles** and we will promote them during the years you spend under our care and guidance.

- 1. Responsibility:** This means being accountable and accepting the consequences of your actions; considering yourself answerable for something; you will have lots of studying to do as well as papers, homework and assignments; you will also have deadlines to meet and priorities to establish. Remember that school is **Your Job** - you must prepare yourself to enter society as a productive and responsible citizen.
- 2. Deliberateness:** This means thinking seriously about something; your teachers will encourage you to check your work and think things through with proper care. **If a job is worth doing, it is worth doing well.** Give your job your best effort; aim not only at accuracy but excellence as well.
- 3. Initiative:** This means the capacity to be a self-starter, to take care of what needs to be done without being told or pushed; your teachers will encourage you to think and act on your own without prompting. Be eager to do something. We can all sit back and complain; that won't change the situation. If we want to improve things we have to step up to the front and make the first move.
- 4. Perseverance:** This means sticking to the task in spite of obstacles or difficulties. It requires hard work and not giving up. Your teachers will not accept substandard work from you; they will demand that you keep working at a task and redoing it until you get it right. In all that

you do, give it your best.

5. **Optimism:** This means having a positive view of school and life. You need to view life with hope, and believe that things will work out for the best. Don't get discouraged if you make mistakes or things don't work out; you can learn from these mistakes and you can grow from failures. Keep your mind focused on the bright side of life.
6. **Courage:** Courage means bravery in the face of fear, the unknown and other obstacles which you may encounter throughout life. Be willing to stand up for what you believe; be willing to put your beliefs and opinions into practice. Be willing, at times, to take a risk and try new things. Confront obstacles without giving way to fear.
7. **Respect:** This means having a regard for others and things. Treat others with dignity and regard, be courteous and polite; the world does not revolve around you, nor does the world cater to your needs. Be sensitive to others; they are important as well. Be considerate of others and their needs and treat their goods with proper care. Treat others as you would like them to treat you.
8. **Compassion:** Be kind and sympathetic towards others in distress. Lend a hand to those in need; be generous with your time; be willing to help others.
9. **Adaptability:** Be willing to put yourself in step with changing circumstances. In life you will experience many changes; people will come and go out of your lives; your ideas about things will change; technology is changing the way you will work and live. You will have new teachers, new demands and expectations - be flexible and adapt.
10. **Honesty:** This means integrity, truthfulness and sincerity. The honest person does not deceive, steal or take advantage of the trust of others. Do your own work in school; don't cheat. In the workplace you will be expected to produce and perform your own work. Cheating only hurts you and you lose the respect of others. Besides, teachers can tell when someone has been cheating.
11. **Trustworthiness:** This means being reliable and believable. The best thing you can give people is your word. If people cannot accept your word they will not trust you.
12. **Loyalty:** This means commitment, dependability and being faithful. This is the quality of showing commitment to a person, company, team or group in the performance of duty or sticking to a contract you have made with another person. Your coach expects commitment to the team; your principal expects commitment to your school and your teachers expect commitment to your job - **Learning.**

**These are the qualities which your teachers and administrators believe you need to refine during your school years. If you work together and keep these in mind when you are dealing with people and problems, then you can be assured that your school years will be happy and fruitful; in addition, you will be ready to take on whatever life has to offer.**

**RIDGEWOOD LOCAL SCHOOLS**  
**2015 – 2016 SCHOOL CALENDAR**

AUGUST 21	TEACHER PROFESSIONAL DAY
AUGUST 24	TEACHER IN-SERVICE DAY
AUGUST 25	FIRST DAY FOR STUDENTS
SEPTEMBER 7	LABOR DAY (NO SCHOOL)
OCTOBER 5 -7	FAIR DAYS (NO SCHOOL)
OCTOBER 8	SCHOOL RESUMES
NOVEMBER 26 –30	THANKSGIVING VACATION (NO SCHOOL)
DECEMBER 1	SCHOOL RESUMES
DECEMBER 23-JAN. 1, 2016	WINTER RECESS (NO SCHOOL)
JANUARY 4, 2016	SCHOOL RESUMES
JANUARY 18	MARTIN LUTHER KING DAY (NO SCHOOL)
FEBRUARY 15	PRESIDENT’S DAY (NO SCHOOL)
MARCH 24-29	SPRING BREAK (NO SCHOOL)
APRIL 11	TEACHER IN-SERVICE (NO SCHOOL)
MAY 27	LAST DAY FOR STUDENTS
MAY 30	MEMORIAL DAY (NO SCHOOL)
MAY 31	TEACHER PROFESSIONAL DAY

**Make up Days: Feb. 15, Mar, 29, May 31 June 1 and 2**

## Parent - Teacher Conferences

September 22, 2015	2:45 – 6:15 p.m.
September 24, 2015	2:45 – 6:15 p.m.
January 14, 2016	2:45 – 5:45 p.m.
March 22, 2016	2:45 – 5:45 p.m.

## Ridgewood Local Interim and Grading Period Schedule

<u>Term</u>	<u>Term Begins</u>	<u>Midterm Ends</u>	<u>Term Ends</u>	<u>Report Home</u>
1st 9 weeks	Aug. 25	Sept. 18	Oct. 23	Oct. 30
2nd 9 weeks	Oct. 24	Nov. 20	Jan. 8	Jan. 15
3rd 9 weeks	Jan. 11	Feb. 19	Mar. 18	Mar. 24
4th 9 weeks	Mar. 21	Apr. 22	May 27	*

- Report cards will be available for pick up in the office one week after the last day of school.

**DAILY SCHEDULE  
2015 - 2016**

7:15	STUDENTS MAY ENTER THE BUILDING	
7:45	STUDENTS MAY ENTER CLASSROOMS	
7:55	SCHOOL BEGINS - TARDY BELL	
10:20 - 12:20	LUNCH	
10:20 - 10:50	KINDERGARTEN	
10:50 - 11:20	GRADE 1	
11:20 - 11:50	GRADE 2	
11:50 - 12:20	GRADE 3	
10:50 - 11:20	NOON RECESS	KINDERGARTEN
11:20 - 11:50	NOON RECESS	GRADES 1
11:50 - 12:20	NOON RECESS	GRADES 2
12:20 - 12:50	NOON RECESS	GRADES 3
2:30	DISMISSAL OF WALKERS	
2:30	DISMISSAL OF BUS STUDENTS	

**ABSENCES**

When a student is absent from school, the parents should call the school between **7:00 a.m.** and **8:30 a.m.** to report the student absent from school. Parents should give the following information: student's name, teacher's name and reason for absence. If the school is not notified, the school personnel will call the home to verify the absence. **When the student returns to school the student must bring a note signed by a parent/guardian stating the reason for the absence.**

Absences will be tabulated in 1/2 day increments. The day will be divided as follows for recording attendance:

**7:55- 11:00 1/2 day                      11:00 - 2:30                      1/2 day**

**Professional Appointments:** Students are not counted absent when attending a professional appointment if the appointment, including travel time, does not exceed two hours. Professional appointments may include, but not be limited to, the following: doctor appt., dental appt., orthodontist, physical therapy, and court appearance. The student must bring an appointment card or note signed by the attending



personnel when returning to school for the appointment to not be counted as an absence. Without this documentation, students will be charged 1/2 day absence. The verification of appointment must be returned within 2 school days.

School-To-Work Day: Students are not counted absent when attending a school-to-work day - limit 1 day per year. Students must bring written verification from a company official for the day to not be counted as an absence. Without this official documentation, students will be charged 1 day absence.

### ARRIVAL TIME

Students are to directly enter the building upon arrival at school and proceed to the cafeteria/gym. Students who walk to school or are dropped off at school should plan to arrive no earlier than 7:15 am. Students who are eating breakfast must enter the school no later than 7:30. Students arriving before 7:45 will go directly to the cafeteria/gym.

### DISMISSAL TIME

**Parents are responsible for clearly informing their child of after-school arrangements. A note, signed by the parent/guardian, must be sent to the classroom teacher indicating specific changes. If a note is not received, the student will follow normal procedures.**

Ridgewood Elementary is “school” for nearly 400 students. The end of the day is very busy for students and staff in preparing to dismiss. Phone calls to students changing plans are discouraged because the message may not be delivered. Even dropping by to pick up your child can have a huge impact on the dismissal patterns of the students. We ask that every effort be made to establish a routine and stick to that routine. This practice would be the safest method of getting the student home.

### PICKING UP STUDENTS PRIOR TO DISMISSAL

Students who need to leave school early should present their teacher with a note from a parent/guardian stating the reason and time for an early dismissal. Please include the name of the person picking up the child and the reason for the earlier release. **Parents who come to school to pick up their child for appointments/illnesses must report to the office to sign their child out.** For safety precautions, no student will be permitted to leave the building without supervision. Early dismissals are for appointments that can be scheduled at no other time than during the school day. The amount of time out of school could result in an absence from school.

### TARDIES

Students arriving after 7:55 a.m. but before 8:45 a.m. will be counted tardy on the student’s official attendance record. Students arriving after 8:45 a.m. will be counted 1/2 day absent. Students who are absent 1/2 day in the morning but return prior to 11:00 will be charged only with a 1/2 day absence.

### ATTENDANCE POLICY

All students regularly enrolled in Ridgewood Local Schools are under its jurisdiction according to the authority vested in it by the State of Ohio. These students are subject to all regulations required by the State of Ohio. In regard to attendance, the regulations are:

1. to enforce the state compulsory attendance law
2. to use reasonable care regarding the welfare of students

This implies that the school be responsible for knowing the location of its students at all times, which necessitates school authorities keeping a careful record of all absences from school.

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which she/he has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a **written** statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each: **single absence or prolonged absence**.

Repeated infractions of Board policy regarding attendance may result in suspension or expulsion.

**A student will be considered habitually truant if the student is absent without a legitimate excuse for four (4) or more school days.**

An **Initial Court Notice** is mailed to the parent and Juvenile Court indicating current student attendance status and the possibility of further action if attendance does not improve.

**A student will be considered chronically truant if the student is absent without a legitimate excuse for eight (8) or more school days.**

A **Second Court Notice** is mailed to the parent and to the Juvenile Court. A Court Officer schedules an Informal Hearing at the school to discuss the compulsory school law and student's attendance.

If unexcused absences do not improve, charges may be filed in Juvenile Court if the student is **absent without a legitimate excuse for twelve (12) or more school days**.

A **Third Court Notice** is mailed to the parent and to the Juvenile Court.

A Court Hearing is set before the Juvenile Judge.

*If a student is habitually or chronically truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court jointly and/or to take any other appropriate intervention.*

*(Adopted: November 21, 2000)*

### **1. Written Notes for Excused Absence(s):**

In order for any absence to be excused **the student must bring a note signed by the parent or guardian. Excuses must state the reason for the absence.** All excuses must be on file in the school office within two school days of the absence. The two days begin the day the student returns after the absence. If no written statement of the cause of the absence is received the absence will be considered an unexcused absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- a. *personal illness (a written physician's statement verifying the illness may be required)*
- b. *recovery from an accident*

- c. *required court attendance*
- d. *death in family*
- e. *illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age)*
- f. *quarantine of the home*
- g. *necessary work at home due to absence or incapacity of parent(s)/guardian(s)*
- h. *observation or celebration of a bona fide religious holiday*
- i. *such good cause as may be acceptable to the Superintendent*

## **2. Unexcused Absences:**

An unexcused absence includes any reason other than those listed as reasonable excuses.

**NOTE:** Truancy from school is an absence without permission and is considered an unexcused absence. Truancy may involve absence from school for any portion of a school day.

## **3. Tardiness to School:**

A student coming to school tardy must report to the school office. Any arrival of a student after the 7:55 a.m. bell and up to 8:45 a.m. is a tardy. Tardiness can result in disciplinary action such as detention, suspension from school, referral to Juvenile Court, or other appropriate action toward a student for an unexcused tardiness

## **5. Attendance Records and Administrator's Report to Parent/Guardian on Absenteeism:**

Attendance records will be maintained by each classroom teacher and the school office. Accumulated absences and tardiness of students will be reported on the nine weeks educational reports. Upon verification of absences, a letter will be sent home when a student's absences accumulate a total of 5, 8 and 14 and or more days during the school year.

## **6. Limitation of Allowable Absences and Review of Attendance Record:**

The maximum number of days of allowable absences, excused or unexcused, is 18 days. When the 18 day limit has been exceeded, the situation shall be reviewed by the principal and the student's teacher. The following information will be considered during the review:

1. Nature of the absences
2. Extenuating circumstances concerned with the absences
3. Evaluation of make-up work

The parent/guardian will be notified of the results of the review. An extension of the limit of allowable absences may be granted. If extending the limit is not warranted, a student will be required to make up time for days missed, outside of normal school hours. If a student continues to be absent and does not make up required times for absences, then the student may be retained in the same grade for the next year. If a student continues to miss school, then suspension, expulsion, or court action may be taken by the principal.

## **7. Extended Absences:**

The school principal may require a physician's statement of current health status and required medical care for any single absence or prolonged absence. Failure to provide a physician's statement, if requested, will result in the day(s) being counted as unexcused absence(s).

**8. Special Absences/Vacation Requests:**

Parents planning to keep their child out of school for special absences (any absence from school for other than the allowable excuses or family going on vacation) must complete a parental request form and present it to the principal prior to the anticipated absence. This request must have the permission of the building principal five (5) days in advance of the absence. This form is available in the school office. Failure to request and secure this permission will result in unexcused absence(s).

**9. Leaving School Without Permission:**

No student is to leave school at any time without permission of the principal or a teacher. Upon arrival at school, students must remain at the school unless excused by school staff.

**10. Half-Day Absence:**

To receive credit for one-half day’s attendance, a student must have a signed in by 11:00 a.m. or not signed out by 11:00 a.m. Students leaving in the afternoon for early dismissal will be given ½ day absence if leaving prior to 2:00 p.m.

**11. Early Dismissals:**

Students who need to leave school early should present their teacher with a note from a parent/guardian stating the reason and time for an early dismissal. Please include the name of the person picking up the child and the reason for the earlier release. Parents who come to school to pick up their child for appointments/illnesses must report to the office to sign their child out. For safety precautions, no student will be permitted to leave the building without supervision. Early dismissals are for appointments that can be scheduled at no other time than during the school day. The amount of time out of school could result in an absence from school.

**12. Lice:**

If a student is sent home with head lice, he/she is given the next day as an excused absence to receive treatment. Any days missed after that (per incidence) are unexcused.

To be re-admitted to school, a parent/guardian must accompany his/her child to school and the student will be checked by the school nurse or designee. The nurse will then issue a pass to return to class. Students who are sent home with head lice are not permitted to ride the school bus until they are lice free.

**AWARDS/HONOR ASSEMBLY**

A grade level awards/honor assembly will be held at the conclusion of each 9 week grading period. The teachers will recognize students for outstanding accomplishments in academics, attendance, and other special awards/honors earned by students.

- Perfect Attendance zero (0) days missing and zero (0) days tardy
- Outstanding Attendance no more than one (1) day and than one (1) tardy
- Honorable Attendance no more than two (2) days and two (2) tardies

- Principal’s Roll
- Honor Roll
- Merit Roll

## **BOOKMOBILE SERVICES**

The Coshocton County Public Library Bookmobile visits our school twice each month. All students are issued a library card for their personal use. Students will assume responsibility of properly caring for and returning borrowed materials. Failure to meet these responsibilities will result in loss of bookmobile privileges.

## **BULLYING PREVENTION**

Ridgewood Elementary School has adopted and has been trained in the Olweus Bullying Prevention Program. We take bullying very seriously and work to deter it from happening not only at school but in the community. If you have any questions, please contact the school office.

## **BUS REGULATIONS**

All students riding a bus should experience a safe and pleasant trip to and from school. The following regulations have been set forth for students when riding a school bus. These regulations apply to all students at all times when they ride a bus.

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive. When a bus is on schedule there shall be no waiting for tardy students.
2. Pupils must wait in a location clear of traffic and away from the bus stop.
3. Behavior at the bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an assigned seat and stay seated.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct; obey the driver promptly and respectfully. While a reasonable amount of talking is permissible, yelling must be avoided.
7. Pupils must be quiet at railroad crossings and bus turn around.
8. Profane language, scuffling, or rowdiness will not be tolerated.
9. Pupils must refrain from eating, drinking, or chewing gum on the bus.
10. Pupils must not have alcohol, drugs, or tobacco in their possession on the bus.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held in their lap.
13. Pupils must not put head or arms out of the bus window.
14. Pupils who damage the school bus shall pay for all repairs.
15. Pupils must leave or board the bus at locations to which they have been assigned unless they have permission from the school office to do otherwise. A written parental excuse co-signed by the principal is needed to be given to the driver if a student is to get off at another stop other than his regular stop. Students should take their bus requests to the school office each morning to obtain approval by the school principal or authorized personnel.

A bus conduct report will be completed by the bus driver to report students to the principal who have violated bus regulations. Students who have violated bus and safety regulations will be subject to disciplinary action which may include, but not be limited to, the following: corporal punishment, suspension of bus riding privileges, suspension and/or expulsion from school. Parents of students who have been reported by the bus driver for disciplinary action will be notified of the incident and/or the resulting disciplinary action.

## **CHANGE OF ADDRESS/TELEPHONE**

It is very important that every student maintain an up-to-date address/telephone record at the school office. Please notify the school immediately of any change of address or telephone number.

## **CHEATING**

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work will be confiscated, a failing grade recorded, and parents will be notified. Any future offenses will result in more severe discipline.

## **CLASSROOM ASSIGNMENTS**

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

## **CUSTODIAL PARENTS**

In order to protect your child, if you are divorced or separated, Ohio law requires legal proof of custody or guardianship. It is the parent's responsibility to provide a copy (certified copy with clerk's seal) of the divorce decree or shared parenting agreement to the school office. Failure to do so could result in your child being released to the non-custodial parent. Relatives and family members may not make informal "custody" change by letter or affidavit. All custody changes must be court approved. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY CUSTODY DISPUTES/ISSUES IF CURRENT CUSTODY DOCUMENTATION IS NOT ON FILE IN THE SCHOOL OFFICE.**

## **DIRECTORY INFORMATION**

If you do not want the school to disclose directory information from your child's education records, please notify the school principal, in writing, by **September 11th** of each school year. Directory information which would be disclosed by the school is:

- Student's name
- Address
- Telephone listing
- Date and Place of Birth
- Height and Weight
- Grade level
- Attendance
- Major of Study
- Participation in academics / other activities
- Honors and awards received
- Date of Graduation

## **DISMISSAL OF STUDENTS**

Students who walk to school or are dropped off by a parent are dismissed at 2:30. Parents need to make arrangements to have their child picked up at the dismissal bell. Students will not be permitted to stay in the office after school once school has been dismissed.

## **DISCIPLINE**

As students of Ridgewood Elementary School, you should conduct yourselves in a courteous and cooperative manner. You must not violate, or help another student to violate, the rules and regulations set forth in this code of conduct. You should recognize the need to maintain a controlled, organized atmosphere in our school in which every student can pursue his/her right to a good education. A fundamental belief of this discipline policy is that no student has the right to prevent other students from learning and a teacher from teaching.

A violation of any of the school rules and regulations may result in disciplinary action. However, the school administrators have authority to take other disciplinary action as warranted which may include, but not be limited to, the following:

- removal from class or activity
- detention
- in-school suspension
- out-of-school suspension (1-3 days, 5 days, 10 days)
- expulsion from school

Extracurricular activities shall be subject to the same code of conduct as the regular school day.

Rule 1. **Disruption of School:** A student shall not by use of violence, force, coercion, or threat cause material disruption or obstruction to the carrying on of a normal school day. Some examples of disruption would include unusual dress and appearance, bomb threats, the setting off of fire alarms, strikes or walkouts, the use of stink bombs, the impeding of free traffic to or within the school. These examples are not intended to be exhaustive.

Rule 2. **Damage to School Property:** A student shall not cause or attempt damage to school property, including landscaping, fences, athletic facilities, buildings, chairs, tables, doors, windows, plumbing facilities, desks, lighting fixtures, heating and air conditioning fixtures, instructional materials, etc. Students will be required to pay for all vandalism.

Rule 3. **Damage to Private Property:** A student shall not cause or attempt damage to private property on school premises during the school day or during a school activity, function, or event on school property.

Rule 4. **Assault/Battery (Physical and/or Menacing):** A student shall not act or behave in such a way as could cause physical injury to any other person. No student shall knowingly cause another person to believe that he (the offender) will cause serious physical harm to the person or property of such other person.

Rule 5. **Dangerous Weapons & Instruments:** A student shall not possess, handle, transmit, or

conceal any weapon or instrument capable of harming another person, such as guns, rifles, knives, ice picks, switch blades, brass knuckles, etc. Included in this prohibition would be the use of chemicals and gases, including mace.

Rule 6. **Tobacco, Narcotics, Alcoholic Beverages and Drugs:** A student shall not possess, use, transmit, conceal, or be under the influence of tobacco, narcotics, alcoholic beverages, and drugs. Narcotics and drugs are defined as follows: any narcotic, drug, medicine or pill chemical preparation, plant, seed, or derivative thereof, of a hallucinogen, barbiturate, or amphetamine nature.

The use of the same is strictly prohibited, except when the possession of the same has actually been prescribed by a duly licensed physician. The school can require evidence that the drug has been prescribed for the student.

The use of drugs, alcohol, and tobacco constitutes a serious social and health problem. In order to discourage their use by students on school property, the following standards will be enforced:

- a. Smoking and/or possession of tobacco on school property will result in suspension from school;
- b. Drinking and/or possession of alcohol on school property will result in suspension from school;
- c. The use of or possession of illegal drugs on school property will result in suspension from school.

Students found guilty of possession, use, or exchange of an illegal drug or alcohol are automatically suspended for five (5) days and offenses are reported to their parents and the police. A conference with the parents would be held during the regular school hours on a day school is in session.

Rule 7. **Insubordination:** A student shall not fail to comply with directions of teachers, bus drivers, student teachers, substitute teachers, teacher aides, principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violations of any minor rule, directive, or discipline procedure shall also constitute insubordination.

Rule 8. **Profanity and/ Obscene Language:** A student shall not use profanity or obscene language, either written or verbal, in communication with any faculty member, employees, or students, during or after regular school hours. This includes the use of obscene gestures, signs, pictures, or publications.

Rule 9. **Truancy and Tardiness:** Truancy is declared when a student is absent from school or any portion thereof without school authorization and parent consent. Excuses from school must meet the state and board of education conditions as outlined in the student handbook under absence section. In cases of prolonged absence, a doctor's certification may be required to verify the absence in question. Repeated violations of tardiness shall be considered a violation of Rule 7.

Rule 10. **Theft:** A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, employee of the school district, or any other person.

Rule 11. **Repeated Violations of Directions, Policies, Rules, Etc.:** A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, guidance counselors, teacher aides, administration, or other authorized school personnel during any period of time when the student is



under the authority of school personnel.

Rule 12. **Conduct Outside School Hours:** Conduct outside school hours that directly relates to and affects the management of the school and its efficiency, and/or directly affects the good order and welfare of the school shall be subject to the same code of conduct as the regular school day. Disciplinary action may be taken and may include, but not be limited to, removal from class, suspension from school, expulsion from school.

### **BULLYING PREVENTION**

Ridgewood Elementary School has adopted and has been trained in the Olweus Bullying Prevention Program. We take bullying very seriously and work to deter it from happening not only at school but in the community. Below are the definitions of bullying, the ABC's of bullying and the adopted school rules of bullying. If you have any questions, please contact the school office.

### **DEFINITION**

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him/herself.

Definition of Cyberbullying: Bullying by using communication technologies such as cell phones, internet, or other electronic devices to embarrass, threaten, intimidate or to cause harm to another person.

### **THE ABC'S OF BULLYING**

- A- Aggressive
- B- ImBalance of Power
- C- Continuous behavior

### **RULES OF BULLYING**

1. I will not bully others
2. I will help students who are bullied
3. I will include students who are left out.
4. If I know that somebody is being bullied, I will tell an adult at school and an adult at home.

### **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal

degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

## **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint.

Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

## **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

## **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically or in the handbooks.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667  
State Board of Education Model Policy (2007)

### **DRESS GUIDELINES**

Ridgewood Elementary School believes that a positive relationship exists between a student's appearance and his/her attitude, conduct, and progress toward attainment of ultimate educational goals. We ask that students follow these guidelines:

1. Hair must be kept neat, clean, and well groomed. Abstract (unnatural) hair color will not be permitted. Examples of unnatural hair colors are pink, purple, blue, all decisions rests with the principal's discretion.
2. Clothing should show modesty and good taste. The following dress is not permitted:

- Midriff tops
- Halter tops
- Tank tops Muscle shirts (Shirts must have sleeves)
- Fishnet shirts with nothing under them
- Short skirts or dresses
- Torn or baggy clothing -All pants and shorts must be worn at the waist (hipbone).
- Tight fitting pants or shorts such as those made of spandex material
- Coats in the classroom without teacher permission

3. Students may wear shorts or clothing resembling shorts prior to October 31 and after April 1 during the school year. The length of shorts should be modestly appropriate.
4. Students shall not wear any clothing or clothing articles that advertise or refer to alcoholic beverages, tobacco, drugs, violence, death, hate, sex, cults, or gangs. No clothing or clothing article promoting violence, depicting obscene/suggestive slogans, pictures or words is permitted.
5. Jewelry, wallet chains, or chains which are perceived by the administration as a potential weapon will not be permitted.
6. Body piercing is restricted only to the ears.
7. Students will not be permitted to wear hats within the school building during the school day, unless authorized by the principal for special occasions. Bandannas and head bands are not permitted unless authorized by the principal.

8. Proper footwear should be worn for safety reasons. Shoes with laces must be tied. Flip-flops, clogs, and slip-on shoes without a back are not permissible. Sandals that fasten around the ankle are permissible. **For PE class and/or inside recess students must wear tennis shoes.** Shoes that are not tennis shoes will not be permitted on the gym floor during recess or PE class.
9. Clothing, attire, and grooming must not detract, disrupt, or interfere with the educational process. In all questions of students' attire and its appropriateness for school the decision of the building principal shall be final. Any student departing from the acceptable standards of dress may be sent home. Disciplinary action which may include detention, suspension, and/or expulsion will be taken for repeated violations.

### **EARLY DISMISSAL**

There may be times the Ridgewood School District has to dismiss students early from school due to inclement weather, electrical or water problems at the buildings. Parents are asked to have an early dismissal plan in place so the students are well prepared as to what they need to do if this situation would ever arise. By having an early dismissal plan in place at the home makes a trying situation easier and limits student fears and uncertainty along with the number of calls placed to the school. If Ridgewood Schools would dismiss on an emergency situation such as snow, you will be notified through the PreK-12 Notification system and local to radio and television announcements.

### **ELECTRONIC DEVICES**

Students are prohibited from using cellular telephones, other electronic communication devices, radios, CD players, iPods, and pagers during instructional times throughout the school day. The Board of Education is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions to make sure their child doesn't have these items at school.

### **EMERGENCY INFORMATION**

Each student must have on file an emergency medical form for a student to participate in any activity off school grounds, including field trips, spectator trips and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

### **FIELD TRIPS**

Teacher planned field trips are a valuable part of instruction. Field trips are relevant to the subject areas of the curriculum and to the needs of the students. The parent will receive a permission slip for field trips that cover the entire year. Students will not go on field trips unless the parent/guardian has granted permission. Students who do not participate in the field trip experience will be required to attend school. Students can be excluded from participating in a field trip for disciplinary reason, poor attendance, not paying or making arrangements to pay necessary fees, or other reasons deemed appropriate by the principal.

### **FOOD SERVICE**

A nutritional breakfast and lunch are prepared and served at Ridgewood Elementary School each day. Parents are informed of the daily lunch selections through the monthly menu sent home with each

student.

Students have several choices of breakfast plans. Breakfast is offered as a meal; no single items will be sold. Breakfast charges are not permitted. Breakfast will be served daily at 7:30 a.m. Car riders and walkers who wish to eat breakfast will need to arrive at school by 7:30 a.m. Breakfast will not be available to car riders and walkers after 7:30 a.m.

The price of lunch is \$2.50 in grades K-3. Students are encouraged to pay for lunches at the beginning of each week or pay by the month. Lunch charges are not permitted except with the approval of the principal in emergency situations. If a lunch charge is granted, it is important that the charge be paid the very next day. Parents may be asked to come to school with the child's lunch money if continual charging with no repayment occurs.

Students will be permitted to purchase an additional carton of milk or orange juice with their lunch for \$.40. Students who bring their lunch to school will eat in the cafeteria with other students. Students who bring their lunch may purchase milk or juice at \$.40 per carton at school.

Parents are strongly encouraged to pay for lunch by the month. Parents may pay by check and are asked to write their child's lunch pin on the check for accurate accounting.

### **FUND RAISING ACTIVITIES**

Our school will hold major fund-raising activities each year. Selling will be voluntary and no minimum sales will be required. Classroom and club fund-raising projects must be approved by the building principal.

### **GRADE REPORTS**

Our school will use a nine weeks grading period. Please refer to the schedule near the front of the handbook for reporting dates. Grade reports will be sent home one week following the end of the grading period. Interim progress reports will be sent home to parents at mid-grading period. Interim reports are used to provide information to parents and students between regular reporting periods. Classroom teachers will send interim reports home during every grading period with every student. Please review your child's progress and contact the school if you have any questions regarding the reports.

### **GRADING GUIDELINES**

Ridgewood Elementary School shall use the following grading guidelines:

A= 90% to 100%	A = 4 points
B= 80% to 89%	B = 3 points
C= 70% to 79%	C = 2 points
D= 60% to 69%	D = 1 point
F= 0% to 59%	F = 0 points



## **HARASSMENT**

Students who engage in harassment towards students or adults, including sexual harassment, on school premises, on school buses, or at school sponsored activities will be subject to appropriate disciplinary measures, including suspension and expulsion. Harassment is an activity that is unwanted or unwelcome, including but not limited to, unwanted touching, verbal or written comments, name-calling, and propositions.

A student found to be in violation of the code of conduct faces the possibility of disciplinary action (e.g. detention, suspension, and/or expulsion from school). These acts will be judged independently and appropriate discipline will be applied.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the district. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the Superintendent of Ridgewood Local Schools.

## **HOMEWORK**

Homework is very important. Homework is an extension of the learning that takes place in school. Homework provides practice and drill that reinforces classroom learning. Parents can help the student by arranging for a place to study and seeing that assignments are completed.

## **ILLNESS OR INJURY**

In case of illness or injury, the student will be cared for temporarily by the school nurse or member of the school staff. School personnel will render first aid treatment only. If emergency or serious medical attention is necessary the parents will be contacted. However, if parents are not available, information provided on the emergency medical authorization form will be followed. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorization exempted from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent

may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

### **INSURANCE**

School insurance will be offered at the beginning of each school year. Parents are encouraged to investigate this insurance and take advantage of the service.

### **LEAVING SCHOOL PROPERTY**

Students are not allowed to leave school property during school hours without the knowledge and consent of the principal or teacher. Permission to leave the school grounds will be granted only upon written or verbal request from the student's parent or guardian.

### **LIBRARY SERVICES**

Students will be permitted access to the school library on a regular basis. Students are expected to follow established library procedures and properly care for borrowed materials.

### **LOST AND FOUND**

All clothing, money, jewelry, or other articles of value, found on school property, are turned into the school office. Students may claim these items with proper identification. Please mark personal belongings so easy identification can be made and returned to the student. Items not claimed will be disposed at the discretion of the building principal (usually twice per year, at winter break and the end of the year).

### **MAKE-UP WORK**

Make-up work is permitted for excused absences. Students are responsible for requesting make-up work immediately upon return to school following an absence. Students must do make-up work in the same number of days they were absent from school. An unexcused absence allows the student to complete the work missed; however, the student's grade will be lowered by 2% for each unexcused absence that occurred during the grading period.

### **MEDICATIONS**

Dispensing of medication at school is generally discouraged. There are, however, some exceptions which will need to be addressed. The administration of medication in specific situations will need to be arranged cooperatively by the parent, the child's physician, the building principal, school nurse, teacher and the secretary.

In those specific situations where a student regularly needs a doctor's prescribed medication at school these guidelines must be followed:

1. A written permission form must be on file at the school (see back of handbook). It must include **both the signature of the physician and the signature of the parent/guardian**. This includes prescription as well as over-the-counter

medication.

2. **All medication must be in its original bottle.** It should have an affixed label including the student's name, name of medication, dosage, route of administration, and time to be given. (This means we cannot give medication from baggies or Tupperware containers.) **All medication is kept in and dispensed from the office.**
3. Students who take medication on a long-term basis need a new request form completed each year.
4. It is advised that the medication forms and medicine be brought to the school by the parent/guardian. If possible, medication schedules should be organized so that medication can be given at home.

**Non-prescription medications are subject to the same guidelines as prescription medications.**

All medication is to be kept in and dispensed from the office. At this time medication is dispensed by the principal or secretary in each of the buildings.

\*Students are not permitted to carry medication (prescription or non-prescription) with them during school. (The only exception is prescription inhalers.)

Parents are responsible for providing necessary medication to the school. If medication is changed, parents/guardians are responsible for providing the school with the new medicine and authorization forms. Authorization forms are available in the principal's office. If you find yourself in the doctor's office without a form the office may have one, or the information can be written on a prescription pad and brought to the school. Medication that needs to be administered three times a day can usually be given before school, after school, and at bedtime. Parents may come to the school to give their child medication, if necessary.

We realize this is not always convenient, but please remember we have the safety of our students in mind.

**BEE STING KITS:**

It is the parent's responsibility to provide the necessary kits for the protection of their child(ren) and a doctor's statement about how medication is to be administered.

**NEWSLETTERS TO PARENTS**

Informative letters will be sent home weekly concerning activities at school. Students are encouraged to give the newsletters to their parents. This method is the most effective way the school has of keeping parents informed about school activities.

**NURSE**

A school nurse employed by the Ridgewood District is on call to this school. The nurse is responsible for maintenance of health records, routine health checks, first aid for injuries that happen at school, care of illness during school hours, and parental contacts concerning health problems and health screenings. Please be sure to contact the nurse if your child has any serious health problems.

**PARENT-TEACHER CONFERENCES**

We at Ridgewood Elementary School believe strongly that parent-teacher conferences are an excellent way to supplement report cards and other written forms of communication between parents and teachers. Conference days for the school are scheduled once in the fall and again in the spring (please check the calendar for specific dates). The schedule and appointments forms are distributed by the teacher through the student a couple of weeks prior to the conference day. Parents are encouraged to schedule individual conferences with the teacher at other times during the year when the student is having difficulty. Unscheduled/Walk-in conferences are discouraged due to teacher's schedules and responsibilities of supervision of students.

### **PBIS (Positive Behavior Intervention Supports)**

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff that is trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

### **PHOTOGRAPHS/VIDEOS**

Throughout the school year the elementary school will take photographs and video tape for yearbook publications, websites and hallway displays. Please contact your child's teacher by September 11<sup>th</sup> if you wish to not have your child photographed or videotaped.

### **PICTURES**

School pictures are offered as a courtesy to students and parents and will be taken twice during the year. A fall session will be taken in September or October. Payment for these pictures is due the day the pictures are taken and an envelope will be provided. A retake day will be scheduled for the fall pictures. A second semester picture session will also be scheduled. Money is needed the day for individual pictures, and group classroom picture. Individual pictures will be used for the yearbook. There will be no retake day for spring pictures. **There is no obligation to purchase pictures.**

## **PLAYGROUND SUPERVISION**

School staff will supervise the playground during recess times. The playground is not supervised before or after school. Students are not permitted on the playground before school and they are expected to leave school immediately after dismissal.

## **PROMOTION AND RETENTION POLICY**

Elementary Promotion: A pupil who finishes a school year in the Ridgewood Local School District and has shown satisfactory progress for the year shall be promoted to the next higher grade.

Elementary Retention: A pupil who finishes a school year in our district and has demonstrated unsatisfactory scholastic progress will be considered for retention. The decision to retain a pupil shall be made by the principal in cooperation with appropriate staff member on the basis of what is considered to be in the best educational interest of the individual child. If the decision is made to retain in a grade, the parents shall be notified and given the opportunity to discuss the administration's recommendation. A criteria and procedure has been developed when retention is being considered.

## **P.T.O. - PARENT TEACHER ORGANIZATION**

Our school has an active P.T.O. which has been very beneficial in past years in sponsoring activities for students and providing supplies and equipment to promote the education of students in the school.

Meetings and activities are scheduled throughout the year which provides opportunities for parents and teachers to interact. Your continued support of the P.T.O. and its activities will be a rewarding experience for all parents, teachers, and students during the school year.

## **RECESS POLICY**

Students have supervised recesses each day. Weather permitting; students are encouraged to go outside. The decision to have outside recess during cold weather depends on the temperature and the wind chill factor. Students should always be dressed for outside recess. **Only students with acceptable written doctor's excuse will be permitted to remain inside the building during scheduled recess times.**

### **INDOOR RECESS:**

1. Students will be excused by the duty teacher to use restrooms and get drinks in an orderly fashion.
2. Students will remain in the gymnasium at all times during recess unless excused by a teacher for a specified reason.
3. Students must wear tennis shoes when playing in the gymnasium. Any style of shoe that is not a tennis shoes will not be permitted during recess or PE.

### **OUTSIDE RECESS:**

1. Students will be excused by their teacher to go to recess.
2. Students should use the restroom if needed before going to recess.
3. Students should stay on blacktop, gravel, and Big Toy areas during wet weather.
4. Students should ask permission of teacher on recess duty before leaving the playground for any reason.

5. Students should stay in areas of playground assigned to their grade level.
6. When the bell rings to conclude recess, students should walk to line up quickly and quietly in assigned areas to enter the building.

### **SCHOOL DELAY/ CANCELLATION PROCEDURES**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. Every practical means will be used to notify parents of cancellations: PreK – 12 notification broadcast system, local radio, local television, local newspapers, and notes home to parents.

In the event that school must be canceled during the school day, parents are encouraged to make provisions for supervision when the students arrive at home.

If for any reason the opening of school is delayed for 1 or 2 hours because of inclement weather the procedure will be as follows:

Bus pick-up times would be exactly 1 or 2 hours later than normal.

If the bus doesn't come on a snowy or foggy morning, listen for school closing or delay information on one of these radio and television stations:

WCLT- NEWARK	AM	1430
	FM	100.3
WILE- CAMBRIDGE	AM	1270
	FM	97.7
WKLM – MILLERSBURG	FM	95.3
WTNS- COSHOCTON	AM	1560
	FM	99.3
WTUZ – NEW PHILA	FM	99.9

WBNS 10TV, ABC 6TV, FOX 28TV, WHIZ 18TV AND NBC 4TV

PREK – 12 NOTIFICATION SYSTEM

### **SCHOOL SAFETY DRILLS**

Fire, tornado, and safe school drills will be conducted regularly. These drills are necessary to familiarize students with procedures to follow in the event that an emergency occurs. It is essential that everyone obeys the first signal promptly. Each classroom teacher will explain and post the students' instructions. Running and talking during these drills will not be tolerated.

### **SCHOOLWIDE BEHAVIOR PLAN**

For students to reach their maximum learning potential some basic rules have been established promoting respect for each student's rights and responsibilities, encouraging the student to respect the rights of others, and allowing students to grow at his or her own pace. These rules of our school are intended for the safety and general welfare of all students.

### **STUDENTS EXPECTATIONS AND SCHOOL RULES**

- \*Speak with respect and honesty toward everyone. Use only kind words towards others.  
NO PUT DOWNS!
- \*Remain in assigned areas.
- \*Respect everyone's space. Keep hands, feet and objects to self.
- \*Use common sense. If you think you could get hurt or hurt someone else,  
DON'T DO IT!
- \*Use school and personal property with respect.
- \*Follow all school rules.
- \*Always do your best!

**PLEASE NOTE:**

Do not bring toys or novelties to school such as video games, CD players/tapes, collector cards, bats, and any valuable items. Students are not permitted to use pagers & cell phones or other electronic devices. Items may be confiscated and returned directly to the parent upon request. Students may bring an item for "show and tell" with teacher permission only.

**CAFETERIA RULES**

Good conduct is expected at lunch time. Students should enjoy lunch period and have an opportunity to eat a balanced meal with many kinds of food and acquire acceptable table manners and social graces.

- \*Walk at all times.
- \*Use quiet voices at all times.
- \*Use polite table manners at all times.
- \*Keep food and food containers on tray while eating.
- \*Take food tray to the disposal area as instructed by teacher.
- \*Leave no food or debris on the table or floor.
- \*NO FOOD is to be taken from the cafeteria.

**CLASSROOM RULES**

Students are to abide by STUDENT EXPECTATIONS AND SCHOOL RULES in the classroom. Each teacher will develop specific classroom rules and the consequences for inappropriate behavior. Your child will bring home a copy of these rules during the first week of school. Each teacher will review these rules and consequences during the first weeks of school.

**HALLWAY RULES**

Good conduct is expected at all times in the hallways. General rules for students are as follows:

- \*Walk slowly and in an orderly manner.
- \*Walk on the right.
- \*Use quiet voices.
- \*Use a hall pass during class time.

**LIBRARY RULES**

Students need to develop appropriate library skills and enjoy the adventures in reading. Good conduct is expected at all times in the library. Rules are as follows:

- \*Walk at all times.
- \*Use quiet voices.
- \*Respect silence when directed.
- \*Follow all posted library rules.

## **PLAYGROUND RULES**

Proper rules, regulations and safety concerns for the playground will be discussed during the first weeks of school. Students are supervised by staff members at all times while on the playground. General rules for all students' safety are as follows:

- \*Follow directions.
- \*Stay in assigned areas.
- \*No food, candy during recess
- \*Use equipment appropriately.
- \*No fighting or play fighting
- \*No taunting or encouraging others to fight
- \*No throwing of hard objects such as rocks or snowballs
- \*No touching or grabbing of another person or their clothing
- \*Walk to line as soon as the whistle is blown or the bell rings.

## **RESTROOM RULES**

Students are expected to practice and use good hygiene and good manners in the restroom.

- \*Maintain privacy.
- \*Flush toilet after using.
- \*Wash hands with soap and water.
- \*Throw away trash.
- \*Use quiet voices.
- \*No horseplay
- \*No climbing on sinks, stalls, and toilets

## **SCHOOLWIDE BEHAVIOR PLAN CONSEQUENCES**

This plan will provide fair, firm, and consistent consequences for students who choose inappropriate behaviors. Students who choose to violate an expectation/rule will receive a behavior slip indicating the nature of the infraction. A student who is issued a behavior slip will be requested to sign the behavior slip. The student's signature is not an admission of wrongdoing but does indicate that the student was given the opportunity to discuss the incident with the staff member who issued the behavior slip. Parents will receive a copy of each behavior slip issued.



The school year is divided monthly for the school wide behavior program. This allows every student the opportunity to start anew each month. Each month the students will be awarded with a school wide behavior reward.

**Severe Clause:** Students who inflict physical harm or abuse to another person or are involved in purposely destroying property of others will be referred directly to the school principal for disciplinary action. Such disciplinary action may include verbal reprimand, loss of recess, corporal punishment, suspension from school and assessment for damaged property.

### **SEARCH AND SEIZURE**

School lockers are the property of the school. Students shall not use lockers or property in such a way to interfere with school discipline or the normal operation of school. A search of lockers may be made by a school official at any time. Inappropriate items will be confiscated by a school official.

### **SOLICITATIONS**

Students are not to be solicited for money unless a project has been approved by the principal. No private sale of items outside school organizations is permitted at school without the approval of the principal.

### **STUDENT DROP OFF-PICK UP/TRAFFIC PATTERNS**

Parents are asked to take note of the traffic pattern at Ridgewood Elementary. Parents are to enter the parking lot from Union Avenue when dropping off their child(ren) and exit onto Oak St. following traffic signs. **It is strongly suggested by the West Lafayette Police Department that parents travel down W. Union Ave. going East and enter into the parking lot.** Students are **not** to be dropped off at the bus zone out of safety of the students and bus drivers. Parents are asked to park on the opposite side of the school on Union Ave. when picking up their child(ren). Parents are asked not to enter the building when picking up their child(ren) after school.

### **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be assessable to the student's parent(s) or the student in compliance with the law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with the Ohio law and Federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school; a principal, teacher or other qualified school personnel must be present to explain any of the test and other material.

All rights and protection given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a post-secondary school. The student then becomes an “eligible student.” The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student’s education records except”

1. by prior written consent
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. The right to inspect and review the student’s education records
2. The right to request the amendment of the student’s education records. The parent shall submit the request in writing, clearly identify the part of the record to be changed, and specify why the part is inaccurate. If the school decides not to amend the record, the school will notify this decision to the parent in writing. The parent will also receive information regarding hearing procedures they may wish to pursue.
3. The right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational rights and Privacy Act (FERPA) and
4. The right to consent to disclosure of personally identifiable information obtained in the student’s education records. One exception, which permits disclosure without consent, is disclosure of education records to school officials of another school district in which a student seeks or intends to enroll. A school may disclose “directory information” without written consent in certain publications (yearbook, academic and attendance lists, program announcements, school and district newsletters, local news publication).

### **TECHNOLOGY**

Ridgewood Elementary provides internet services to its students. The internet system is limited to educational purposes, and has not been established as a public access service. Student use of computers is governed by the following principles and guidelines and the Student Code of Conduct. Users have limited privacy expectations in content of their personal files and records of their online activity while on the network. The use of internet services is a privilege not a student’s right.

### **TELEPHONE CALLS**

Sometimes it is necessary for students to use the telephone during school to call home. Such requests will be closely screened and only those calls necessary will be allowed.

Requests are often received via phone calls from parents or others who wish to talk to students. In emergency or urgent situations, students will be summoned to the phone. It is preferable to leave messages with office personnel when contact needs to be made. The cooperation of parents is greatly needed to avoid unnecessary interruptions of class activities.

### **TEXTBOOKS**

All textbooks are loaned to the student by the Ridgewood Local Board of Education. Students will be held financially responsible for lost or damaged textbooks. The condition of the books will be marked at the beginning of the year. If the book is damaged (e.g. torn pages, ink damages, broken bindings) or excessive wear has occurred due to lack of care, a fine or replacement cost must be paid. If a book is lost a replacement will be charged, payment must be received before another book will be issued to the student.

### **VALUABLES - PERSONAL PROPERTY**

All students bring and leave personal belongings at school as a regular part of school activities. Unfortunately this personal property is sometimes subjected to theft or damage by others. Parents and students must be aware that valuable items should not be taken to school to be left unsupervised during the day or night. If a student chooses to bring a worthy possession to school, he /she must assume responsibility for taking care of it. Students are required to bring money to school regularly to cover the routine costs (lunch, milk, etc.). This money will be collected the first thing each day by the teachers. Students should not bring large amounts of money to school for no specified purpose or leave any money in their desk or locker overnight. The school assumes no responsibility for valuables. The cooperation of parents, students and teachers in limiting the amount of valuable property brought to school will continue to curb any theft or vandalism.

### **VISITORS**

Parents are welcome and encouraged to visit the school and the classrooms. All special visits should be pre-arranged with the principal and classroom teacher. All parents/visitors must report to the office upon arrival. Students from other schools are not permitted to visit at school during school hours.

### **WALKERS**

Students who walk to school should come straight to school. Remember to walk on sidewalks or along the side of the road at all times. Cross the street and roads very carefully. Remember the safety rules: Walk with a friend and never accept a ride with a stranger. Walkers should go directly home after school unless a parent states in writing the change in plans.

### **WEAPON-FREE AREA**

“Unless otherwise authorized by law, pursuant of Ohio Revised Code section 2923.122, no person shall knowingly possess, have under person’s control, convey, or attempt to convey deadly weapon(s) or dangerous ordinance(s) into a school safety zone.”

### **WORKBOOKS FEES**

Each student will be assessed a workbook fee for the school year.

**Payment plans are available by calling the school office.** There is an application for Waiver of Student Instructional Material Fees available on request. Please contact the school office to request this form.

## **ZERO TOLERANCE POLICY**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform to school and district regulations and comply with directions from school personnel. The Board has zero tolerance for violent, disruptive, or inappropriate behavior by its students, including excessive truancy, and the possession of illegal drugs or life threatening weapons on Ridgewood School property or at Ridgewood School events. School property is defined as all Ridgewood Board owned grounds, including all buildings, athletic facilities, parking lots, and school buses. Because of the negative impact on the educational process, the Ridgewood Board of Education also does not condone the presence of gangs among its student body. Any evidence of gang affiliation is prohibited.

These rules shall be in effect during all school days, plus after-school athletic contest or any other school related activity, regardless of location.

The penalty for violating this policy will extend to the furthest limit permitted by law, including expulsion from school by the Local Superintendent.

## **RIGHT TO REVIEW TEACHER QUALIFICATIONS**

Parents have the right to know the professional qualifications of the classroom teachers who instruct their child. Federal law allows parents to request the following information about each of their child's teachers:

1. Whether Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
2. Whether Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
3. The teacher's college major, whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
4. Whether any teachers' aides or similar paraprofessionals provide service to their child, and if they do, their qualifications.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment is intended to protect the rights of parents and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with U.S. Department of Education (ED)-funded survey, analysis, or evaluation in which their child participates.
2. It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  - a. Political affiliations;
  - b. Mental and psychological problems potentially embarrassing to the student and

- his/her family;
- c. Sex behavior and attitudes;
- d. Illegal, anti-social, self-incriminating, and demeaning behavior;
- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
- g. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents who believe their rights may have been violated may file a complaint, stating specific allegations of fact giving reasonable cause to believe that a violation occurred. The name and address of the office to file a complaint is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202 – 4605

### **TITLE IX REGULATIONS**

The Ridgewood Local School District does not discriminate on the basis of sex in admission to the educational programs, activities or employment it operates.

**RIDGEWOOD ELEMENTARY SCHOOL**

**2015-2016 HANDBOOK**

**PARENT/STUDENT RESPONSE FORM**

(Please sign and return to school as soon as possible)

I have read and understand the Ridgewood Elementary School Handbook for the 2015-2016 school year.

Signed \_\_\_\_\_  
(Parent/Guardian)

Signed \_\_\_\_\_  
(Student)

Date \_\_\_\_\_