

**STUDENT HANDBOOK 2014 – 2015**

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***This agenda belongs to:***

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## **WELCOME TO RHS!**

Welcome to Ridgewood High School! This is a new and exciting year for students, parents, teachers, and staff. We wish you the very best as you begin another school year. We are committed to providing an atmosphere in which students can succeed and develop their potential. This handbook is provided as a resource for students, parents, and staff. Please take the time to read it carefully.

The principal is responsible for safety, instruction, attendance, student behavior, student performance, and implementation of Board policies. The principal's actions will be guided by the regulations found in this handbook. In all of these matters, the principal has discretion where exceptional circumstances exist.

## **DISCLAIMER**

The agenda is produced for a student's educational and informational use. Ridgewood High School plans school-related issues several months in advance. Some items in the agenda may or may not be resolved due to the early press date of the agenda. Students will be advised of the unresolved changes to the agenda at the beginning of each school year or as necessary throughout the school year. Final authority regarding dress code and attendance is vested in the Principal.

## **PHILOSOPHY**

The Ridgewood Public Schools exist to help all of the children of the school district realize their optimum personal development and to participate in and contribute to the democratic society.

To the end that such personal development may be realized, the instructional program emphasizes the dignity and worth of each individual as well as the importance of the fundamental skill subjects and the creative arts. In implementing the instructional program, the schools stress developing concepts, making comparisons, and drawing conclusions; developing proper attitudes toward basic human values; developing respect for authority and hard work; and developing wholesome personalities.

To the end that youth participate in and contribute to a democratic society, emphasis is placed on the importance of flexibility and adjustment to a fast-changing world and participation in the democratic process appropriate to the child's developmental level.

## **MISSION STATEMENT**

We the People of Ridgewood High School agree that it is our mission to provide the best quality education for each student and to enable all students to reach their highest potential.

## **WEB SITE**

The Ridgewood Local Schools web site is [www.ridgewood.k12.oh.us](http://www.ridgewood.k12.oh.us). School information can be accessed via this web site.

# GUIDING PRINCIPLES

## Introduction

During your high school years, the staff and administration work at refining your academic and social skills as well as putting the final touches on qualities that we believe are essential for your on-going 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. Do not 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:** Be 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. Your teachers expect commitment to your job - **Learning.**

**These are the qualities that your teachers and administrators believe you need to refine during your high 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 high school years will be happy and fruitful; in addition, you will be ready to take on whatever life has to offer.**

## ATTENDANCE

School is a time when we prepare the young with the knowledge, skills, behaviors, and attitudes to enter society and to become productive and successful citizens. School should be considered by each student as his/her first job opportunity as an emerging member of society. Performance, participation, attendance, behavior, and attitude are key elements in the assessment of each student's progress toward the time when he/she is ready to enter society. The compulsory attendance laws of Ohio are quite clear in describing the importance of daily school attendance. Under the law, students must attend school daily.

Attendance and participation in the educational process is a necessity for every student since school is the institutionalized means of imparting society's needs, concerns, and goals to the young. In order to learn and benefit from instruction,

students need to be present and interact with their teachers and peers since it is through wholesome interaction that critical thinking and exploration of ideas can take place.

At Ridgewood we believe we have a responsibility to each student to provide him/her with the best opportunities to become a productive, successful, and acceptable member of the working world. To this end, School Policy has been modified to include class attendance and participation.

**It is the student's responsibility** to attend classes regularly. Attendance is directly related to grades. Excessive absences can result in the loss of credit, possible retention, denial of participation in any driver's education program, and loss of driving privileges (permit and license revocation until age 18). All absences, excused and unexcused, will be counted and charged against the limit of absences that a student is allowed to accumulate. This does not include absences due to school-related activities. Students with on-going documented medical problems, extenuating circumstances, and situations involving long-term hospitalization will be given special consideration by the building principal who is the final authority in all matters of attendance. Prior arrangements with the principal's office concerning these matters are required in order to help avoid potential problems and misunderstandings regarding attendance.

## **Limit on Absences**

**Semester Courses: 9 days or 9 class periods**

**Full-Year Course: 18 days or 18 class periods**

## **Attendance Procedure**

Students exceeding 18 absences from a full-year course (9 absences from a semester course) will not receive credit for the course. The only absences excluded from the count are those for school-related field trips.

1. Parent(s) or guardian(s) must notify the schools by phone the day a student is to be absent unless previous notification has been given.
2. Students who have been absent will bring a written excuse to the school secretary in the office the first thing in the morning when arriving after an absence. Students who are truant will not be permitted to make up work.
3. Tardies:
  - a) A student coming to SCHOOL tardy must report to the principal's office and admit himself/herself by signing the sign-in sheet and notifying the attendance coordinator. Four (4) SCHOOL tardies will result in an unexcused absence being charged to the student.
  - b) A student coming to CLASS tardy will be charged one quarter of a day's absence: four (4) CLASS tardies will result in an unexcused absence being charged to the student in that class.

The teacher may credit the students with a classroom absence due to habitual tardiness. *Anything after the bell is a class tardy.* A teacher who causes a student to be late for class is to complete a pass for the student stating the reason for the tardiness. The teachers concerned will honor these passes.

- c) Once a student has reached their 4<sup>th</sup>. tardy to school or a class per semester, two after school detentions, from 2:30 – 4:00, will be assigned. Every tardy after the 4<sup>th</sup>. will result in another 90 minute detention being assigned.
- d) Note: Students that are tardy to school may be considered truant, and therefore unexcused, without a legitimate excuse. Also, anyone driving or riding in an automobile to school will be subject to revocation of his/her driving privileges if they are continually tardy without a legitimate reason.
- e) Students must make proper arrangements during inclement weather to still be able to be at school on time.
- f) Students absent for a portion of the day will accumulate absence in the following increments:

Arriving 7:55-8:35	TARDY
Arriving after 8:35	½ DAY

- 5. Any student leaving the building must sign out in the office. When the student returns, he/she must sign back in the office before going anywhere else in the school building. The student must have permission from the office before signing out. Students must remain at school once they have arrived.
- 6. Students are not counted absent from school when attending a professional appointment when the appointment, including travel time, does not exceed three (3) class periods. Professional appointments include, but are not limited to: doctor, dental/orthodontist, physical therapy, court appearance, driver examination, and job interview. Appropriate documentation verifying the professional appointment must be presented to the office when returning to school. Although not considered a school attendance absence, these missed classes will count towards individual class absence limits. Without proper documentation, students will be charged ½ or a full day.
- 7. It is the student's responsibility to get assignments and to complete work missed due to absence.

## 8.



## Types of Absences

### **Excused Absences**

1. Personal illness or illness in the immediate family requiring the student to stay home.
2. Death in the family or of a close friend.
3. "Act of God" such as weather or unexpected home calamity.
4. Religious holidays related to the student's faith.
5. Family going on vacation during the school term. This practice is discouraged and must be approved by the principal at least two weeks in advance. Students must see teachers individually to get assignments to be completed during the absence.
6. Attending a wedding or graduation ceremony of family or close friend.
7. Professional medical appointment.
8. Court-ordered appearances.

### **Unexcused Absences**

Absence from school for any reason other than those listed above and recommended by the Ohio Department of Education, is not acceptable and will be unexcused. In cases of unexcused absences, the Principal may take disciplinary action such as detention, suspension, juvenile court action, or recommendation for expulsion to the Superintendent. **NOTE: Truancy** from school is an absence without permission and is considered an unexcused absence. Truancy may involve absence from class and/or school for any portion of the day.

## Written Notes for Excused Absences

In order for an absence to be excused, the student must bring in a note signed by the parent or guardian. All excuses, including doctors, 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. Failure to present a note signed by the parent within two days will result in an **unexcused absence** and loss of credit for any made-up work. Excuses must state the reason for the absence.

Each morning a secretary will be available for students to submit notes of absence, and early dismissal once arriving to school.

Absences for other than the above stated acceptable reasons must be worked out in advance of the absence with the Principal. The Principal is the final authority in all matters of attendance.

## Report to Parents/Guardian on Absenteeism

Upon verification of school year absences, the following procedure will take place:

- a. Form letter is sent when the student misses five (5) days of school.
- b. Form letter is sent when the student misses eight (8) days of school.
- c. Form letter or attendance officer is sent to the home at fourteen (14) total days absent.

**Note:** Reports may be sent for school attendance or individual class attendance concerns.

## **Juvenile Court Policy**

Ridgewood High School works closely with the Coshocton County Juvenile Court system to keep students in school. The Court will be notified when students have reached the following **unexcused absences each year**:

- 4 unexcused days: First notice sent to parents
- 8 unexcused days: Hearing at school with parents and court official
- 12 unexcused days, 5 consecutive days, or 7 unexcused days in a month: Hearing before the juvenile court judge

## **Habitually Absent--Loss of Driving Privileges**

When a student has been absent without legitimate excuse for more than eight (8) consecutive days or a total of at least ten (10) days in a semester, the student's current or future driving privileges may be denied by the Superintendent.

## **Parental Request for Special Absence**

Parents planning to keep their children out of school at times other than those authorized by the school calendar must make arrangements through the principal's office. Student assignments must be acquired by the student before the requested absence.

## **Early Dismissal from School**

An early dismissal from school will be limited to emergency or professional appointments. Early dismissals will be treated as every other absence. Requests for early dismissals must be made by 8:35am. Parents should report to the high school office when arriving to pick-up their son or daughter.

Often, students request early dismissal on special event days, such as Fun Day and Christmas Movie Day. These days are still considered regular school days and students are expected and required to be present for the entire day, unless they have an appropriate excuse and arrangements have been made when arriving to school.

The student must have permission from the office before signing out. Students must remain at school once they have arrived.

## **Student Dismissal Precautions**

Permission for a student to leave school when school is in session will require approval by the principal or his/her designee. Requests will not be approved without a parent/guardian's permission.

## **Emergencies**

**Students who become ill during the day must report to the office. A call will be made to the parents by the office personnel to make the necessary arrangements. Students are not permitted to sign themselves out of school and leave the building without permission from the office.**

**Note:** The school nurse is available in the nurse's clinic on a rotating basis with other district schools. If the nurse is not available in the clinic, students must report back to their scheduled class.

**Note:** Emergency Medical Forms must be turned in by the end of the 2<sup>nd</sup> week of school, in order for the school to prepare for emergencies such as illness at school. Failure to provide a completed Emergency Form will result in disciplinary action.

### **Out of School Appointments**

Students who have doctor, dentist, or other appointments that require their absence from school should report to the office the day of the absence and present a written and signed excuse from their doctor or dentist when they return. Appointments should, in so far as possible, be made on Saturdays, evenings, or while school is not in session.

### **College Visits**

College visitation provides the student with an opportunity to explore the educational programs of a college or university. Seniors are permitted to make two college or technical school visit that will not count as an absence. All arrangements must be made in advance in the guidance office. Underclass students considering Post-Secondary Options may be considered on an individual basis. Failure to follow the correct procedures will result in a regular absence being charged to the student.

1. Students are required to make up all classroom work the day they return to class.
2. Students should get all assignments and notify their teachers in advance of the college day.
3. To request a college day, the student must bring a parental permission note to the guidance office no later than the day before a visit. Notes or arrangements made the day of a visit will not be accepted.
4. Students must have the college representative complete a student visitation form.

### **Attendance to Class after Loss of Credit**

A high school student who is denied credit because of excessive absences must continue to attend that class. If the student continues to miss the class, suspension, court action, or expulsion may be recommended.

### **Attendance for Extra-Curricular Participation**

Students must be present for at least ½ day in order to participate in athletics and extra-curricular activities. The ½ day must be the second half of the school day unless extenuating circumstances warrant the approval of the Principal or Assistant Principal in advance.

### **Out-of-School Suspension or Expulsion**

A student who has been suspended out-of-school or expelled from school or class will have the number of days of suspension charged against the limit of days of absence. Parents will be notified of the suspension or expulsion. Suspended or expelled students are not to take part in, or attend any, school activity, game, or other function. A student who is expelled will receive no credit. Students who are suspended from school will have the opportunity to make-up assignments, worksheets, quizzes, and test. Students who are suspended should take all materials necessary to complete assignments with them when they leave school. At the end of the school day after the suspension has been

issued, the parent or a sibling may pick up the assignments in the office. Such work must be handed to the teacher upon return to the class or school. Quizzes, tests, or exams may not be made up if a student misses school because of expulsion. However, semester/final exams are to be made up after school hours once the suspension has been served.

#### Nine Week Projects/Exams

The significance of the nine-week project/exam requires special consideration for suspended students. A suspended student may turn in, for full credit, a nine-week project on the date it is due during the period of the suspension. The teacher must receive the project on the due date. No make-up exam will be permitted during the school day. Only one opportunity will be provided. The responsibility to initiate the scheduling rests with the student.

## **ACADEMICS**

### **Grading Policy**

All teachers in the High School will use the following scale to determine grades:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Below 60%	F

In order to compute Grade Point Average, letter grades are assigned numerical value: A=4, B=3, C=2, D=1, F=0. These values are for year long courses only. When calculating your GPA for Semester classes these values will be  $\frac{1}{2}$ .

The following scale will be used for averaging nine (9) weeks letter grades in converting grade point ratios (G.P.R.) back to letter grades. Letter grades may also include pluses and minuses, but they will not change the numerical value of the grade.

3.50 - 4.00	A
2.50 - 3.49	B
1.50 - 2.49	C
0.60 - 1.49	D
0.00 - 0.59	F

The following information refers to determination of final grades for full-year courses and semester courses. Remember that letter grades are based on a four-point scale. To determine your final grade all teachers will use these tables.

Semester Course	Full-Year Course
7-8 points..... A	14-16 points ..... A
5-6 points..... B	10-13 points ..... B
3-4 points..... C	6-9 points ..... C
2 points..... D	3-5 points ..... D
0-1 points..... F	0- 2 points ..... F

In all conversions from points to letter grades carry two points and round up. In addition, these guidelines are also used to determine the final grade.

1. A student must earn at least 3 points to pass a full-year course and at least 2 points to pass a semester course.
2. If a student omits a major portion of the work in a subject as determined by the course syllabus distributed to all students at the beginning of the year, or simply quits the last nine weeks, he/she will fail. A major portion of the work may include the specific 9-weeks projects/exams, reports, term papers, or special projects, etc. Any student who fails to make up this work will receive an "F" for the grading period.
3. Excessive absenteeism in the last three weeks of the school year, unless due to a bona fide illness or accident, may result in the classroom work marked INCOMPLETE and/or loss of credit.
4. Students that do not pass a full-year course but earn three points for a full-year course may receive  $\frac{1}{2}$  credit at the principal's discretion after consultation with the teacher and the student, as long as the following conditions are satisfied:
  - a.) The  $\frac{1}{2}$  credit will be awarded only if the remaining  $\frac{1}{2}$  credit is completed before the beginning of the following school year. **Otherwise, the student will receive no credit and must repeat the entire course.** The student must earn the  $\frac{1}{2}$  credit through alternative educational options, such as Summer School, independent study, etc.
5. Students must pass 3 out of 4 nine week grading periods in order to pass a full year course.

#### Other Points:

1. Each final grade for full-year courses will include 4 nine-week grades. Each final grade for semester courses will include 2 nine-week grades.
2. A 9-Weeks exam/project grade will be built into the 9-Weeks final grade. This exam/project will count as 15% of each 9-Weeks grade.
3. Each department may determine the 9-Weeks grades based on a pre-determined outline of possible points (distributed in the course syllabus), such as: tests, quizzes, homework, participation, projects, lab reports, 9-week exam, other assignments, etc.
4. Most courses (especially core courses) will be full-year courses. Semester courses will be specialty and fine arts credits (art, music).
5. Credits earned will be granted at the end of the year for full-year courses.
6. Students who have an "A" at the end of the nine weeks are exempt from the nine weeks exam.

## Grading Periods

The high school will determine and distribute grades for students on four 9-Week periods.

End of 1 <sup>st</sup> Grading Period	October 24, 2014	45 days
End of 2 <sup>nd</sup> Grading Period	January 9, 2015	43 days
End of 3 <sup>rd</sup> Grading Period	March 20, 2015	48 days
End of 4 <sup>th</sup> Grading Period	May 27, 2015	44 days

## Make-Up Work

Students with excused absences will complete all classroom assignments and tests missed during excused absence. Students with unexcused absences will complete all classroom assignments for the period of the absences, but not make-up quizzes, test, or exams.

For each consecutive day of absence, one class day will be permitted for the completion of make-up work. The first day a student returns is counted as the first day of the make-up period. Assignments or tests not completed according to the guidelines will result in no credit. It is the student's responsibility to request classroom assignments and/or tests.

On the day a student returns to school after an excused, single-day absence, he/she will be required to take any scheduled quiz, test, or exam, which was administered on the day of the absence.

Parents are encouraged to contact the high school and request assignments if students are absent **two or more days**. If requested before 10:00am, assignments will be collected and available in the high school office 2:45pm-3:00 pm. If requested after 10:00am, assignments may not be available until the following afternoon.

When assignments are picked up, students with excused absences should be prepared, when returning to school, to make-up any tests or quizzes on the assignment sheet. If a student is unable to complete the attached assignments, he/she should meet with the teacher before 7:55 am on the day of returning to school. At this meeting, the teacher will decide what adjustments, if any, should be made.

Students are encouraged to make-up work outside of the normal classroom setting. Missing class time to do make-up work only puts the student further behind. Students most often make-up work during enrichment, lunch, before and after school.

Students with an unexcused absence or suspension are encouraged to complete the missed assignments, in order to keep up with the course. However, students with unexcused absences will not receive credit for quizzes, tests, or exams.

## Incomplete Grades

Grades will be considered incomplete if a student has missed tests, quizzes, assignments or if assignments are incomplete, or unsatisfactory. If a student fails to complete the make-up work in one week following the grading term (unless extended for extenuating circumstances), the grade of "I" will be changed to an "F" by the subject teacher.

## Honor Roll

An honor roll is published after each nine-weeks grading period and will be published in the local newspapers. The guidance office will release the honor roll to the media no later than one week after the grade reports are sent home.

A student must be enrolled full time and receive at least five subject grades. All subjects are considered when determining the grade point average. Only one "C" will be acceptable, but no other grades below a "B" will be considered. There will be no rounding when determining GPA. Students participating in Post-Secondary Enrollment Options will not be included on Honor Roll lists because they do not receive nine-weeks grades.

**Principal's Roll** - students who earn a 4.0 GPA

**Honor Roll** - students who earn a 3.5 to less than 3.99 GPA

**Merit Roll** - students who earn 3.0 to less than 3.49 GPA

## Athletic Eligibility

In order to be eligible in grades 8-12, a student must be currently enrolled and must have been enrolled in school the preceding grading period. **During the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, which count toward graduation, and must have a 1.0 GPA.**

The 9-weeks eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.

## INTERVENTION SERVICES

It is the goal of the Ridgewood Local School and Ridgewood High School for each student to be academically successful and earn a high school diploma. To graduate, a student must earn the required number of credits in the mandated classes and pass the State Mandated Ohio Graduation Test.

Based on the district wide, Board-approved Intervention Policy a determination is to be made each school year regarding students who may be "at risk" for academic success. Determining factors include: 1. State Test Scores 2. Computerized Assessments 3. Attendance 4. Grades 5. Teacher recommendation.

If your son's/daughter's grades were evaluated and as a result he/she was identified as "at risk" on one or more of the factors listed above, then students identified as "at-risk" and in jeopardy of not earning a diploma are required to participate in the intervention program.

Currently Ridgewood High School is using several computerized programs

during the school day, and during the extended school day tutoring program. Ridgewood High School offers an extensive after school tutoring program Monday through Thursday each day between the hours of 2:30 and 4:00. On Monday and Wednesday we provided certified teaching staff in Math and English. Every Tuesday and Thursday certified teachers in Science and Social Studies are available for intervention services. In addition to the individual and small group session, students may stay after school until 5:30 working on various computer programs that provide intervention, or make-up courses.

Students who are offered intervention services are truant if they do not attend the intervention programs. Students who do not agree to participate in the intervention opportunities, will not be allowed to participate in after school activities. This includes sports, clubs, organizations, graduation ceremony, dances (including prom and homecoming). Parking privileges will be withdrawn for those that drive to school. Students who agree to the additional academic assistance maintain all privileges. The goal is to provide each student the means for success toward graduation.

## **Ridgewood Graduation Requirements**

Please refer to the Curriculum Guide for Graduation Requirements and requirements for receiving a Diploma with Honors. Information can also be obtained in the Guidance Office.

It has been a tradition at Ridgewood to recognize the top 5% (according to GPA) of the graduating class at the graduation ceremony. In order to be eligible, a student must have attended Ridgewood High School for each of the last four years. Only graduating seniors will be eligible for recognition in the top 5% of the class. In addition, to being eligible a student must have taken a minimum of the following courses:

- Four years of Honors English
- Chemistry & Physics
- Algebra I, Geometry, Algebra II, Advanced Math or Honors Math
- Three years of a foreign Language
- Equivalent Post Secondary Courses

Students graduating early, or students who enrolled at Ridgewood during their Senior year who have a GPA comparable to the top 5% of the senior class will be recognized for their accomplishment.

## **Early Graduation Requirements**

The Board of Education and the administration of the Ridgewood Local School recognize that certain students, for a variety of reasons, may benefit from the opportunity to graduate from high school in three (3) years instead of the customary four (4) years.

Students must meet the following requirements before applying:

1. A valid reason must be given for applying.
2. Student's achievement test scores must show mental growth equal to age level.
3. Maintain a 95% attendance record.
4. Successfully complete all parts of the Ohio Graduation Test..

In order to facilitate the student's graduation from Ridgewood High School at the end of the 11th year, the following procedures are established.



1. A student seeking early graduation must petition the Board of Education for this privilege prior to the end of the first semester of the junior year.
2. In order to participate in the annual graduation ceremonies, all graduation requirements must be satisfactorily completed prior to the end of the junior year.
3. A student seeking early graduation may complete one unit of required work in an approved summer school program and have that unit of credit transferred to Ridgewood High School.

## GUIDANCE

The high school guidance counselor is available for consultation. Students may seek the aid of the guidance counselor in planning courses, choosing electives, selecting a college or vocation, solving problems, and obtaining employment. The subject of a conference is considered confidential in nature.

### Class Change Policy

Procedure for class changes at the beginning of each semester:

1. No class changes for the first two days of school (attendance reasons). Exception to policy is if the teacher of the class requests schedule change (due to student not having proper prerequisites, etc.)
2. On the third day, students may visit the guidance office during their Enrichment, lunch, or study hall to make schedule changes. **All add/drop schedule changes are to be made by the end of the tenth school day of the course.** Students have a limited time to revise their schedules.
3. Revision may also occur during the final five days of the first semester for any semester course(s) the student plans to schedule during the second semester.

A student may **drop** a scheduled class without failing by contacting the Guidance Counselor prior to the midterm of the 1st nine weeks. Approval by the counselor, parent(s), teacher, and principal must be given to **drop** a scheduled class.

**NOTE:** A student may repeat a previously passed course for the purpose of improving his or her official grade. If a higher grade is earned, the lower grade will be removed from the transcript and replaced with the improved grade. Credit may be earned only once.

### Applications for Colleges and Scholarships

1. All applications must go through the Guidance Office
2. Applications require an official transcript, not a grade card. One week's notice is required to prepare official transcripts.
3. If a Letter of Recommendation is needed, two weeks notice is required.

4. Resumes should accompany requests for Letters of Recommendations.
5. Checks or money orders payable to the college or university for Application Fees must be attached to applications.
6. Maintain contact with the Guidance Counselor.

## GENERAL PROCEDURE'S AND REGULATIONS

### Student Appearance (Dress Code):

A student attending Ridgewood High School will dress in an appropriate manner. Students generally conduct themselves in a manner similar to the way which they dress and groom. Positive and appropriate dress leads to the development of self-respect and personal pride. Proper student dress can greatly impact and enhance positive student behavior, eliminate sloppiness, and develop greater motivation and learning.

A student's clothing should be neat and clean. Any type of dress or grooming which is disruptive to school will not be permitted. A student will not wear clothing considered to be revealing. Specifically, a student's back and midriff must be covered and the neckline must be high enough to cover all cleavage. **Specific types of clothing not to be worn** include fishnet shirts, halter tops, hats, gloves, tank tops, clothing intended for outside wear (coats, jackets), or sagging pants. All student tops must come to the tip of the shoulder, be hemmed, and be capable of being tucked in. All pants or shorts should be worn at the appropriate height to stay over the waistline (top of the hipbones). If appropriate, shirts should be tucked into pants, shorts or skirts. Pants with holes are permitted if holes are below the fingertips with arms extended down to the side. First offense for holes in pants is parent notification and pants must be changed or covered. Any offense for holes in pants after that will result in a 3 day suspension from school.

Jewelry or clothing bearing patches, drawings, or sayings (stated or implied), which refer to drugs, tobacco, violence, death, alcohol, sex, hate, cults, or gangs will not be permitted to be worn. Obscenities (stated or implied) will not be permitted. Wallet chains, chains, or jewelry, which is perceived by the administration, as a potential weapon will not be permitted. The decision of the principal is final in these matters.

Students will not be permitted to wear hats or any other head coverings at any time within the school building, unless authorized by the principal for special occasions. Body piercings are permitted with **"Studs" only**. Ears are the only body part that rings are permitted. The interpretation and judgment regarding piercings rest solely with school officials and is final.

Students are permitted to wear shorts all year long. All dresses, shorts, and skirts must reach beneath the student's fingertips when they put their arms down to their sides. Spandex shorts of any type are not acceptable. Students will not be permitted to conduct personal grooming habits during class, such as combing hair, and applying make-up and fingernail polish.

The interpretation and judgment relative to the student dress and grooming code rest solely with school officials and is final. If a dress code violation causes a

student to miss class while proper clothes are being obtained, the student will be considered **unexcused** from that class.

Dress code violation may result in a detention, Saturday School or any other punishment the Administration deems necessary.

### **Prom Dress Code AND POLICIES:**

All students and guest must be 21 or under. Any students or guest that show up under the influence of drugs, and/or alcohol will not be permitted to enter the prom. The purchasing of a prom ticket does not guarantee that you will be permitted to enter the prom.

#### **BOY'S FORMAL DRESS**

Formal Prom attire may be classified as a tuxedo, sport coat or dress suit, including a tie, bow tie, a turtle neck, a shirt, or a priest-collar shirt, which may include a vest or cummerbund. Shirts are to be worn at all times.

#### **GIRL'S FORMAL DRESS**

Traditionally formal dresses or gowns may be strapless or may feature spaghetti straps. Bare or open backs are acceptable; however, bare stomachs or bare midribs are not permitted. Under garments should not be visible. See-through apparel and gowns or dresses with slits that are above the mid-thigh area are not permitted. Garments that are extremely low-cut are also unacceptable. No "keyholes" are permitted. Students that violate the dress code will not be admitted and no refund of purchased tickets will be given.

### **Book bags:**

Book bags and purses are permitted to be carried during the school day, but must be small enough to fit under their desk which is where they must be kept during class. The interpretation and judgment relative to book bag/purse size rest solely with school officials and is final.

### **Locker Responsibility:**

Each student will be provided an assigned locker. For the protection of students' valuables, do not share lock combination with others. Students are not to move from their assigned locker without permission from the principal. The lockers are school property and should be treated as such.

### **Lockers and Search & Seizure:**

Student lockers are the property of the school and are subject to inspection by school personnel. Student locker assignments are printed on the class schedule cards. Students are not permitted to change lockers after the assignments are made without permission from the guidance office. Trips to lockers during class time are permitted only with the permission from the assigned teacher. Lockers are to be used for school-related articles only and are required to be locked at all times.

A general search of lockers may be held at anytime. In cooperation with local

authorities and following state and local laws, dogs may be used to search lockers for drugs.

A search in the absence of student notification may be made where a suspected item(s) poses a clear and present danger to health and safety. Items, which can be used to disrupt or interfere with the educational process, may be removed from student possession.

Students shall not use lockers or property in such a way as to interfere with school discipline or the normal operation of school.

If a school official believes that an individual has on his person or property, a weapon or substance dangerous to persons or property, then the official has the right to search and seize.

If the suspicion is that the person is concealing evidence of a crime, ordinarily the case shall be turned over to the police authorities.

### **Student Drop-off and Pick-up:**

Students whose parents drive them to and from school must use the student drop-off/pick-up zone on the North side of the high school by the gymnasium. Students will enter and exit these doors before and after school hours. The entrance the students are to use is labeled entrance #3. Once entering the building students will proceed directly to the cafeteria until bell dismissal for class.

### **Student Vehicles:**

All drivers must use extra caution while approaching or leaving the vicinity of the school. We will follow the natural consequences on violations, including canceling the privilege to drive for one week to a semester.

The following parking lot regulations will be enforced:

1. All vehicles entering school property shall park in designated parking areas. The operation of motorized recreational vehicles shall not be permitted on school grounds. Any person violating this policy shall be guilty of trespassing and may be subject to prosecution.
2. The cars are to be driven safely and not in a reckless, show-off manner.
3. Anyone driving or riding in an automobile to school will be subject to revocation of his/her driving privileges if they are continually tardy without a legitimate reason.
4. **All vehicles must be vacated upon the arrival at school. No one is to return to the parking lot during the school day unless permission from the office has been given.**
5. Violation of any of the above named items or any other reasonable and proper regulations which may be determined by school officials shall be grounds for revoking driving privileges or suspension from school. Driving is a privilege that requires the student to behave in a responsible manner. Students must accept that responsibility and be willing to accept the consequences if you fail to act accordingly.
6. Student vehicles are also under the same guidelines and restrictions for search and seizure as other student property.
7. The front bus drive area is off-limits to all cars between the hours of 7:00-

8:00am and 2:00-3:00pm. This is for student and bus safety reasons.

8. Students' drop-off and pick-up areas are on the back parking lot area by the gym only, (entrance #3).
9. In compliance with State Law, student drivers under the age of 17 years old are not permitted to transport more than one person who is not a family member unless the driver is accompanied by his/her parent, guardian or custodian.

### **Parking:**

The high school has three (3) parking lots surrounding the building. The front lot is restricted for staff and visitor parking only. The North lot is for student use and the South lot is for student and staff parking.

### **Bus Regulations:**

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students 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. Profane language, scuffling, or rowdiness will not be tolerated.
8. Pupils must refrain from eating, drinking, or chewing gum on the bus.
9. Pupils must not have alcohol, drugs, or tobacco in their possession on the bus.
10. Pupils must not throw or pass objects on, from, or into the bus.
11. Pupils may carry on the bus only objects that can be carried on their lap.
12. Students who damage the school bus must pay for all repairs.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.
15. Career Center students and students that transfer buses must ride all buses to the final destination. A student that gets on the bus at home must be transported by bus to the school or the Career Center. Students are not permitted to ride part way and then be transported by car. Students leaving school or the Career Center by bus must be transported to their normal final bus stop as well. Students must receive prior permission from the Principal to have a change in their normal bus routine.
16. Students are not to leave school property once they have arrived by bus.

Bus problems referred to the school administration by the bus drivers may result in any of the available disciplinary consequences including a denial of bus privileges.

### **Bus Loading:**

Students who ride the school bus as a means of transportation to and from school will load and unload directly in front of the school building. Parents and students are advised not to use this area before and after school hours. Students will enter the building and proceed directly into the cafeteria until bell dismissal for class. Students may exit the building to board a bus by exiting

through exits labeled #1, 2 and 7.

## **CODE OF CONDUCT**

### **Preface -**

This code meets the intent of H.B. 421, which requires each Board of Education to adopt a set of rules, and regulations designed to maintain order and discipline necessary for effective learning. The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning. Every available disciplinary and prescriptive means may be employed to prevent anyone from destroying or damaging such environment. The sole objective of this Code is to insure fair and equitable handling of disciplinary problems.

This code is intended to standardize procedures to guarantee equally the rights of every student in the Ridgewood Local School system. It reflects expressed concerns on the part of the community and provides a schedule of annual review by the school community and the Board of Education to ensure a document, which will continuously meet the needs of the educational climate. The Ridgewood Local Board of Education, therefore, adopts the following Code of Student Conduct.

### **Rationale -**

Effective discipline is an important and necessary prerequisite for effective learning. The intent of rules and regulations is to create a positive educational environment, which holds students accountable for their behavior and teaches them to live with the consequences of their decisions. The administration of the school shall, in consultation with the faculty, parents and students, establish rules and regulations that will produce the best possible educational atmosphere and teach students that they are held responsible for their behavior. These rules have, as their educational objectives, the development of mature and responsible citizens and the maximum academic achievement possible. It is the responsibility of the administration to see that rules are enforced fairly, firmly, consistently, and impartially by all parties concerned; teachers, counselors, or fellow administrators.

**Violations of the Code** may result in disciplinary action that may include, but not be limited to, the following:

- a) removal from class
- b) assignment of community or school service hours
- c) detention
- d) Saturday School
- e) suspension (out-of-school)
- f) suspension (as an in-school assignment to the Alternative School for 5 or 10 days)
- g) expulsion

### **Rule 1 - Disruption of School**

A student shall not by the use of violence, force, coercion, or threat cause material disruption or obstruction to the normal school day. Students are not permitted to possess electronic devices unless the principal for specific educational purposes approves them. Such devices include, but are not limited to, the following: pagers and beepers, cellular phones, laser pointers, CD players

and radios with headphones, individual CDs, etc.

## **CELL PHONE AND ELECTRONIC DEVICE POLICY.**

Any device found to be in violation of the rules will be confiscated and turned in to the Principal where it will be searched and logged.

**FIRST OFFENSE:** The item will be returned to the student's parent or guardian

**SECOND OFFENSE:** The student will receive a 3 day suspension for each offense after the first.

### **Rule 2 - Damage of School Property**

A student shall not attempt or cause damage to school property.

### **Rule 3 - Damage to Private Property**

A student shall not attempt or cause damage to private property on school premises during the school day or during school activities, functions, or events off school grounds.

### **Rule 4 – Assault and/or Battery (Mental or Physical) Harassment**

A student shall not act or behave in a manner, which could cause physical injury to any other person. No student shall knowingly cause another person to believe that he/she (the offender) will cause serious harm, either physical or mental harm, to the person or property of such another person.

### **Rule 5 - Dangerous Weapons and Instruments**

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. Students are prohibited from bringing a firearm, or look alike firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm, or look alike firearm, on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

Students are also prohibited from bringing a knife to or possessing a knife (which was initially brought onto school property by another person) while on school property, in a school vehicle or at any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings to or possesses a knife while on school

property, in a school vehicle or at any school sponsored activity, the Superintendent may expel the student from school, subject to the same conditions stated above.

Any firearms, knives or other weapons brought to the school for instructional purposes shall be brought by a responsible adult and deposited with the principal who will provide security for the weapon before and after the presentation and return said weapon(s) to the adult(s) responsible. An explosive-type weapon or firearm shall be totally disabled. If the demonstration is essential to the instruction of pupils, prior approval of the principal shall be obtained.

#### **Rule 6 - Tobacco, Narcotics, Alcoholic Beverages, Drugs, or Controlled Substances**

A student shall not possess, use, transmit, conceal, or be under the influence of tobacco, narcotics, alcoholic beverages, drugs, or look-a-like drugs. Narcotics and drugs are defined as any narcotic, drug, medicine, 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 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. Violations of this rule will result in suspension. Students found guilty of possession, use, or exchange of an illegal drug or alcohol are automatically suspended for five days and offenses are reported to their parents. A conference with the parents will be held during the regular school hours on a day school is in session. Student found in possession of tobacco will have their name submitted to the Local Police Department for the possible filing of juvenile charges.

#### **Rule 7 - Insubordination**

A student shall not fail to comply with the directions of the teachers, student teachers, substitute teachers, 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/or Obscene Language**

A student shall not use profanity or obscene language, either written or verbal, in communication with any student, faculty member or other authorized school personnel, during or after regular school hours. This includes the use of obscene gestures, signs, pictures, publications, and inappropriate writing on notebooks, textbooks, etc., that may refer to drugs, tobacco, violence, death, alcohol, sex, hate, cults, or gangs.

#### **Rule 9 - Truancy and Tardiness**

Truancy is declared when a student is absent from school or any portion thereof without school authorization and parental consent. Excuses from school must meet the State and Ridgewood Board of Education conditions outlined in the Attendance section of this handbook. 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 - Cheating**

Any student involved in cheating (knowingly giving or receiving) will receive an automatic "zero" on the work involved and the parents will be notified. Plagiarism on school assignments is considered the same as cheating.

**Rule 12 - 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, aides, administration, or other authorized school personnel during any period of time when the student is under the authority of the school personnel.

**Rule 13 - Conduct Outside of School Hours**

Conduct outside of school hours that directly relates to and/or affects the good order and welfare of the school may result in disciplinary action.

**Hazing:**

Hazing is the playing of abusive and humiliating tricks on a person by way of initiation. Hazing of any type is inconsistent with the educational process and is prohibited at all times in the Ridgewood Local School District. No employee of the Ridgewood School District shall encourage, condone, tolerate, or recklessly permit hazing of any person. No student, including but not limited to, leaders of a student organization, shall plan, encourage, or engage in the hazing of any person. If any knowledge of hazing is discovered by any student, teacher, or other personnel of the school district, the information should be passed along to the proper administrator so that reasonable attempts to stop the hazing will be made. Any administrator, faculty member, student, or employee of the school who violates this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

**Bullying Policy:**

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 enroute 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.

### **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.

#### **Application of the Code**

Jurisdictions: The code and its provisions shall be applicable both during regularly scheduled school hours as well as at other times and places, including but not limited to school sponsored events, field trips, athletic and music functions, and similar activities, where appropriate public school administrators have jurisdiction over students. Extra-curricular activities shall be subject to the same code of conduct as the general school program.

#### **Detention Procedures**

Detentions at the high school are generally one of three types: before school, after school, or during the lunch period. For lunch detentions, students should report to detention first, and then the teacher will make arrangements for the student to eat lunch during the detention. The teacher will complete the detention slip, the teacher and student will sign the form, and the student should be given at least two days notice in order to make transportation arrangements. Students that arrive more than 5 minutes late to an assigned detention will not be permitted to serve the detention and the student will be assigned two detentions.

### **Suspension Progressions:**

The following is meant to be a guideline for recurring discipline problems, not necessarily first offenses. If a serious situation, the administrator may elect to accelerate the progression.

1<sup>st</sup> Suspension: 1-3 days

2<sup>nd</sup> Suspension: 5 days

3<sup>rd</sup> Suspension: 10 days and unruly charges may be filed in juvenile court

4<sup>th</sup> Suspension: 10 days with recommendation for expulsion

## **ACTIVITIES**

### **Dances:**

1. All Ridgewood High School dances will be open to students in grades 9 thru 12 only, who are currently enrolled in Ridgewood High School (this includes Ridgewood Career Center students) and a guest. For a guest to be admitted, the student inviting him/her must record the guest's name in the office no later than Friday afternoon, the day of the dance. Ridgewood High School students are responsible for the conduct of their guests. All guests must be High School Students. Absolutely no students will be permitted below the 9<sup>th</sup> grade level.
2. All dances will be completed by 11:00pm. The principal is authorized to make exceptions to this policy in special cases such as the Homecoming Dance.
3. Smoking, use of tobacco, or alcohol is not allowed anywhere on school property, whether inside or outside the building.
4. No one will be allowed to leave and return, even if one is willing to pay admission again. Anyone violating this policy shall be guilty of trespassing and may be prosecuted.
5. Parents, local ministers and wives, superintendent, principal, assistant principal, sheriff, deputy, faculty, and spouses are in charge.
6. No one will be permitted in any part of the building other than the cafeteria. There is to be no loitering on school grounds during the dance.

### **Class Sales Projects**

Students are required to participate in various class sales projects as freshmen and sophomores, and possibly as juniors and seniors, depending on the class needs. The money raised from these sales goes toward class activities including graduation, prom, and certain student expenses. **Students not participating in class sales projects are required to pay class dues set by class officers.**

### **Flag Auxiliary:**

The auxiliary is part of the marching band. The auditions are held in early spring. The students are judged on flag fundamentals, fundamentals of marching, equipment handling, their ability to learn a routine set to music, and overall appearance. Students who make the auxiliary will practice twice a week. Until practices are set with the rest of the band, they may be required to attend flag camp in June and a mandatory band camp in July. All students involved follow the rules set in the band handbook. The auxiliary, being part of the band, will march in parades, all football games, and any competitions or festivals set by

the band director. All performances set by the band director are mandatory for all auxiliary members.

### **Drama Club:**

The Drama Club's primary function is the production of plays. The club meets on a monthly basis with elected officers. During those meetings, the group focuses on a variety of subject matter and topics relating to the performing arts.

### **Chorale:**

This group is a chamber ensemble of approximately 15-25 members, in combinations that provide a musical balance. Eligibility to participate is determined by an audition during the regular choir class. The group performs at various community functions, as well as at the music department concerts. Rehearsals are after school one or two days a week (as necessary for the present goals of the group). The fee will be approximately \$20.00 for a uniform shirt.

### **Foreign Language Club:**

The Foreign Language Club is open to all students who are presently enrolled in or have previously taken a foreign language course at Ridgewood High School. This organization holds several fund raising activities to provide a banquet for members and their families in the spring and to provide supplementary language-related materials and speakers for use in the foreign language classes. Occasionally, language-related social activities are held for RHS members or in conjunction with area high school foreign language clubs.

### **Media Center Club:**

The Media Center Club is open to all past and present student Media Center Service Aides and Volunteers. As service aides, students assist with the daily operation of the Library and Media Center. Although there are required duties each day, service aides also have time to do homework or use the library. As members of the Media Center Club, students may be involved in library promotional activities, social activities, fund raising projects, and service projects.

### **National Honor Society:**

"Membership in the National Honor Society is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty" ("National Honor Society at a Glance" NASSP, 1984). The faculty council, comprised of 5 members, must abide by the National Council's Constitution and local bylaws, and shall make membership decisions by majority vote. Membership is open to the junior and senior classes.

**A. SCHOLARSHIP** - a student shall be taking or have taken the following courses, and must have a minimum of a 3.3 as a cumulative grade point average; averages are computed at the close of the first semester. There will be no rounding for GPA.

#### **Courses:**

3 units of College English for juniors, 4 for seniors

3 units of mathematics - must have taken or be taking Algebra II, his/her junior year

2 units of science for juniors (one must be a lab science), 3 for seniors  
2 units of social studies for juniors, 3 for seniors  
2 units of one foreign language (not 1 unit of 2 separate languages)

A student to be eligible or maintain membership must take an advanced level curriculum by taking at least one of the following courses: Advanced Math I or II, College Math, College English IV, Chemistry II, Physics, Advanced Biology or Spanish IV.

**B. SERVICE** - A student shall have 7 activity points (1 for each active participation in extracurricular activities, outside organizations, special awards and honors).

**C. LEADERSHIP AND CHARACTER**-consideration is given to ratings by faculty members and leaders of organizations outside the school setting in order for the faculty council to make fair and just selection decisions. Examples of leadership or character qualities follow:

**Leadership**

- a. Demonstrates classroom and organizational leadership
- b. Demonstrates leadership in promoting school activities
- c. Successfully holds position of responsibility
- d. Exemplifies positive qualities and attitudes

**Character**

- a. Meets pledges and responsibilities to the school promptly
- b. Demonstrates high standards of honesty and reliability
- c. Cooperates with school regulations
- d. Demonstrates concern for others

Dismissal procedures shall be explained to members upon induction and are available in writing to anyone on request.

**Quiz Team:**

The Quiz Team is an extracurricular activity that involves competitive recall of facts from various subject areas. Membership is open to all interested high school students who wish to try out for the team. Practices are held one to two times a week, scheduled at the convenience of the team members. The team participates in the WHIZ quiz competition and tournaments involving schools of the surrounding areas.

**Student Council:**

Student Council is a governmental organization, that sponsors many school events. Officers are elected each spring by the student body and each class at the beginning of the school year elects representatives. A few of the events that the Student Council sponsors include Homecoming and the MORP Dance. The council is also involved in various service projects each year, such as the senior citizen's dinner. Petitions are available to any RHS student who is willing to participate in the Student Council's many events and projects.

**Teen Institute:**

Teen Institute is a youth group promoting a drug-free lifestyle. TI organizes and provides drug-free educational activities such as Red Ribbon Week and Prom Promise. Recreational activities such as open gyms and bowling nights are also planned. This organization is very service oriented and participates in many community activities, such as Relay for Life and the Salvation Army Christmas Castle Fund.

## GENERAL INFORMATION

**Assembly Programs:**

These are provided for the students and are a privilege granted only if the students accept responsibility for their own behavior. Students are expected to be courteous and attentive at all assemblies. This privilege is subject to being revoked depending on the student's behavior. Assemblies will normally occur during the enrichment period in order to decrease class interruptions.

**Auditorium:**

Students are to sit in assigned sections during most assemblies in the auditorium. Seniors will be assigned the front seats. Other classes will be notified of assigned areas. Feet are not to be placed on seats in front or on retaining walls.

**Deliveries:**

The school will not accept any deliveries such as, Flowers, Balloons, Candy, etc. on Valentines Day.



## **Bell Schedule:**

### **Regular Bell Schedule:**

Warning Bell	7:45		
Tardy Bell	7:55		
1 <sup>st</sup> Period	7:55	-	8:35
2 <sup>nd</sup> Period	8:38	-	9:18
3 <sup>rd</sup> Period	9:21	-	10:01
4 <sup>th</sup> Period	10:04	-	10:44
5 <sup>th</sup> Period	10:47	-	11:27
6 <sup>th</sup> Period	11:30	-	12:10
7 <sup>th</sup> Period	12:13	-	12:53
8 <sup>th</sup> Period	12:56	-	1:36
9 <sup>th</sup> Period	1:39	-	2:19

Courses held in the middle school or agricultural shop may meet at a slightly adjusted time. Teachers will notify students of the class times.

### **Pep Rally Assembly**

Pep rally assemblies and other assemblies that are necessary at the end or beginning of the school day will result in a change of the bell schedule.

## **Cafeteria:**

The high school maintains a closed campus policy and the cafeteria is to be used by the faculty and students. The cafeteria also provides space for students who carry their lunch. Two separate lunch lines will be implemented; purchase of a regular lunch or to purchase separate items. Prices for lunch are set annually and posted.

## **Change of Address:**

If you have a change of address within the Ridgewood School District, you should report immediately to the school office so that it may be changed on the school records. If you are moving to another district, you should report to the guidance office immediately so that a transcript of your records will be sent to the new school district.

## **Computer Usage:**

The Federal Government mandates that each school has a signed computer user agreement with each student. Any student/parent who refuses to sign the computer user agreement will not be permitted to:

1. receive a school email account
2. use the school's internet service.

### **BYOT**

The use of personal technology to provide educational material is not a necessity but a privilege. A student does not have the **right** to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, privileges will benefit the learning environment. Students and parents/guardians participating in BYOT must adhere to all Board policies and the *Ridgewood Local School District Computer Network and Internet Acceptable Use Policy*.

**Additional BYOT Guidelines:**

- Students must complete and submit a 'Request to Bring My Own Technology' form on-line at [www.ridgewood.k12.oh.us](http://www.ridgewood.k12.oh.us).
- Students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device
- The school district cannot provide technical assistance or repair on personally-owned devices. Students are directed to the device manufacturer for technical assistance.
- The device must be in silent mode while on school campuses unless otherwise directed by the teacher.
- The device may not be used to cheat on assignments or tests or for non-instructional purposes during instructional time.
- The device may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours unless otherwise directed by a teacher as part of a classroom assignment.
- The device may only be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games are permitted at staff discretion.
- Students must comply with a teacher's request to turn off the device.

**Students acknowledge and agree that:**

- The school's network filters will be applied to the student network access to the internet and shall not be circumvented.
- The school district may collect and examine any device at any time for the purpose of enforcing the terms of this agreement, investigating student discipline issues, or for any other school-related purpose.
- Personal technology must be charged prior to bringing it to school, and the device must run off its own battery while at school.
- Students remain subject to all other school behavior rules.

**Eighteen Year-Old Policy:**

Although the law recognized the 18 year-old as an adult, the 18 year-old is treated the same as every other student. He/she is subject to the reasonable rules and regulations of the school. School policies, rules, and regulations are not altered for those 18-year-old students.

**Fees:**

Student fees are determined annually depending upon the enrolled courses.

**Fire Drills/Tornado Drills/Safe-School Drills:**

Fire or tornado drills, as well as safe-school drills, are held monthly throughout the school year to prepare for emergency situations. Teachers will cover the guidelines with students for each of these events during the first week of school. Students are expected to follow the posted directions in each building location and proceed quietly to the appropriate exit in single file lines. Students not

participating appropriately in these drills will be subject to disciplinary action.

### **Food and Beverages:**

Food and beverages are permitted in the cafeteria only, unless prior arrangements have been made with the principal. There is to be no food in the classrooms. Open beverage containers are not to be brought into the school building. Pop and acceptable beverages are permitted during the lunch period only. No pop is to be purchased during the lunch periods. Candy sales for student groups and activities are not permitted during the lunch periods. No food is to be ordered or delivered by/for students (Dari Hut, Subway, etc.) during the lunch period. Food may be brought at the beginning of the day when arriving to school. The principal may authorize pizza, etc., for special events and class parties. Clear unflavored water may be permitted in the classroom.

### **Hall Passes:**

If, for any reason, a student finds it necessary to leave the room, he/she should have a pass from their teacher in charge. This pass should be kept and shown to any teacher he/she may meet on the way. Students are not permitted in the academic hallways before the first bell, or during the lunch period after arriving to the cafeteria. Hall pass usage will be monitored and limited. Student business and restroom breaks should occur between classes, during lunch, and during study halls.

### **Insurance:**

Students may purchase accident insurance at the start of the school year, which covers accidents occurring while they are coming to, at, or on the way home from school. Insurance claim forms can be secured from the school secretary. Fill out the forms and return them to the office. The Ridgewood Local School Board will not be responsible for any students not covered by insurance. Students that turn 18 years old during the school year should use every caution to be positive that they are insured by their family policy or their own policy.

### **Lost and Found:**

Lost and found is in the custodial room. Students should keep lockers locked to avoid the loss of personal items and school-issued textbooks and materials. Lost items will be discarded after nine weeks.

### **Medication:**

The medication policy of the Ridgewood Local School District is as follows:

1. Written permission must be on file in the school office that includes both the signature of the physician and the signature of the parent/guardian. This includes prescription as well as over-the-counter medication. If you do not have a school permission form available when you are at the doctor's office, we can accept the order on a prescription pad.
2. All medication must be in the original container and have an affixed label including the child's name, name of medication, dosage, route of administration, and time of administration. This means we cannot give medication sent to school in baggies or Tupperware containers. All medication will be kept in and dispensed from the office.
3. For students who take medication on a long-term basis for chronic health problems: a new request form must be submitted every year. A new form is also necessary any time there is a change in the medication order.

4. It is advised that the medication and medication forms be brought to the school by the parent/guardian.
5. It is preferred that medication schedules be organized so that medication can be given at home if possible.

### **Privileges:**

Athletics and other extra-curricular activities, field trips, dances, Prom, etc., are examples of activities and events that are student privileges. These events are not student rights and can thus be denied.

### **Release of Directory Information:**

Directory information is defined as a student's name, address, telephone listing, date and birthplace, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards received. This information may be released to the media or other governmental groups. If parents do not wish to have the school release this information, they should send a written notice to the principal indicating they do not wish to have this information released.

### **Romances:**

There is a time and place for everything and school is not the place for obvious expressions of affection. Handholding only is acceptable. Kissing, hugging, or caressing is not acceptable.

### **Security:**

Once school is in session most doors will be locked to restrict entrance. Security cameras will monitor both occupied and unoccupied areas of the building and grounds.

### **Signs:**

Signs must have prior administrative approval before the sign is posted in designated areas set by the school administration.

### **Student Prayer:**

As part of the implementation of the No Child Left Behind Act of 2001 students are awarded the right to pray in public schools. At the same time, School officials may not "compel students to participate in prayer or other religious activities." Nor may teachers, school administrators and other school employees, when acting in their official capacities as representatives of the state, encourage or discourage prayer, or participate in such activities with students.

### **Study Hall:**

Students may only have one study hall in addition to their Enrichment Period.

**Textbooks:**

Students are assigned textbooks and are expected to pay for lost books or any damages to the books. It is recommended that all books be covered with book covers. All books, agendas, and other items, purchased by the Board of Education are school property. All books are to be well cared for by the student. There should be no doodling or destruction of any school-related materials, and the cover and pages should not be torn out of any books. Students do not own property purchased by the Board of Education unless the instructional work has concluded and the teacher has distributed books to the student.

**Visitor Entrance:**

All visitors must use the main entrance and report directly to the main office for a school visitor pass. All entrances will be locked once school is in session. Absolutely no visitors are permitted to shadow any student during the school day.

**Video Monitors:**

Video monitors have been placed throughout the high school. Students are advised that the video monitors will record student actions inside and outside of the school building.

**Rights of Parents and Students:**

The No Child Left Behind Act of 2001 requires schools to notify parents and students of their rights with regard to certain items and information. The following statements address these rights.

**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.

## **Rights With Respect to Student's Education Records:**

1. The right to inspect and review the student's education records within 45 days of the day a school receives a written request identifying the record(s) to be inspected. The principal will notify the parent of the time and place where records may be reviewed.
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 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).

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 10<sup>th</sup> of each school year. Directory information which would be disclosed by the school is:

Student's name  
Address  
Telephone listing  
Grade level  
Current school of attendance  
Participation in academics/other activities  
Honors and awards received  
Photograph or video

## **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 school 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 ministries; 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).
2. Parents who believe their rights 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

### **Credit Flexibility:**

The credit flexibility initiative is part of a statewide effort to increase learning and engagement and help students graduate ready for success in college and careers. In addition to earning credit by successfully completing traditional courses, the credit flexibility program provides new options for students including:

- Earning credit by demonstrating mastery of the essential content of a traditional course by “testing out,” presenting a portfolio documenting mastery, or a combination of both.
- Successfully completing a mentorship, internship, educational travel, or service learning program aligned to the academic curriculum.
- Successfully completing an online course or academic summer or after-school program aligned to the school curriculum.
- Successfully completing a “hybrid” learning experience that may combine any of the options above as well as units of traditional courses

### **Additional Information**

- **Contact the Principal at 740-545-6345**
- **[www.ridgewood.k12.oh.us](http://www.ridgewood.k12.oh.us)**

*Ridgewood Local School District  
2014 – 2015 School Calendar*

August 15, 2014	New Teacher Orientation
August 18, 2014	Teacher Work Day (NO SCHOOL)
August 19, 2014	Teacher In-service Day (NO SCHOOL)
August 20, 2014	<b>First day for students</b>
September 1, 2014	Labor Day – No School
September 29 & 30, 2014	Fair Day - No School
November 28 & 29, 2014	Thanksgiving Vacation-No School
December 1, 2014	Parent/Teacher Conf. Day No School
December 2, 2014	School Resumes
December 22, 2014	Christmas Vacation
January 5, 2015	School Resumes
January 19, 2015	Martin Luther King Holiday
February 16, 2015	Presidents' Day Holiday
March 16, 2015	Teacher Ins. No-School
April 1, 2, & 3, 2015	Spring Vacation No School
April 6., 2015	Parent/Teacher Conf. Day
	No School
April 7, 2015	School Resumes
May 25, 2015	Memorial Day - No School
May 27, 2015	Last day for students
May 28, 2015	Teacher Work Day
May 31, 2015	Graduation