

# **Ridgewood Middle School Vision & Mission Statements**

## **Vision Statement**

Our school will be safe, comfortable and updated technologically; it will be compatible with a modern curriculum. All learners will be accepted in ways that promote equality, acceptance of others and enhance home-community-school relationships. Students will achieve high levels of competency in each subject area as well as critical thinking and problem solving skills. Individuals will have a sense of respect for themselves and others and will demonstrate joy in being part of the learning community.

## **Mission Statement**

Ridgewood Middle School will:

1. Provide a suitable transition from Elementary to Secondary Education.
2. Provide all students with opportunities to succeed academically in a structured, safe and disciplined environment.
3. Provide all students with the basics in academics, values (12 Guiding Principles) and character development.
4. To motivate students to succeed academically.
5. Develop the whole person providing for academic, social and psychomotor development and skill attainment.
6. Lay the foundation for work to be covered in the High School.

The Middle School will work co-operatively with the Elementary and High Schools of the district and other agencies in the pursuit of student success and development.

## **Goals**

1. Students will create a vision for potential growth.
2. Students will implement the 12 Guiding Principles.
3. Students will instill an understanding and appreciation for health-related issues and wellness.
4. Students will improve academically and creatively.
5. Students will exhibit appropriate social behavior and interaction.

# Guiding Principles

## Introduction

During your middle school years, the staff and administration work at refining your academic and social skills as well as putting the final touches on qualities which we believe are essential for your 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 a 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 want 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 life. Your ideas about things will change. Technology is changing the way you will work and live. You will have new teachers, new demands and expectations-be flexible and adapt.
- 10.Honesty:** This means integrity, truthfulness and sincerity. The honest person does not deceive, steal or take advantage of the trust of others. Do your own work in school. Don't cheat. In the workplace you will be expected to produce and perform your own work. Cheating only hurts you and you lose the respect of others. Besides, teachers can tell when someone has been cheating.
- 11.Trustworthiness:** This means being reliable and believable. The best thing you can give people is your word. If people cannot accept your word, they will not trust you.
- 12.Loyalty:** This means commitment, dependability, and being faithful. This is the quality of showing commitment to a person, company, team or group in the performance of duty or sticking to a contract you have made with another person. Your coach expects commitment to the team. Your principal expects commitment to your school. Your teachers expect commitment to your job—  
**Learning.**

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

## **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.

## **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.

## **Cancellation of School**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means will be used to notify parents of a cancellation. If school is canceled because of weather (ice-snow), this will be announced over the PreK-12 Notification Call System and WTNS Radio (99.3 FM) in Coshocton, Ohio.

## **Parking**

The Middle School has two (2) parking lots surrounding the building. The front lot is restricted for office staff, school nurse and visitors. The rear lot is for staff parking.

## **Student Drop-Off and Pick-Up**

Students whose parents drive them to school must use the student drop-off/pick-up zone on the southwest side of the building by the kitchen/cafeteria. The recommended approach would be from Wall Street. Once entering the building, the students will proceed directly to the gym until bell dismissal for class.

## **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 or after school hours. Students will enter the building using the entrance by the principal's office and proceed to the cafeteria until bell dismissal for class.

## **Visitor Entrance**

All visitors must use the main entrance and report directly to the main office for a school/visitor pass.

## **Attendance**

School is a time when we prepare the young with the knowledge, skill, behaviors, and attitudes to enter society and 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 and behavior/attitudes are key elements in the assessment of each student's progress

towards the time when he/she is ready to enter society as an individual player. 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 are necessities for every student since school is the institutionalized means of imparting society's needs, concern 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 in regards to attendance.

### Limit on Absences

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

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

A student will be permitted 18 absences from a full-year course (9 absences from a semester course) for personal illness, professional appointments which cannot be scheduled after school hours, funerals, personal problems and the like. A student will not receive credit for the course if this limit is exceeded, as he/she will not have fulfilled the minimum requirements. Any student who misses five or more days in a nine week grading period must have a doctor's note upon return to school or the day will be recorded as unexcused. Any days missed in excess of 18, must be accompanied by a doctor's note upon return to school or the day will be recorded as unexcused.

Doctor's note must state that the student was unable to attend school.

## 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 building 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.

Absence from school for any reason other than those listed and recommended by the Ohio State Department of Education is not acceptable and will be unexcused. It is the student's responsibility to get assignments and to complete work missed due to the absence.

## Written Notes for Excused Absences

In order for the absence to be excused, the student must bring in a note signed by the parent or guardian. All excuses, including doctor's, 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 make-up work. Excuses must state the reason for the absence.

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

## Unexcused Absences

In cases of excused absences, the Principal may take disciplinary action such as detention, suspension, juvenile court action, or recommendation (to the Superintendent) for expulsion. **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.

## Juvenile Court Policy

Ridgewood Middle 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                      |
| 6 unexcused days: | Hearing at school with parents and court official |
| 8 unexcused days: | Hearing before the juvenile court judge           |

## Attendance Procedure

1. Parent(s) or guardian(s) must notify the school by phone the day a student is to be absent unless previous notification has been given. Parents may begin to call the school at 7:00 a.m.
2. Students who have been absent will bring a written excuse to the school secretary. Students who are truant are not permitted to make up work.
3. Any student leaving the building must sign out in the office. When the student returns, he/she must sign back in at 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.
4. Students are not counted absent from school when attending a professional appointment when the appointment, including travel time, does not exceed two (2) class periods. Professional appointments include, but are not limited to: doctor, dental/orthodontist, physical therapy, court appearance, 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 toward individual class absence limits. Without proper documentation, students will be charged half or a full day.

## Tardies

1. A student coming to school tardy must report to the office and admit himself/herself by signing the sign-in sheet Four (4) SCHOOL tardies will result in a day of absence being charged to the student.
2. 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 day of absence being credited to the student in that class. 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.
3. Once a student has reached his/her third tardy to school or class, a student may be assigned to detention, Saturday School, or suspension, for each tardy after the first two.
4. **NOTE:** Students who 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 that is continually tardy without a legitimate reason will be subject to revocation of his/her driving privileges.
5. During inclement weather students must make proper arrangements to still be at school on time.
6. Students absent for a portion of the day will accumulate absence in the following increments:

Arriving 8:05 – 9:00 = TARDY  
Arriving after 9:00 = ½ DAY

## Student Dismissal Precautions

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

## 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, in school or out-of-school, will have the opportunity to make-up assignments and worksheets during the time of their suspension, not afterward. 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 out-of-school suspension or expulsion.

## 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. Before the requested absence, the student must acquire their assignments.

## 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 8:30 a.m. in the morning. Parents should report to the middle school office whenever arriving to pick-up their son or daughter. The student must have permission from the office before signing out. Students must remain at school once they have arrived.

## 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 buildings. If the nurse is not available in the clinic, students must report back to their scheduled class.



**NOTE:** In order for the school to be prepared for emergencies, Emergency Medical Forms must be turned into the office by the end of the second week of school. Failure to provide a completed Emergency Form will result in disciplinary action and the student will not be allowed to go on field trips.

### **Administrator's Report to Parent/Guardian on Absenteeism**

Reports may be sent for school attendance or individual class attendance concerns. Upon verification of absences, the following procedure will take place:

**For the school year:**

1. Form letter is sent when the student misses five (5) days of school.
2. Form letter is sent when the student misses eight (8) days of school.
3. Attendance officer is sent to the home at fourteen (14) total days for the year.

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

Students must be present for at least half day in order to participate in athletics and extra-curricular activities. The half day should be the second half of the school day. Extenuating circumstances warrant advance approval of the principal or athletic director.

### **Student Recognition for Attendance**

Students may receive certificates of recognition at the end of the year assembly for meeting the following attendance standards:

<b>Perfect Attendance</b>	<b>½ day or less/1 tardy</b>
<b>Outstanding Attendance</b>	<b>1 day or less/no more than 1 tardy</b>

### **Grading Policy**

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

A = 94 - 100 = 4.00	C = 76 - 81 = 2.00
A- = 92 - 93 = 3.67	C- = 74 - 75 = 1.67
B+ = 90 - 91 = 3.33	D+ = 72 - 73 = 1.33
B = 86 - 89 = 3.00	D = 67 - 71 = 1.00
B- = 84 - 85 = 2.67	D- = 65 - 66 = .67
C+ = 82 - 83 = 2.33	F = Below 65 = 0.00

- A. **Nine Weeks Grades:** Students will accumulate points or grades earned in each activity (test, quizzes, homework, reports, etc.) during each nine week grading period. At the end of each grading period, the student's accumulated grades or points will be averaged to a letter grade.

**B. Nine Week Assessments:** A nine week exam will be given towards the end of each nine week grading period. The exams will assess students on grade level standards and indicators covering the four core content areas (Language Arts, Social Studies, Science, and Math). Points received from the first nine week assessment will be added to the points received on the second nine week assessment. The points accumulated will be divided by the number of possible points. The percentage of points earned will be applied to a grading scale, which will then be recorded as a semester exam grade.

**Special Note**—Students must pass four of the six grading marks to pass the class for the year. Students who fail a class during the 4<sup>th</sup> nine weeks may be retained or have to attend summer intervention.

**C. Grading Marks:**

- 1<sup>s</sup> nine week grade
- 2<sup>nd</sup> nine week grade
- Semester Exam grade  
(1<sup>st</sup> and 2<sup>nd</sup> 9week assessment)
- 3<sup>rd</sup> nine week grade
- 4<sup>th</sup> nine week grade
- Semester Exam grade  
(3<sup>rd</sup> and 4<sup>th</sup> 9week assessment)

**Grading Periods**

The middle school will determine and distribute grades for students on four 9-week periods. These four will be the only grades used to determine the final course grade for a full-year course as determined by the guidelines established in the above section.

End of 1 <sup>st</sup> Grading Period	October 26, 2012	46 days
End of 2 <sup>nd</sup> Grading Period	January 11, 2013	45 days
End of 3 <sup>rd</sup> Grading Period	March 15, 2013	43 days
End of 4 <sup>th</sup> Grading Period	May 23, 2013	46 days

**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 within one week following the grading term (unless extended for extenuating circumstances), the grade of “I” is to be changed to an “F” by the subject teacher.

## Make-Up Work

Students with excused absences will complete all classroom assignments and tests missed during excused absence. Students with unexcused absences or out-of-school suspensions will complete all classroom assignments for the period of the absences, but not make-up quizzes, tests 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. **In addition, any reports/papers assigned are due on the date assigned.**

Parents are encouraged to contact the Middle School and request assignments if students are absent **two or more days**. If requested before 8 a.m., work assignments will be collected and available in the middle school office by 3 p.m. If requested after 8 a.m., work assignments will 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 assignments sheet. If a student is unable to complete the attached assignments, he/she should meet with the teacher before 7:45 a.m. 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 homeroom, study halls, and lunch, before and after school.

In order to keep up with the course, students with an unexcused absence or suspension are encouraged to complete the missed assignments. However, students with unexcused absences or out-of-school suspensions will not receive credit for quizzes, tests, or exams.

## 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. Cheating may also result in disciplinary action against the student, including possible suspension.

## Honor Roll

An honor roll is published after each nine-weeks grading period. This list is published in the local newspapers. The guidance office will release this 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.

<b>Principal's Roll</b>	- students who earn a 3.75 - 4.0 GPA
<b>Honor Roll</b>	- students who earn a 3.33 to less than 3.74 GPA
<b>Merit Roll</b>	- students who earn a 3.0 to less than 3.32 GPA

## Athletic Competition

Interscholastic athletics is promoted in Football, Volleyball, Cross Country, Golf, Basketball, Wrestling and Track. The intention is to teach and develop physical skills, mental discipline, sportsmanship and the striving spirit necessary for successful living. All students are encouraged to participate regardless of their skill level or experience.

## Athletic Eligibility

The following guidelines will be used to provide a uniform method of determining eligibility of athletic participants:

1. Students in grade seven must be currently enrolled in school and have received passing grades in the immediately preceding grading period in 75% of the subjects in which enrolled. For eligibility purposes, summer school grades may not be used to substitute for failing grades received during the final grading period of the regular school year. Exception: students in grade 7 are eligible for participation during the first grading period following their sixth grade year regardless of scholastic achievement in grade six.
2. The eligibility or ineligibility of a student is effective on the day following the issuance of grade reports for the preceding grading period.
3. If you are fifteen years of age by August 1, you are ineligible to participate in athletics in grade seven. However, you are eligible to participate in athletics in grades 9 - 12. Consult the athletic director for details.
4. Participation in more than one sport in a season is permitted as long as there is an agreement between coaches and they determine a priority sport.
5. Athletes wishing to transfer to Ridgewood Schools under open enrollment shall be investigated for violations of the Athletic Code of Conduct in their district of residence. If the athlete is under sanction for violation of the Athletic Code of Conduct in the district of residence or the district last attended, the Ridgewood Schools shall honor that sanction according to the Code of Conduct of the resident or the district last attended.

## 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 ensure 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 in order 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 that 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. The educational objectives of these rules are the development of mature and responsible citizens and maximum possible academic achievement for all students. It is the responsibility of the administration to see that rules are enforced fairly, firmly, consistently, and impartially by all parties concerned: teachers, counselors, and fellow administrators.

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

- a) Removal from class
- b) Assignment of community or school service hours
- c) Corporal punishment (parental permission required to deny this action in place of alternatives)
- d) Detention
- e) Saturday School
- f) Suspension (in-school or out-of-school)
- g) Suspension (as an in-school assignment to the Opportunity School for 5 or 10 days)
- h) 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.

**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 to 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 and/or Physical) Harassment**

A student shall not act or behave in a manner that 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 (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, is designed to, or may 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 any destructive device (as defined in 18 U.S.C.A. Section 921). Such destructive devices include any explosive, incendiary or poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces; any missile having an explosive or incendiary charge of more than one-quarter ounce; and any mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm or look-alike firearm onto school property, in a school vehicle, or to any school-sponsored activity. If a student brings a firearm or look-alike firearm onto 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 that 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, or 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. Any student found in possession of tobacco will have his/her name submitted to the Sheriff's 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 of school personnel. Repeated violations of any minor rule, directive or discipline procedute 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 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 – 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 12 – 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.

### **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 Middle 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:

- 1<sup>st</sup> Suspension - 1 – 3 days
- 2<sup>nd</sup> Suspension - 5 days
- 3<sup>rd</sup> Suspension - 10 days & unruly charges may be filed in juvenile court
- 4<sup>th</sup> Suspension - 10 days with recommendation for expulsion



## GENERAL RULES

### Student Appearance (Dress Code):

A student attending Ridgewood Middle School will dress in an appropriate manner. Students generally conduct themselves in a manner similar to the way that 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. **Specific types of clothing not to be worn** include pajama pants, halter-tops, fishnet jerseys, hats, tank tops, clothing intended for outside wear (coats, jackets), or sagging pants. All student tops must have sleeves and cover the midriff. All pants or shorts should be worn at the appropriate height to stay over the waistline (top of the hipbones) and the length does not permit the pants to touch the floor (belts are to be used). If appropriate, shirts should be tucked into pants, shorts, or skirts. Flip-Flop sandals and beach sandals are not permitted. All sandals must be fastened with a strap on the back. Shoes must be tied with a bow in front of the tongue. No **heely** shoes permitted.

Jewelry or clothing bearing patches, drawings, or sayings (stated or implied) that 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 that is perceived by the administration to be 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 within the school building at any time, unless authorized by the Principal for special occasions. Headgear for medical and religious reasons may be permitted with authorization from the Principal.

Students will not be permitted to wear earrings in any other locations except ears. Other forms of body piercing will not be permitted, including eyebrows and tongues, during school hours.

Students are permitted to wear shorts during the months of August, September, May and June. All dresses, shorts, and skirts must reach beneath the student's fingertips when they put their arms down to their sides. Spandex shorts, frayed shorts, or frayed pants of any type are not acceptable.

Students will not be permitted to conduct personal grooming habits (such as combing hair and applying make-up or fingernail polish) during class.

Students will not be permitted to wear shirts or any other clothing that uses profanity and/or obscene language. This includes obscene gestures, pictures, and inappropriate writing that may refer to drugs, tobacco, violence, death, sex, alcohol, hate, cults, or gangs. 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.

Abstract hair color distracts from the educational process and will not be permitted. All hair coloring must be natural colors. The principal is the final authority on matters of the dress code.

### **Student Cosmetics (Make-Up)**

Any student in grades 4 and 5 are not permitted to wear make-up of any kind. This includes foundation, blush, eyeliner, eye shadow, mascara, and lipstick

### **Book Bags**

All book bags will be kept in student lockers during the school day unless extenuating circumstances require special consideration by the Principal.

### **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. Students must go directly to an assigned seat and stay seated.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and 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. Students must refrain from eating, drinking, or chewing gum on the bus.
9. Students must not have alcohol, drugs, or tobacco in their possession on the bus.
10. Students must not throw or pass objects that can be carried on their laps.
11. Students may carry on the bus only objects that can be carried on their laps.
12. Students who damage the school bus must pay for all repairs.

13. Students 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. Students must not put head or arms out of the bus windows.
15. 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.

## **GENERAL INFORMATION**

### **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 student organizations shall plan, encourage, or engage in the hazing of any person. If any student, teacher, or other personnel of the school district discover any knowledge of hazing, 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**

The Ridgewood Middle School has adopted and been trained in the Olweus Bullying Prevention Program. We take bullying and cyberbullying very serious and work to deter it from happening not only at school but the entire community. Below are the definitions of bullying and cyberbullying, the ABC's of bullying and the adopted school rules of bullying. If you have any questions regarding our bullying program, please contact Leslie Dulgar or Mike Masloski.

#### **Definition of Bullying**

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

#### **Definition of Cyberbullying**

Cyberbullying is bullying by using communication technologies such as cell phone, internet or other electronic devices to embarrass, threaten, intimidate or to cause harm to another person.

## The ABC's of Bullying

A-Aggressive

B-Imbalance of Power

C-Continuous behavior

### Rules of Bullying

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

## BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while 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.

Harassment, intimidation, or bullying means:

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

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

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

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

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

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

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

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning

allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

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

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

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

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

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

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

## **Complaints**

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

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel.

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

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

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

### **Privacy/Confidentiality**

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

### **Reporting Requirement**

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

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

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment,

intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

## **Notification**

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

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

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

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

## **Education and Training**

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

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

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

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



staff in these training programs shall apply toward mandated continuing education requirements.

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

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

### **Locker Responsibility**

Lockers are loaned to students by the Ridgewood Board of Education. They are not the student's individual or personal property. Students are responsible for the proper upkeep and cleanliness of their lockers. School officials reserve the right to inspect lockers at any time as per the Ridgewood Board of Education Policy Manual.

It is suggested that 6<sup>th</sup> & 7<sup>th</sup> grade students obtain locks for their lockers. A student bringing a lock from home and placing it on a school locker is required to report the combination or turn a duplicate key to the office so that in an emergency, the office can obtain entry into the locker. Laser locks are not permitted to be used on the lockers.

### **Cafeteria**

The Middle 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 lunches. Students are not allowed to save places in line or ditch in line. **NOTE:** The cafeteria area is the only area acceptable for eating lunch.

### **Change of Address**

If you have a change of address within the Ridgewood School District, you should report it 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 office to sign a withdrawal form immediately so that a copy of your records will be sent to the new school district.

### **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. 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.

No food is to be ordered or delivered by/for students 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.

## **Hall Passes**

If (for any reason) a student finds it necessary to leave the room he/she should have their Agenda Planner signed by the teacher in charge. Since this Agenda is the hall pass, all students must keep their Agendas with them at all times in order to have a hall pass. 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.

## **Computer Usage**

The Federal Government mandates that each school have 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 and 2) Use the school's internet service.

## **Insurance**

At the start of the school year, students may purchase accident insurance. This insurance covers accidents occurring while they are coming to school, at school, 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 school insurance.

## **Lockers and Search & Seizure**

Student lockers are the property of the school and are subject to inspection by school personnel. Students are not permitted to change lockers after the assignments are made without permission from the office. Trips to lockers during class time are permitted only with the permission from the assigned teacher. Students should never leave money or valuable items in or on top of their lockers.

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, or items, pose a clear and present danger to health and safety. Items that 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 there is suspicion that the person is concealing evidence of a crime, ordinarily the case shall be turned over to police authorities.

## Medication

The medication policy of the Ridgewood 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, etc., are examples of activities and events that are student privileges. These events are not student rights and can thus be denied.

## Signs

Signs must have prior administrative approval before the sign is posted, and may be posted only in designated areas set by the school administration.

## Release of Directory Information

If you do not want the school to disclose directory information from your child's education records, please notify the school principal, in writing, by **September 11th** of each school year. Directory information which would be disclosed by the school is: Student's Name, Address, Telephone Listing, Grade level, Current school of attendance, Participation in Academics/other activities, Honors and awards received Photograph or video.

### Romances

There is a time and place for everything, and school is not the place for obvious expressions of affection. Hand holding, kissing, hugging, or caressing is not acceptable.

### Telephone

Only calls of an emergency nature can be made in the office during school hours.

### Cell Phone Policy

Cell Phones must be kept in the off position and be kept out of sight during the entire school day. Any device which is found to be on, make a noise or vibrate or otherwise call attention to themselves will be deemed to be creating a disruption. Any device found to be in violation of these rules will be confiscated and turned into the principal where it will be searched and logged.

**First Offense** - Student may retrieve the item from the principal at the end of school day.

**Second Offense** - Student's parent or guardian will need to pick up the phone.

**Third Offense** - Student may face suspension or alternative school.

Cell Phones are **never** permitted during anytime in **restrooms** and **locker rooms**. If a student violates this rule, their cell phone will be confiscated and search for inappropriate material. The student may face suspension and legal consequences. The parent will have to meet with the principal to retrieve the phone after the appropriate legal measures were taken.

### 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, novels, agendas, and other items – whether purchased by the student or the Board of Education are to be treated as school property until the end of the school year. 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 or through fees until the instructional work has been concluded and the teacher has distributed books to the student.

## Lost and Found

All clothing found on school property, regardless of its value, is placed in the office. Money, jewelry, or any other article of value is turned into the office. Students may claim lost items after proper identification.

## Sexual Harassment

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

## National Junior Honor Society

“Membership in National Junior Honor Society is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty.” The faculty council, comprised of five 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 seventh and eighth graders. Induction is during the second semester in March or April.

- A. **SCHOLARSHIP** – A student must meet the academic requirement of an accumulative grade point average of 3.5 (no rounding) or higher from sixth grade through the third grading period of the current school year. The four core subjects of Language Arts, Math, Science, and Social Studies will be used for this 3.5 GPA.
- B. **SERVICE** – A student shall have 7 activity points (1 for each activity, **varied and sustained** participation in extracurricular activities, outside organizations, special awards and honors.) Varied and sustained means recent years that show consistency in activities.
- 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. Some examples of leadership and character qualities are as follows:

### Leadership

- a. Demonstrates leadership in classroom and organization work
- 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 to anyone upon request.

## **Homework Rights/Responsibilities in the Ridgewood Middle School**

**Teacher:** The teacher should explain the homework completely. The teacher should realize that all other teachers are assigning homework too. Homework should be relevant. The assigning of homework should be given in order to accomplish one of many different educational goals: (1) to act as an introductory element to lay a foundation for upcoming learning in the classroom, (2) to be used to reinforce classroom work, (3) to be used when producing major long-term classroom projects. Student achievement improves when homework is either graded or commented on; therefore the student's homework should be graded, commented on, or reviewed in class. The teacher will attempt to contact a parent after the student has missed his/her third homework assignment by phone or letter. Teachers should put their weekly and long term homework assignments on Progress Book. Website - [www.omeresa.net](http://www.omeresa.net)

**Student:** The student should know if he/she has homework assigned for any and all of his subject's by writing it in his agenda. Students should complete homework assigned in order to foster self-discipline, create independence, and promote a sense of responsibility. Students should complete the homework to the best of their ability. Students need to be aware of the fact that to do one's best on homework assignments will help them learn and understand information being taught in the classroom and will better prepare them for success in the classroom. Students should take completed homework to school when it is completed. Students should arrive at the classroom with their homework. Assignments may be on our school website homework link.

**Parent(s)  
Guardian:** Parents should reinforce the concept that completed homework is important and will lead to future successes in the classroom. Parents should view their child's homework when at all possible in order to note the level of effort put into the assignments being done by their child. Parents should make an effort to be home at some point when homework is being done at home. Parents should make a place that is conducive to study. Parents should set aside a given time or amount of time each day to be used by their child to get homework completed. Parents may certainly help their child with their homework but should "**NEVER DO**" the homework for their child. Parents should feel comfortable in contacting their student's teacher regarding concerns with homework. All parents/guardians will have access to on-line progress and assignments using Progress Book. Website - [www.omeresa.net](http://www.omeresa.net)

## Ridgewood Local School District Calendar 2012 - 2013 School Year

August 17	New Teacher Orientation
August 20	Teacher Inservice Day (NO SCHOOL)
August 21	Teacher Work Day (NO SCHOOL)
<b>August 22</b>	<b>FIRST DAY FOR STUDENTS</b>
September 3	Labor Day (NO SCHOOL)
October 1 & 2	Fair Days (NO SCHOOL)
November 22 & 23	Thanksgiving Vacation (NO SCHOOL)
November 26	Parent /Teacher Conf Day (NO SCHOOL)
November 27	<b>SCHOOL RESUMES</b>
December 24 - January 1	Christmas Break (NO SCHOOL)
January 2	<b>SCHOOL RESUMES</b>
January 21	Martin Luther King Day (HOLIDAY)
February 18	Presidents' Day (HOLIDAY)
March 27 - 29	Spring Break (NO SCHOOL)
April 1	Parent/Teacher Conf Day (NO SCHOOL)
April 2	<b>SCHOOL RESUMES</b>
<b>May 23</b>	<b>LAST DAY FOR STUDENTS</b>
May 24	Teacher Work Day
May 26	Graduation
May 27	Memorial Day (HOLIDAY)

**Early Dismissal Days: (SCHOOLS WILL DISMISS TWO HOURS EARLIER)**

October 26	12:40 p.m.
January 11	12:40 p.m.
March 15	12:40 p.m.
May 23	12:40 p.m.

**Grading Period ends:**

End of 1 <sup>st</sup> Grading Period	October 26	46 days
End of 2 <sup>nd</sup> Grading Period	January 11	45 days
End of 3 <sup>rd</sup> Grading Period	March 15	43 days
End of 4 <sup>th</sup> Grading Period	May 23	46 days

**Make-Up Days:**

First Day	-	May 28
Second Day	-	May 29
Third Day	-	May 30
Fourth Day	-	March 27
Fifth Day	-	March 28