2026-2027 Handbook

Ridgewood High School
602 Johnson Street
West Lafayette, Ohio 43845

740-545-6345 – School Office
740-545-5311 – School Fax

STUDENT HANDBOOK 2026 – 2027

602 Johnson Street
West Lafayette, Ohio 43845
Phone: (740) 545-6345
Fax: (740) 545-5311
Attendance Number: (740) 545-6755

This agenda belongs to:

Name _____

Address _____

City _____

Zip _____

Phone _____

Table of Contents

Welcome to RHS 4
School Website 4
Guiding Principles 4
Attendance 6
Excessive Absences/Tardiness 7
Absence Intervention Team 7
Habitually Absent -- Loss of Driving Privilege 9
Parental Request for Special Absence 9
Early Dismissal from School 9
Student Dismissal Precautions 9
Emergencies 9
Out of School Appointments 10
College Visits 10
Attendance to Class after Loss of Credit 10
Attendance for Extra-Curricular Participation 10
Out of School Suspension or Expulsion 10
Academics 11
Grading Policy 11
Grading Periods 12
Make-up Work 12
Incomplete Grades 12
Honor Roll 12
Athletic Eligibility/Policies 13
Graduation Requirements 14
Early Graduation Requirements 14
Guidance Department 14
Class Changes 14
Application for College or Scholarships 15
General Procedures & Regulations 15
Student Appearance (Dress Code) 15
Book bags 16
Lockers and Search & Seizure 16
Student Drop-off and Pick-up 16
Student Vehicles 17
Parking 17
Bus Regulations 17
Bus Loading 17
Code of Conduct 18
Violations of the Code 19
Rule 1 – Disruption of School 19
Rule 2 -- Damage of School Property 19
Rule 3 -- Damage to Private Property 19
Rule 4 -- Assault and/or Battery; Harassment 19
Rule 5 -- Dangerous Weapons and Instruments 19
Rule 6 -- Tobacco, Narcotics, Alcohol, Drugs 20
Rule 7 -- Insubordination 20
Rule 8 -- Profanity and/or Obscene Language 20
Rule 9 -- Truancy and Tardiness 20
Rule 10 -- Theft 20
Rule 11 -- Cheating 20
Rule 12 -- Repeated Violations of Directions, Policies, Rules 20
Rule 13 -- Conduct Outside of School Hours 20
Hazing-Bullying Policy 20
Detention Procedures 23
Activities 23
Dances 23
Class Sales Projects 24
Flag Auxiliary 24

Drama Club 24
Chorale 24
Foreign Language Club 24
Media Center Club 24
National Honor Society 24
Quiz Team 25
Student Council 25
Teen Institute 25
General Information 25
Assembly Programs 25
Auditorium 25
Bell Schedule 26
Cafeteria 26
Change of Address 26
Eighteen Year-Old Policy 27
Computer Usage 27
Cell Phone Policy 27
Fees 27
Fire Drills 27
Food and Beverages 27
Hall Passes 28
Lost and Found 28
Medication 28
Insurance 28
Privileges 28
Release of Directory Information 28
Romances 28
Security 28
Signs 28
Student Prayer 28
Textbooks 28
Visitor Entrance 28
Video Monitors 28
Calendar 32

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. 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

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the

attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

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

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

A. personal illness (a written physician's statement verifying the illness may be required)
B. illness in the family necessitating the presence of the child
C. quarantine of the home
D. death in the family
E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
F. observation or celebration of a bona fide religious holiday
G. out-of-state travel (up to a maximum four (4) days per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

H. such good cause as may be acceptable to the Superintendent
I. medically necessary leave for a pregnant student in accordance with Policy 5751
J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

Excessive Absences/Tardiness

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in

writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

A. the student was enrolled in another school district;
B. the student was excused from attendance in accordance with R.C 3321.04; or
C. the student has received an age and schooling certificate.

Consequences for Excessive Tardines):
Students are permitted to be tardy to school 2 times per semester without penalty. Each time a student is late to school a tardy will be assigned. The principal may use discretion when administering consequences for tardiness. Generally, consequences for tardiness per semester are as follows:
0 – 2 tardies: No Penalty
3 – 5 tardies: A.M. Detention(s)
6 – 7 tardies: A.M. Detention
8 + tardies: Discretion of building principal
Students are expected to be on time to all classes. Tardiness to class may result in detention or other disciplinary action.

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the Principal may, in his/her discretion contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, or social worker to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention

plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

A. provide counseling to the student
B. request or require a parent to attend a truancy prevention mediation program
C. notify the Registrar of Motor Vehicles of the student's absences
D. take appropriate legal action
E. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign the Principal (one (1) school official) to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

A. The student is habitually truant.
B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
C. school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the absence intervention team may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

A. when a notice that a student has been absent with or without legitimate excuse for thirty-

eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;

B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;

C. when a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;

D. when an absence intervention plan has been implemented for a child under this policy.

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 2nd 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. Students whose attendance falls below 90% attendance rate can still attend practices and participate in extra-curricular activities, but will NOT be permitted to play in games, participate in performances, or attend trips associated with the activity. Activities include band, choir, drama, FFA and any Ridgewood sport. Students will not be permitted to participate in these activities until their attendance rate reaches the 90% threshold, unless extenuating circumstances are approved by the Principal or Assistant Principal. Any student that falls under the 90% threshold will be required to make up hours during Beyond the Bell After School program. A letter will be sent home with the student when this happens informing them of the number of hours needed to be made up. This policy will be in effect for the duration of the school year, and a student's attendance rate at the end of the school year will determine their eligibility for the following school year.

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.

Harassment of School Personnel

A student shall not harass school personnel. The following is a list not intended to be exhaustive, but rather to give examples of various types of harassment covered by this code: verbal abuse, physical abuse, social media posts, vandalism, or any other disruptive behavior.

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=O. These values are for year long courses only, When calculating your GPA for Semester classes these values will be ½.

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 ½ credit at the principal's discretion after consultation with the teacher and the student, as long as the following conditions are satisfied:

a.) The ½ credit will be awarded only if the remaining ½ 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 ½ 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 1st Grading Period	October 16, 2026
End of 2nd Grading Period	December 18, 2026
End of 3rd Grading Period	March 05, 2027
End of 4th Grading Period	May 20, 2027

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 College Credit Plus will not be included on Honor Roll lists unless they are enrolled in 5 classes at RHS because college courses 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/Policies

Athletic Eligibility - All athletes are subject to the academic requirements as prescribed by the Ohio High School Athletic Association. The Ridgewood Board of Education has established a local requirement which mandates that each athlete attain a minimum grade point average of 1.0 from the preceding grading period to participate in interscholastic events without restriction.
Incoming ninth graders must have passed a minimum of five (5) credits during the final grading period of their eighth grade year.

Athletic Code of Conduct - All athletes must subject themselves to the Athletic Code of Conduct as approved by the Board of Education. Athletes are reminded to review the portion of the student handbook dealing with the possession or use of tobacco, alcohol, or drugs. This policy is binding during the school year and throughout the summer.

Note: Engaging in any violation of the Ridgewood High School Code of Conduct and/or any conduct deemed unbecoming of a student athlete or representative of the Ridgewood High School will be subject to disciplinary action deemed appropriate by the Ridgewood High School Administration.
Note: Students will sign an athletic code of conduct one time only upon participating in a Ridgewood Local School District board approved sport. Once the student athlete signs this contract, it takes effect and will remain in effect for the remainder of the student athlete's eligibility within the Ridgewood Local Schools. Violation of the code of conduct may result in verbal or written warning or reprimand, referral to the guidance counselor, parent contact or conference, detention, in-school suspension, Saturday School, community service, emergency removal, out-of-school suspension or expulsion, referral to law enforcement agencies.

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 **the exception of ear gauges.** 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 not be inappropriate or revealing. 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. **(NO SHORTS)**

GIRL'S FORMAL DRESS

Traditionally formal dresses or gowns may be strapless or may feature spaghetti straps. 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. Students that violate the dress code will not be admitted and no refund of purchased tickets will be given. **(NO SHORTS)**

Book bags:

Book bags may be carried to school but must be placed in lockers upon arrival and are not permitted to be carried during the school day. School officials have the sole authority to interpret and determine

compliance with book bag size and storage requirements, and their decisions are 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.

<u>The following parking lot regulations will be enforced:</u>

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. This code of conduct is in effect while students are under the authority of school personnel or involved in

any school activity. This includes but is not limited to the school buses and property under the control of school authorities, and while at inter-scholastics competitions, extracurricular or co-curricular events, or other school activities or programs.
In addition, this code of conduct includes, but is not limited to:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee
3. Any form of illegal activity in which law enforcement are notified and the given situation may result in charges being brought against the individual(s).

The principal, assistant principal, or his/her designee may work closely with law enforcement if and when deemed necessary prior to disciplining a student(s) for any violation of the code of 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.

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, nicotine (E-cigarettes), 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.

Harassment of School Personnel
A student shall not harass school personnel. The following is a list not intended to be exhaustive, but rather to give examples of various types of harassment covered by this code: verbal abuse, physical abuse, social media posts, vandalism, or any other disruptive behavior.

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.

1st Suspension: 1-3 days
2nd Suspension: 5 days
3rd Suspension: 10 days and unruly charges may be filed in juvenile court
4th 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 9th 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" NAASP, 1984). The faculty council, comprised of five members, must abide by the National Council's Constitution and the local bylaws, and shall make membership decisions by majority vote.

Eligibility

Any student in grade 11 or 12 is eligible for consideration for membership in the Ridgewood National Honor Society. The following four areas are guidelines for membership.

Scholarship: A student shall have a minimum of a 3.5 as a cumulative grade point average; averages are computed at the close of each semester. There will be no rounding for GPA. Students must also meet these course requirements:

* For a student to be **eligible as a junior**, a minimum of four honors and/or CCP courses must be completed by the end of the sophomore year.
* For a student to be **eligible as a senior**, a minimum of six honor and/or CCP courses must be completed by the end of the junior year.
* To maintain eligibility, a student must have a minimum of a 3.3 grade point average at the end of each semester and must have two honors and/or CCP courses per year.

Service: A student shall have 7 activity points (1 point for each active participation) in extracurricular activities, outside organizations. **To maintain active membership each year, a student must complete a pre-approved Community Service Plan. This plan will be approved by the faculty council.**

Leadership: A student exemplifies leadership when the student is resourceful, demonstrates initiative, contributes ideas to improve civic life, is able to delegate responsibilities, inspires and demonstrates positive behavior and academic initiative in others, is dependable, and successfully holds positions of leadership in the school community.

Character: "A person of character demonstrates the following qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship." (National Honor Society Handbook, 2016)

Discipline and 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, etc. on Valentines Day.

Bell Schedule:

Regular Bell Schedule:

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

School Lunch Charges:

It is the responsibility of the parents to provide for lunch for their children while at school. However, it is important to make sure children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch.

A middle school and high school student (Grades 4 - 12) may charge five (5) meals in succession. After charging five (5) meals an alternative meal will be substituted for the regular meal until charges are paid. An alternative meal consists of cheese or peanut butter sandwich, fruit and milk. A phone call will be made every Tuesday and Thursday once s/he reaches a negative five (5) dollar balance.

All Lunch charges have to be paid by the end of the school year.

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/Electronic Device 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.
- 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 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.
- Video-Recording/Digital recording/photographing of any action that violates school rules (such as fighting, obscene gestures, etc.) will be viewed as the individual becoming an active participant in the violation itself, and will be subject to appropriate school discipline.

Personal Communication Devices (Cell Phones)

The Board of Education supports educational environments that promote full student engagement with classmates, teachers, and instruction. Students may not use personal communication devices (PCDs) during school hours. All PCDs must be powered off and stored in lockers, not carried on the student's person.

PCDs may only be used after school hours during school-related events or on school transportation, provided they are not used in a way that is distracting or unsafe.

PCDs must not be used to invade privacy, such as in locker rooms or restrooms. Students are prohibited from recording others without consent, using PCDs for bullying, harassment, sexting, cheating, or accessing blocked websites.

This policy does not prohibit the use of a PCD by a student with an IEP or Section 504 plan when it is required for learning purposes or to monitor or manage a health condition, as outlined in their individualized plan.

Violations may result in confiscation, loss of privileges, suspension, or referral to law enforcement if illegal activity is involved. Students are responsible for their own devices, and the school is not liable for loss or damage.

Parents should contact the school office, not students directly, during the school day

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.

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 by September 11th of each school year 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 10th 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 tradition 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

Rights of Homeless Parents and Children:

Your child has the right to:

1. Go to school, no matter where you live or how long you have lived there.
2. Stay in the school that he or she was attending before becoming homeless or the school he or she last attended, if that is your choice and it is feasible.
3. Enroll in school immediately, even if you do not have all paperwork, such as your child's school or medical records.
4. Access the same special programs and services that are provided to other children including special education, migrant education, and vocational education.
5. Receive the same public education that is provided to other children, including preschool.

If your child is assigned to a school not of your choosing, the school district must explain its decision in writing. You have the right to appeal the district's decision regarding the school to which your child has been assigned. Your child has the right to go to the school of your choice while the dispute is being resolved.

How can you help your child?

- Make sure your child attends school every day.
- Read to your child. Even a few minutes a day makes a difference.
- Make education a family priority.
- Help your child develop good study habits.
- Meet with your child's teacher and other school personnel.

Information and resources can be accessed at:
www.ed.gov or (800) 872-5327

Combined Notice

The Ridgewood Local School District does not discriminate on the basis of race, color, natural origin, sex, disability, or age in its programs and activities. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Joanna Seek, Psychologist
301 South Oak Street, West Lafayette, Ohio 43845 740-545-5312, Joanna.seek@ridgewood.kl2.oh.us

For further information on the notice of non-discrimination, visit: http://www.ed.gov/about/offices/list/ocr/docs/nondisc.ht

Ridgewood Local School District
2026 – 2027 School Calendar

August 17, 2026	Convocation Day
August 18, 2026	Teacher Work Day
August 19, 2026	**First day for students**
September 7, 2026	Labor Day – No School
October 5, 2026	Fair Day - No School
October 6, 2025	Prof. Dev. – No School
November 3, 2026	Prof. Dev. – No School
November 26 & 27, 2026	Thanksgiving Vacation-No School
November 30, 2026	Parent/Teacher Conf. Day
December 21, 2026	No School
January 4, 2027	Christmas Break
January 18, 2027	School Resumes
February 15, 2027	Martin Luther King Holiday
March 25, 2027	Presidents' Day Holiday
March 26, 2027	Prof. Dev. – No School
March 29, 2027	Good Friday – No School
May 20, 2027	P/T Comp – No School
May 21, 2027	Last Day for Students
May 23, 2027	Teacher Work Day
	Graduation