

Parent/Student Handbook
2018-2019



*the light of learning*SM

Approved August 2018

RIDGEWOOD SCHOOL

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Springfield, Ohio 45504
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Aftercare: (937) 408-8112
www.ridgewoodschool.org

Head of School: Aliya Ranginwala

SCHOOL HOURS K-8

School Opens	7:30 AM
Before Care	7:30-7:55 AM
Teachers arrive	7:45 AM
School in session	7:55AM-2:55 PM
Dismissal	2:55-3:15 PM
Aftercare	3:10-5:30 PM

PRE-SCHOOL HOURS

Morning session	8:15 AM-11:15 AM
All day	8:15 AM -2:55 PM
Before Care	7:30-8:15 AM
Aftercare	3:10 PM-5:30 PM

Board of Trustees

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Dear Parents and Students,

Welcome to Ridgewood School! Whether you are a new or returning family, there are so many wonderful things happening in the 2018-2019 academic year. Ridgewood students are excited about learning, and our teachers have worked hard over the summer preparing for a year of exploration and discovery.

The Ridgewood School Parent/Student Handbook is an important tool for teachers, parents, and students throughout the school year. It is important that you take the time to review the content of the Handbook with your student(s) so that your family is aware of Ridgewood's policies and procedures. This is an important first step to ensure that we all have a safe, productive, and educationally successful year.

Parents are always welcome to visit! We only ask that you notify the office ahead of time as a courtesy to the teachers and students. When you arrive, please remember to sign in with the secretary in the front office. We hope you understand the importance of ensuring the safety of every child.

Once you have reviewed the Handbook with your student(s), please sign page iv and return it to the school. If you have any questions or concerns, please feel free to contact me at 399-8900.

Each year, the philosophy, procedures, rules and regulations outlined in the Handbook are approved by the Ridgewood School Board of Trustees. Please keep it in a convenient place for easy reference.

Sincerely,
Aliya Ranginwala
Head of School
399-8900, ext. 11
aranginwala@ridgewoodschool.org

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Mission Statement

Mission

Ridgewood School creates a vibrant and personalized learning environment that cultivates the intellect, creativity, and character of our students.

Vision

Ridgewood alumni excel in learning, achieve in life, and engage in the global community.

Values

Ridgewood creates its vibrant learning environment through the teamwork of committed students, staff, and parents. Our learning environment:

- Inspires the joy of learning and discovery
- Encourages academic excellence
- Celebrates diversity
- Fosters respect
- Expects integrity
- Embraces responsibility
- Promotes leadership
- Instills citizenship
- Engages the whole child

Principles of Partnership for Ridgewood School Parents

At Ridgewood School we believe that a positive partnership between the school and a student's parents or guardians is essential to the fulfillment of the school's mission. We recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved. To realize the most effective partnership, we expect that all parents will:

1. Fulfill responsibilities as defined by the school.
 - Understand and support the school's policies and procedures.
 - Financially support the school to the best of one's ability.
 - Provide a home environment that supports positive attitudes toward the school.
 - Participate in 2 (two) Parent/Teacher Conferences a year. Scheduled conference times are included in the school calendar.
2. Participate in the establishment of a home-school relationship built on communication, collaboration, and mutual respect.
 - Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
 - Seek to resolve problems and secure information through appropriate channels (Teacher, Head of School, and Board President in that order).
 - Support the school through volunteerism and attendance at school events.
 - Share with the school any religious, cultural, medical, or personal information that the school may need to best serve your child and the school community.
 - Respect the school's responsibility to do what is best for the entire community, while recognizing the need of an individual student.

- Understand and support the school's technology policies.
- 3. Share in the school's vision.
 - Support the mission of the school.
 - Be supportive of the school's commitment to a diverse and inclusive community.
 - Acknowledge that the payment of tuition is an investment in the education of the child, not an investment of ownership in the school.
 - Support the school's emphasis on sustainable practices.

The school reserves the right not to grant re-enrollment if the school administration reasonably concludes that the actions of a parent or guardian make a positive, constructive relationship impossible, or otherwise seriously interfere with the school's accomplishment of its mission and educational goals.

Diversity Policy

Ridgewood School:

- Admits students of any sex, race, religion, ethnic origin, socio-economic status, sexual orientation, and gender identity. Every student is entitled to the same rights, privileges, programs, and activities made available at Ridgewood School, including but not limited to administration of educational policies, admission policies, extra-curricular programs, and other school-administered programs. Decisions to admit a student will be based solely on our assessment of the student's ability to succeed at Ridgewood School.
- Welcomes faculty and staff of any sex, race, religion, ethnic origin, sexual orientation, and gender identity. This policy applies to recruitment, hiring, training, promotion, and all other personnel actions and conditions of employment such as compensation, benefits, layoffs, reinstatements, training, tuition assistance, and disciplinary measures. Decisions regarding employment and promotion will be based solely upon valid job-related factors.
- Is committed to complying with the Americans with Disability Act (ADA) and other federal and state legislation designed to ensure equal opportunities to persons with disabilities. The school prohibits discrimination on the basis of disability in regard to all employment practices or terms, conditions, and privileges of employment. Consistent with this policy and applicable law, the school will make reasonable accommodation to the known physical or mental disabilities of qualified applicants or employees, unless to do so would cause an undue hardship on the operation of the School.
 - Note that Ridgewood School does not have the programming to support students with severe learning disabilities, severe behavior disabilities, or students who are blind or deaf.
 - Children with learning or behavior disabilities will be accepted on a case-by-case basis when we believe they will be able to succeed at Ridgewood School.
- Provides a pedagogy and curriculum that promote understanding of and respect for others, appreciation of individual, cultural and socioeconomic differences, and social responsibility, equity, and justice.
- Provides a safe space for inclusion and positive interactions among all members of the School family.

Multicultural Night

Our programs and curriculum support our diverse population. Our favorite example of celebrating our diversity is the Ridgewood Multicultural Night, a long-held tradition. Students learn international dances and songs in music class in preparation for our multicultural show. They also help decorate the hall with art inspired from faraway lands. Upper level students each study a country and do a presentation of their research. They also paint flags of their countries for display at the evening event. All our families are invited to the event and they are asked to bring a food item representing their culture. Attendees are also encouraged to wear clothing that represents their heritage.

School Health Services

All students shall comply with all immunization requirements of the Health Department. Failure to comply will result in exclusion until the student is in compliance.

Ridgewood operates without the services of a school health nurse. Limited services are provided by the county health nurse. The following procedures are adhered to regarding a sick or injured child:

1. The student is brought to the office;
2. The student's parent is contacted by the Head of School or secretary concerning the child's illness. If the parent cannot be reached, the emergency number designated by the parent will be called;
3. In case of emergency, if we are unable to contact either the parent or designated representative, we will follow the instructions of the Emergency Medical Authorization Form, which must be completed at the beginning of the school year;
4. In case of life-threatening injury or illness, a member of the staff will contact the Emergency Squad. The Head of School will then contact the student's parent;

Medication Administration

If a Ridgewood student must take medication while at school or while participating in a school-sponsored activity, his or her parent must notify the Head of School of the need. This notification shall consist of a written permission slip signed by the parent and doctor, which shall include the name, dosage, and frequency of administration of the medication.

Medication administration permission form shall be submitted on a yearly basis and the School Secretary shall keep the form on file in the main office. A copy of the Medication Administration Permission Form is available from the office or online at www.ridgewoodschool.org. Medication will be kept in a designated locked storage cabinet and administered in the main office. If a child takes unauthorized medication and this is brought to the attention of the Head of School, it is the Head of School's responsibility to notify and confer with the parent.

Management of Communicable Disease for the Preschool Program

- (A) A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to

recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule 3301-37-07 of the Administrative Code.

- (B) The following precautions shall be taken for children suspected of having a communicable disease:
- 1) The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
 - 2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
 - a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);
 - b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - c) Difficult or rapid breathing;
 - d) Yellowish skin or eyes;
 - e) Conjunctivitis;
 - f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
 - g) Untreated infected skin patch(es);
 - h) Unusually dark urine and/or grey or white stool; or
 - i) Stiff neck; or
 - j) Evidence of lice, scabies, or other parasitic infestation.

Financial Expectations

TUITION

The tuition includes all textbooks, laboratory supplies, lockers for upper school students, and testing materials. If an applicant is accepted, enrollment is for the entire school year.

Tuition Options

Option 1: Ten (10) Month Plan. (cash, check, or credit card)

You will receive a monthly invoice from July through April to be paid no later than the due date indicated on the invoice.

Option 2: Full Payment Plan. (cash, check, or credit card) Full payment is due by July 31st prior to the school year.

Tuition payments may be made using credit card (MasterCard or Visa only); however, a **3% service fee** will be added to the amount charged.

A \$35.00 handling fee will be charged for each returned check.

Past Due Accounts

A **\$35.00 late fee** will be charged monthly on all past due balances. The following action will be taken:

- **60 days arrears – a reminder letter issued and phone call from the Bookkeeper. Restrictions will be put on the account.**

- **90 days arrears – Student may be denied attendance to school until outstanding balance is paid in full.**

Prior to the issuance of grades and new contracts, all school bills must be paid in full. In addition, students will not be permitted to participate in field trips if payments are past due.

FEES

Tuition does not include:

- School Lunches- \$3.50 daily, (billed monthly on invoice)
- School supplies (list provided for each grade)
- After school supervision (called Aftercare) - \$3.00/ hour (billed monthly on invoice)
- After school Snacks/Drinks- \$.50/ea. (billed monthly on invoice)
- Cafeteria fee - one-time \$25.00 for every child charged in August
- Upper Level Activity Fee (grades 5-8) \$100 per child charged in July
- Field Trip fees, as applicable.

FINANCIAL AID

Families interested in applying for Financial aid will complete their application on line with a third-party organization (<http://sssbynais.org>). The recommendations from the third party organization will be reviewed by the Head of School or designee. Families will be informed in writing of any financial aid award and accompanying work/study commitment prior to the contract. Financial aid may be awarded up to 50% of the total tuition amount.

Financial Aid at Ridgewood takes the form of Parent Work-Study.

Work-Study Credit

- Families of Ridgewood students that qualify will defray part of the cost of tuition by providing a service to Ridgewood that decreases operating expenses.
- Work will be monetized; monitored; and documented.
- A work-study contract for the 2018-2019 school year will be sent to participating parents/guardians. It must be signed and returned with the school contract.

Parent Group: Ridgewood's Advising Parents

The over-arching goal of the Ridgewood's Advising Parents group (R.A.P.) is to build strong working relationships among our parents in support of our school, students, and teachers. It's a critical part in the creation of a learning environment that engages students. We announce the R.A.P. meetings at the beginning of each year with a flyer sent to all parents.

R. A. P. meetings, held once a month at the school, encourage parents to:

- Support new Ridgewood students and families.
- Help with school and classroom events.
- Invigorate Ridgewood School with ideas.
- Nurture a community of learning.
- Enlighten our community about our great school.

Student Performance

HOMEWORK

Students need the knowledge and self-discipline gained from doing homework to help them succeed in our global and technological society. When homework is assigned, monitored, completed, and checked properly, teachers and parents help students get the most out of completing homework.

Homework has excellent benefits, including increased achievement, better class participation, increased self-reliance and better grades. Homework will be given in moderation and have a meaningful purpose as preparation, practice or extension of the lesson. Each teacher will be reasonable in assigning homework and will coordinate assignments with other teachers. Homework not turned in on the assigned date will be handled by the classroom teacher.

Ridgewood's homework practices are:

1. Students will be given grade-appropriate homework.
2. Homework assignments will be due by the next scheduled class time unless stated differently.
3. Homework not turned in when due will result in the following:
 - A deduction of grade points per day until the assignment is turned in. The assignment must be turned in regardless of the final grade;
 - A student missing a homework assignment will serve one recess in the homework room in order to complete the assignment;
 - The assigning teacher will notify the parent(s) of repeated assignment to the homework room;
4. Students who are absent will have two (2) days for every day of excused absence to turn in make-up work. After the grace period, students with incomplete work will be assigned to the homework room until all assignments are completed. See # 3 above.
5. All students in grades three through eight shall have an assignment book supplied by the school. Students should record all assignments in the book, even those which have been completed by the end of the class period.

TESTS, PROJECTS, AND ESSAYS

The following standardized tests are administered at Ridgewood:

- Comprehensive Testing Program (CTP) - administered to all students grades second through seventh in the spring.
- Students that are attending Ridgewood on Ed Choice scholarships will take all tests required by the state.
- Eighth graders participating in online partnered instruction with Springfield City Schools will take the annual state assessments.

Classroom teachers will also assess student learning through tests, projects and papers.

1. Students will be given advanced notice of tests.

2. Graded tests, projects, and papers will be sent home to the parent(s). Tests, papers, and project rubrics with a D or lower must be signed by a parent and returned.
3. Test papers with a D or lower not returned within two (2) days will result in the student forfeiting recess.
4. The teacher will contact the parents to notify them of the issue as soon as possible.

AFTER SCHOOL ACTIVITIES

Ridgewood School's classrooms are often buzzing with learning long after the school day ends. Extracurricular activities are led by both our teaching staff and highly qualified educators in the community. Each of our afterschool initiatives is aimed at engaging our students in extended learning opportunities in a safe and nurturing environment.

- **Winter Musical:** Upper level students may opt to audition for our annual winter musical. All students who audition earn a part in the production, and are required to attend afterschool practices. Singing, dancing, and acting rehearsals, led by our dedicated staff, culminate in two fully-actualized musical performances for our parents and community. Students also help to build the set and run lighting and sound.
- **Book Club:** Students who participate in our afterschool book club read and study a novel together and reflect on comprehension through lively discussions and creative art projects. Each child who participates gets to keep a copy of the novel at the conclusion of the six-week module.
- **Science Club:** This is a S.T.E.A.M.-based after school program for students. Each program begins with a story and snack. The activity that follows is based on the story that was read. The students are given "found" objects, like rubber bands, pencils, popsicle sticks, and paper to create a structure, such as a bridge, a house for the pilgrims, a snowball launcher, or a roller coaster.
- **After-School Gym Games:** The upper level students provide students in grades K-4 with physical activities that include tag, corn hole, soccer, parachute, and basketball. Upper level students participate in a variety of games including dodgeball, kickball, baseball, football, soccer, and capture the flag.
- **Think Like A King Chess Club:** This fee-based afterschool program is an introduction to the basic concepts of chess strategy and tactics. Beginners (in grades 2-5) learn basic game rules and opening tactic moves. Advanced students (in grades 6-8) continue to develop their skills and prepare for competitions.
- **Math Club:** Students meet after school and work in groups to solve word problems from the American Math Competition. Then they play a math-based game like bingo, or an algebraic concepts matching game. Geometry is also incorporated into the games. Typically an activity, such as constructing a tower or playing a probability game, follows.

Additional activities may be created based on student interest.

While Ridgewood School does not participate in interscholastic athletics, there are a number of intramural sports options available for students. In addition, through new regulations of the Ohio High School Athletic Association (OHSAA), 7th and 8th grade

students at private schools such as Ridgewood may participate in interscholastic athletics through their district of residence, even when enrolled in private schools.

After School Policies

The following policies apply to participation in all after school activities:

- Students must be passing all core academic classes to be eligible to attend after school activities and events as well as participate in sports leagues at recess.
- Students who are absent during the school day may not attend after school activities and events following school that day.
- Students must be picked up promptly following all after school activities and events; otherwise Aftercare charges may apply.

STUDENT COUNCIL

Ridgewood's Student Council teaches students about the democratic process, provides leadership opportunities for students, and teaches students about their responsibilities as members of our community. It is an integral part of the Ridgewood educational experience and strives to make an impact within the school as well as outside of it.

In support of the school's mission and vision statements, the student council prepares Ridgewood students to be the next generation of citizens and leaders. This council also aims to provide service opportunities and develop students' character as well. Members of the student council are encouraged to strongly value community service and lead by example for the entire student body.

The council plans and runs activities for students at Ridgewood School including movie nights, sports leagues, bashes, and other special events. Events hosted by the student council raise funds throughout the year for various local charities including the Breast Cancer Endowment Fund, Honor Flight, the Parent Infant Center, the Rocking Horse Community Health Center, Project Woman, and the Second Harvest Food Bank. Along with making monetary donations, the student council volunteers at many of these charitable organizations and collects in-kind donations as well.

Ridgewood's student government is based on a democratic model with issues typically discussed and voted on by all representatives at the meeting. Decisions of the council are based on a majority vote of the representatives. Participation on the student council is available to students in the fifth through eighth grades, with officer positions possible for sixth through eighth graders. Elections are held early in the school year to elect council representatives and Student Council officers.

REPORT CARDS

Report cards will be sent home on the Friday following the end of each quarter. The schedule of quarter beginning and ending dates can be found in the school calendar. The report card envelope is to be signed and returned to school the following Monday. Academic reporting is done in letter grades, with the letters having the following numerical value:

Grade Average

Conduct / Behavior is

A+ = 99-100	C+ = 83-84	Graded as Follows:
A = 95- 98	C = 79-82	X = Excellent
A- = 93- 94	C- = 77-78	G = Good
B+ = 91- 92	D+ = 75-76	S = Satisfactory
B = 87- 90	D = 72-74	U = Unsatisfactory
B- = 85- 86	D- = 70-71	+ = Improving
	F = Below 70	

ELECTRONIC GRADE BOOK

Parents may monitor student graded work and cumulative averages using our online parent portal Gradelink. Each parent/guardian will receive a letter with login and password information at the beginning of the school year.

HONOR ROLL

Criteria for honor roll for grades 2 through 8 are as follows:

- **Head of School Honor Roll (Straight A Honor Role):** Students must have no grade below an A in any subject.
- **Honor Roll:** Students must have an overall A average for the quarter.

ADVANCED CLASSES

Ridgewood School supports meeting the educational needs of students. Students may be placed in higher math or reading levels based upon test scores, classroom performance, and the mutual agreement of the parents, the teacher, and the Head of School.

CITIZENS OF THE MONTH

Each month, a student in each grade will be selected for best demonstrating the faculty-selected character trait for that month. Students will be recognized at Morning Assembly and will receive an award at lunch.

SUPPORT SERVICES

Ridgewood School's program includes a range of services designed to meet the needs of a diverse student body.

In academic support services, Ridgewood offers Title I reading and math tutoring, through our Title I funding that is administered through the Springfield City Schools. Students are referred for tutoring by their classroom teachers, and student progress is monitored by the Title I teacher, the classroom teachers, and the HOS.

For guidance-related issues, although Ridgewood does not employ a guidance counselor, the School has in place a Building-Based Student Support Team (BBSST). The BBSST will consist of one teacher from the Lower School, one teacher from the Upper School, one Specials teacher, and the Head of School. The support of the BBSST may be requested by either teachers or parents/guardians and may provide recommendations for home and school support regarding academics, emotional or social concerns, or behavioral concerns.

ACADEMIC PROBATION

Students are expected to maintain passing grades in all of their classes at Ridgewood School. Should a student receive a failing report card grade in one or more classes, that student will be placed on academic probation for the following two grading periods. During this time, student will be expected to improve grades to the passing level in all classes. Upon placement on academic probation, the Head of School will convene an Intervention Team to include, at a minimum, the Head of School, the parent(s), and the classroom teacher(s), at which time an Intervention Plan will be put in place to help ensure the academic success of the student. Such interventions will be utilized throughout the period of academic probation, or as long as the Intervention Team deems appropriate. Furthermore, bi-weekly progress reports will be made available to the parents in all core classes. Failure to maintain passing grades during academic probation may result in retention in the same grade or dismissal at the discretion of the Head of School.

GRADUATION

Graduation is a unique experience at Ridgewood. At graduation, our eighth graders give speeches in which they envision a reunion with their classmates sometime in the future. They create dialogue in the character of each classmate in order to describe their successes after completing high school, college, and further education. In their speeches, they greet each other with great joy—as if they had never stopped being friends. After the speeches, we award the diplomas and hold the Passing of the Classes. We announce the names of each of our students and promote them to the next class.

Requirements for Graduation

In order to graduate, eighth grade students must:

- Pass all core academic courses, including foreign language, with year-long averages of 77% (Grade C) or higher.
- Complete a minimum of 30 hours of community service during their 6th-8th grade years.

Student Graduation Awards

1. President's Education Awards Program

The program consists of two awards: President's Award for Educational Excellence and President's Award for Educational Achievement.

The Educational Excellence award is determined by the Head of School for graduating students based on the following criteria:

- Seventh-grade students who achieve an A- average throughout seventh grade are eligible.
- Qualifying eighth graders are notified and records are kept through the first 3 quarters of the eighth grade.
- All eighth-grade students maintaining an A- average for grades seventh and eighth will receive the award.

The Educational Achievement award is given to students who:

- Show tremendous growth but do not meet standards for educational excellence.
- Demonstrate commitment to learning and academics despite various obstacles.

- Demonstrate a strong work ethic.

2. Sons of American Revolution Award

This award is for an eighth-grade student in recognition of his or her demonstration of high ideals of character and citizenship. The student is selected by the teachers, and the award is presented by a representative of the Sons of the American Revolution at graduation.

The School Day

EARLY DISMISSAL

Class will be dismissed on the first Friday of the month at 2 PM to allow for ongoing faculty development. The HOS will include a reminder in the weekly one call the Sunday before this early dismissal.

ATTENDANCE AND TARDINESS

The State of Ohio requires that school attendance shall be compulsory from age six through eighteen. Kindergarten attendance is considered essential. Students and parents have a legal obligation to abide by and enforce the state attendance law. Primary responsibility for regular school attendance rests upon the parents/guardians.

If a student is absent for a partial or full day, the parent is to telephone the school at 399-8900 before 8:00 AM for each day absent. When returning to school, the student is to bring from home a written, dated and signed excuse stating the days absent and the reason for the absences.

Each homeroom teacher is responsible for taking attendance daily. The cumulative attendance record for each student is maintained by the main office.

Students who arrive late must report to the office. The student must bring a note from home dated and signed by a parent explaining the tardiness. Students must have a tardy slip from the office in order to enter the classroom. Excessive tardiness will result in a conference between the parent/guardian and Head of School.

The State of Ohio requires that if a student is tardy or absent for any reason, it is recorded as a tardy or an absence on the student's official record. Acceptable reasons for tardiness or absence (such as illness, doctor appointments, death in the family, etc.) are excused but are still recorded.

FOOD SERVICE PROGRAM

Ridgewood provides a nutritious lunch program for our children. The lunch menu is located on the monthly newsletter calendar and is also posted online at www.ridgewoodschool.org.

Price of the complete lunch is \$3.50/day. Individual items will be charged accordingly. Please do not send money with your child for lunches. Lunches will be billed on the family's monthly school invoice. Extra food, milk and snack will also be charged to your monthly invoice.

Healthy Aftercare snacks are available for purchase at \$.50 per item which will be included in the monthly invoice.

Snack time is scheduled for some Lower Level classrooms. Parents should send a healthy snack if they desire.

The one-time Cafeteria fee is **\$25.00 per student**, per year, billed on the August invoice.

END OF SCHOOL DAY: DISMISSAL

Students are dismissed at 2:55 PM. Students riding buses will be called to the Main Entrance where a teacher will dismiss them to their bus as it arrives. All other students will remain in their rooms and will be called to the front doors upon their parent's arrival. No student will be permitted to walk home unless a parent previously notifies the office. If someone other than a parent is to pick up a child, the parent must notify the school in advance. At 3:10 PM all remaining students will be assigned to the Aftercare room where a charge will be incurred beginning at 3:15 PM.

Aftercare

As described in Extended Day (next section), Ridgewood School provides a supervised Aftercare program for students who remain at school after dismissal. Parents must make arrangement with the office or with the Aftercare Coordinator for students who remain after school. The fee is **\$3.00** per hour or portion of an hour. Parents are billed if the child/children remain at school after **3:15 P.M.**, and the children are not involved in an after school activity. Parents will be billed on a monthly basis through the office. All students must be picked up by **5:30 P.M.**

To protect the students, all students remaining on the school grounds other than for after-school activities will be sent to Aftercare supervision, and their parents will be billed. Students will be signed in by the Aftercare Coordinator, and parents will sign them out when they are picked up. This will help eliminate problems in billing.

Students who are in after-school activities must be picked up immediately following the activity. After that time, the student(s) will be sent to Aftercare, and parents will be billed accordingly. If a student is removed from an after-school activity due to behavioral problems, the student will be sent to Aftercare and the parent will be notified and billed.

After 5:30, the students will be charged every 15 minutes at an hourly rate. If you have any questions pertaining to your account, please feel free to contact the office at 399-8900.

EXTENDED DAY

The extended day at Ridgewood provides a safe and healthy environment before and after school for children. Ridgewood offers Before Care, Aftercare, and Study Table. All programs

help extend Ridgewood’s values of “engaging the whole child” and “encouraging academic excellence” in a supportive environment, beyond school hours.

The Before Care begins at 7:30 a.m. and is supervised by a volunteer parent. During this 25-minute period, students arrive at school and collect in the gym, where they can mingle with each other under the supervision of the parent supervisor. When the bell rings at 7:55, students are asked to become silent, and the HOS welcomes them. Announcements are given and students are dismissed to classes. There is no charge for this program.

Aftercare, which costs \$3.00 per hour, runs from 3:15-5:30 p.m. The Aftercare Coordinator and a volunteer parent supervise the program. Our coordinator requires students to have quiet time for the first 30 minutes. During this time, students are encouraged to work on homework or engage in any other calm activity. For this reason, Ridgewood provides a variety of books, drawing materials, and games for the children. Once the coordinator records attendance, healthy snack options, which cost \$0.50 per item, are offered. Some examples of these snacks include: baked chips, granola bars, fresh fruit (when available), crackers, and juice. After the quiet time and snack period have passed, students are asked to clean up their space. When their space has been cleaned, students may be taken outdoors if weather permits, or they are allowed physical activity in the gym. The same rules of behavior expected at Ridgewood during the school day also apply after school.

Study Table is an alternative to Aftercare for students in grades 5-8 who want to spend additional time on homework. This is supervised by a teacher. The program costs \$5 per day and runs from 3:15-4:30. If a student is not picked up at 4:30, the student will move to Aftercare. Study Table runs Monday through Thursday.

EMERGENCY SCHOOL CLOSING

In cases of inclement weather or other emergencies, the HOS will determine the appropriate operating schedule for the day, as early as possible, but not later than 6:30 AM. Immediately after the decision is made, the school will utilize the “One Call Now” system to notify parents, guardians, and employees; send an email to all families; post the information on Facebook; and notify Channel 2 television station. If Ridgewood School needs to dismiss before 3:00 PM, parents and guardians will be contacted. No child will be dismissed until safe transportation has been arranged.

EMERGENCY DRILLS

Ridgewood School takes the safety of students, faculty, and staff very seriously and will conduct regular drills to prepare for different potential emergencies. Evacuation procedures are posted in each classroom. The teacher will give instructions on prompt and orderly compliance with the evacuation plan.

Severe weather drills will be conducted in accordance with the Code of Ohio. Teachers will give instruction on appropriate locations for use as shelter areas during severe weather. Procedures for taking shelter are posted in each room.

Behavior and Discipline Policy

Students are expected to behave in a manner that respects everyone's right to learn in a safe and encouraging environment. Ridgewood School uses two approaches to achieve appropriate behavior:

1. Support and reinforcement for positive actions and behaviors.
2. Progressive disciplinary steps to address negative actions and behaviors.

At no time will any member of the Ridgewood community employ corporal punishment on school property or during school sponsored events.

Support and Reinforcing Practices:

- Ridgewood School teaches positive behaviors to students in every grade.
- Ridgewood recognizes students of the month from each class for demonstrating behaviors that most represent the character trait of the month. Character traits of the month are selected by faculty.
- Students of the month are recognized at morning assembly and on the school Facebook Page (if media release has been given during the beginning of the school year). They also receive a treat from the Head of School.

Disciplinary Procedures for Lower Level Students:

If a lower level student behaves in a way that would impact the ability of anyone to learn in a safe and encouraging environment:

1. Students will be given a warning by the teacher for failing to follow behavioral expectations.
2. Further inappropriate behavior that day will result in disciplinary action taken by the teacher.
3. Continued failure to follow behavioral expectations will result in a referral to the HOS.
4. The HOS will have a conference with the student concerning his/her inappropriate behavior. The student may lose his/her recess privilege for a period of time depending on the severity and/or frequency of the inappropriate behavior. Parents will be informed that their child has lost his/her recess privilege.
5. Students whose behavior is extreme may be sent home for the remainder of the day after the parent has been notified and a conference held to resolve the problem. Students who are removed for the day will have two (2) school days to make up the missed work and homework.
6. Disciplinary action for fighting will be determined by the HOS. It may include parental contact, denial of privileges, suspension, and/or expulsion from school. This policy is in effect whenever a student is on school property or attending any school-related activity.
7. A student may receive out-of-school suspension at the discretion of the HOS.
8. A student may be expelled at the discretion of the HOS and the Board of Trustees.

Demerit System for Upper Level Students:

Within the Upper Level (grades five- eight), a demerit system will be used to discourage behaviors that do not represent the good character expected of Upper Level students. Demerits may be issued by any member of the Ridgewood faculty or staff, and records of demerits will be maintained by the office.

Demerits may be given by *any faculty or staff member* at Ridgewood for behavior that they witness that does not reflect good character. Though this is certainly not a comprehensive list, the following are examples of behaviors that could earn a student a demerit:

- Disrespectful language or attitude towards faculty, staff, or peers.
- Repeated tardiness to class.
- Unsportsmanlike conduct in PE, at recess, or in afterschool activities.
- Teasing/bullying.
- Destruction of school or others' property, or refusal to clean up when asked.
- Other behaviors that do not represent the good character expected of Ridgewood students.

Demerit Procedures - Students who receive a demerit will be issued a demerit slip, noting the day/time/reason for the demerit by the teacher or staff member giving the demerit. One copy of the demerit slip will be turned into the office; another copy will be sent home for parent signature. Failure to return a signed demerit slip to the office will result in a parent phone call.

A record of accumulated demerits will be maintained in the main office.

Demerit Consequences - We understand that everyone may occasionally have a bad day, or make a bad choice. Although we hope they will not, demerits may accumulate during an academic marking period. The following are consequences that may result:

- First demerit - Parent signature and after school detention from 3:00-4:00 PM.
- Second demerit - In addition to the above; no participation in after school activities for a 9 week period.
- Third demerit - In addition to the above; no recess for a week, not permitted to join any upcoming field trips.
- Fourth demerit - 1 day suspension with one day to make up missed work.
- Fifth demerit - Additional days of suspension or possible expulsion at the discretion of the Head of School

Demerits **do not reset** each marking period. They will accumulate throughout the school year.

Student Council Members are in a leadership position within the Upper Level. Any Student Council Member receiving more than three demerits during the year will lose his/her position on Student Council for the remainder of the year.

SUSPENSION AND EXPULSION

As described in the behavior and discipline policy above, a student may receive out-of-school suspension for continued behavior infractions in accordance with the policy.

A student may be expelled at the discretion of the Head of School for continuous inappropriate behavior that affects the safety of students or student learning.

CONFLICT RESOLUTION PROCESS

When students/parents have concerns about assessment, discipline, or other classroom issues, the following steps should be followed to resolve the concern at the lowest level possible:

1. A conference with the teacher, student, and/or parent to try to reach an understanding of the situation and try to find some common ground for agreement.
2. If as a result of the teacher conference the issue is still unresolved, then that concern can be brought to the attention of the Head of School who will meet with all the parties involved to try to reach an agreement which both parties can support.
3. If the Head of School is unable to find a mutually agreeable solution, the student, parents, or Head of School may bring the matter to the Board of Trustees for final disposition.

Textbooks, Workbooks, and Equipment

Ridgewood School provides textbooks, workbooks, and equipment for students to use in an appropriate manner. Each student will properly care for his/her books and equipment and will be charged a replacement cost for anything lost or damaged. All replacement costs must be paid prior to receiving a report card.

If a student withdraws or is expelled, all Ridgewood textbooks, materials, library books, musical instruments, and other supplies are to be returned to the school.

Lockers

Beginning with eighth grade students and continuing in descending grade order, lockers will be assigned upon availability to Upper Level students. Lockers are cleaned, repaired, and inspected during the summer. Each student will properly care for his/her locker and will use the lockers in an appropriate manner. Near the end of each school year each locker will be re-inspected, and students will be charged for lost or damaged parts to the lockers. These costs must be paid prior to receiving a report card.

Students may provide their own lock for the lockers but must provide a key or combination to the HOS for safety reasons.

Students will be allowed to go to their lockers at the beginning of school, the end of 2nd and 6th periods and at recess/lunch and after school. If a teacher sends a student to his/her locker for something, the student must have a hall pass from the teacher. Tops of lockers must be kept clear.

Library

Each student has the opportunity to go to the library under the guidance of the classroom teacher. Each student will properly care for library books and will be charged the replacement cost for lost or damaged books. All lost or damaged books must be paid for in order to receive a report card.

Student Dress

Students are expected to dress neatly and be well groomed. No hats or sunglasses are to be worn inside the building except on approved school days. Shorts and skirts should be appropriate length for school wear, **at least mid-thigh** length. Age appropriate undergarments should be worn and should be covered by clothing. Tops need to cover the midriffs. No spaghetti straps are permitted. Tank tops can be worn under or over another shirt with sleeves, not alone. All pants must be worn above the hips at the waist at all times. Sandals are permissible but need to be safe to wear on the playground; no flip-flops. The only pierced body jewelry appropriate for school is earrings. Hair should be a natural color. Text on clothing should not be offensive. If a student arrives at the school in clothing that is not considered appropriate, the child will be sent home immediately to change clothes.

Birthday Celebrations

Due to the increasing number of student allergy concerns, parents are requested NOT to bring cakes or cupcakes to school to celebrate their students' birthdays. Instead, on the first Friday of every month, during lunch periods, all birthdays of the month will be recognized and all students will be provided with allergen-free treats by the kitchen staff, at no cost to the families.

Invitations to parties may only be distributed at school if all students in the class are invited to the party.

Field Trips

Field trips are planned at the discretion of the teachers, in keeping with school curricula and providing for unique educational opportunities. ALL students must have a school issued permission slip, signed by the parent, in order to go on the field trip. All permission slips must be returned no later than three (3) days before the field trip. The only exception will be if the student was absent and therefore unable to meet the deadlines. In case of absence, all efforts will be made to secure a school issued permission slip prior to the field trip, by fax or having one dropped off in the morning. It will be the teacher's responsibility to pass out permission slips in a timely manner. Students are expected to attend school-sponsored field trips that are part of the academic program. **Parents who opt not to send their students on a school field trip will be asked to keep their students home on the day of the field trip.** Supervision at school cannot be guaranteed when an entire class is on a school-sponsored field trip. Students may be required to wear Ridgewood logo apparel.

Supervision at school cannot be guaranteed when an entire class is on a school-sponsored field trip. Students may be required to wear Ridgewood logo apparel. Upper Level students are permitted to take cell phones on school field trips but they are only to be used for emergency purposes.

Playground Rules

To ensure everyone's safety, the following playground rules must be followed. These rules apply throughout the day, including during after-care hours.

- No pushing, wrestling, name calling, and tackling.
- Students must stay away from the road.
- Students must remain seated in the swings.
- Students must go down the slide in a seated position facing forward only; legs must be on the slide.
- Students may only go up the slide using the ladder and must exit the slide at the bottom.
- Permission is needed to re-enter the building for drinks, rest room, etc.
- Students need prior permission to bring equipment for playground use.
- All injuries, no matter how minor, must be reported to the playground supervisor immediately.
- Upper Level students must have permission from the playground supervisor to be in areas that are not the designated recess space (for example the computer lab).
While in those areas, the students must be supervised by an adult.

Electronic Gadgets, Toys

Electronic gadgets and toys are *not allowed in the classroom*. If students are bringing these items for use during an after school activity they must remain in their book bag during the school day. These items are not to be used during study hall or recess. School personnel are authorized to confiscate these items if they are visible during school time. These items include but are not limited to fidget spinners, iPods, game boys, magic cards, Pokémon cards, playing cards, etc.

Cell phone use during the school day is not allowed. If a student has a cell phone, it should be in the student's book bag and remain turned off. Parents should contact students through the school during school hours. Cell phones are not allowed out of the school bag during school hours. School personnel are authorized to confiscate the cell phone if it is used during the school day without proper approval. Confiscated cell phones will be returned at the end of the school day.

Information Available On The Website

The following information is available on the website.

1. Code of Regulations
2. This Parent/Student Manual
3. Board of Trustees meeting minutes