



K - 8

**PARENT/STUDENT HANDBOOK
2021-2022 School Year**

Board Approved July 2021

RIDGEWOOD SCHOOL

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www.ridgewoodschool.org

Head of School: Aliya Ranginwala

K-8 SCHOOL HOURS

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

2021-2022 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 2021-2022 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 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 21** and return it to the school. If you have any questions or concerns, please feel free to contact the school at 937-399-8900.

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

Sincerely,

Aliya Ranginwala
Head of School
937-399-8900
aranginwala@ridgewoodschool.org

TABLE OF CONTENTS

MISSION STATEMENT	1
Mission.....	1
Vision.....	1
Values.....	1
PRINCIPLES OF PARTNERSHIP FOR RIDGEWOOD SCHOOL PARENTS.....	1
DIVERSITY POLICY	2
Multicultural Night.....	3
SCHOOL HEALTH SERVICES.....	3
Management of Communicable Disease.....	4
FINANCIAL EXPECTATIONS.....	5
Tuition	5
Tuition Options	5
Past Due Accounts	5
Fees.....	5
Financial Aid	5
Work-Study Credit.....	6
STUDENT PERFORMANCE	6
Homework.....	6
Tests, Projects, And Essays/Papers	7
After School Activities (Subject to change due to any communicable disease outbreak)	7
After School Policies.....	8
Student Council.....	8
Report Cards	9
Electronic Grade Book (Gradelink).....	9
Honor Roll	9
Advanced Classes.....	10
Citizens of the Month	10
Support Services	10
Academic Probation.....	10
Graduation	11
Requirements for Graduation	11
Student Graduation Awards	11
THE SCHOOL DAY	11
School Communication	11
Early Dismissal.....	12

Attendance and Tardiness	12
Food Service Program	12
End of School Day: Dismissal.....	13
Aftercare	13
Extended Day	13
Emergency School Closing	14
Emergency Drills	14
BEHAVIOR AND DISCIPLINE POLICY.....	14
Support and Reinforcing Practices	15
Disciplinary Procedures for Lower Level Students	15
Demerit System	15
Suspension and Expulsion.....	16
Conflict Resolution Process	17
TEXTBOOKS, WORKBOOKS, AND EQUIPMENT	17
LOCKERS.....	17
LIBRARY	17
STUDENT DRESS	18
BIRTHDAY CELEBRATIONS.....	18
FIELD TRIPS.....	18
PLAYGROUND RULES	18
ELECTRONIC GADGETS and TOYS.....	19
CELL PHONES and SMART WATCHES	19
BOARD OF TRUSTEES MEETINGS.....	19
INFORMATION AVAILABLE ON THE WEBSITE.....	20
HANDBOOK ACCEPTANCE FORM.....	21

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 with a part-time school 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 secretary or school nurse 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 by the beginning of the school year.

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 parents.

Medication Administration

If a Ridgewood student must take prescription medication while at school, or while participating in a school-sponsored activity, his or her custodial parent must notify the School Nurse 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 the medication administration.

- A 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.ridgewood-school.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

1. A person trained to recognize the common signs of communicable diseases or other illnesses shall observe each child daily as he or she 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.
2. The following precautions shall be taken for children suspected of having a communicable disease:
 - a. The school shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of an illness.
 - b. A child with any of the following signs or symptoms of an illness shall be immediately isolated and discharged to his parent or guardian:
 - Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);
 - Severe coughing, causing the child to become red in the face or make a whooping sound;
 - Difficult or rapid breathing;
 - Yellowish skin or eyes;
 - Conjunctivitis;
 - Temperature of one hundred degrees Fahrenheit taken by an infrared thermometer when in combination with other signs of illness;
 - Untreated infected skin patch(es);
 - Unusually dark urine and/or grey or white stool;
 - Stiff neck;
 - Evidence of lice, scabies, or other parasitic infestation.
 - Two or more signs of COVID-19 as posted in the classroom.
3. Any child exposed to COVID-19 through family members or friends will be asked to quarantine for the prescribed period of time.
4. Ridgewood School will follow all CDC recommendations and state mandates, as well as guidance from our Clark County Combined Health District, in the event of any communicable disease outbreak in our community.

FINANCIAL EXPECTATIONS

Tuition

Tuition for the 2021-2022 school year is:

Kindergarten - \$7,450 yearly

Grades 1-8 - \$7,750 yearly

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

Tuition Options

- Option 1: Ten-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 **4% 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 final report cards, transcripts, and new contracts, all school bills must be paid in full.

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) - \$4.00 per hour (billed monthly on invoice)
- After school Snacks and drinks - \$.50 each (billed monthly on invoice)
- Cafeteria fee - one-time \$25.00 per family 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 issuance of their 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 (limited availability for this option).

Work-Study Credit

- Families of Ridgewood students that qualify must go through a BCI/FBI background check before approval for work at Ridgewood School during school hours.
- 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 2021-2022 school year will be sent to participating parents/guardians. It must be signed and returned with the school contract.

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. A deduction of points per day for two (2) days. After two (2) days, if the assignment is not turned in, the grade will convert to a zero (0). The assignment must be turned in regardless of the final grade.
 - b. A student missing a homework assignment will serve one recess in the homework room in order to complete the assignment.
 - c. The assigning teacher will notify the parent(s) of repeated assignment to the homework room.
 - d. Missing homework in grades 5-8 may result in an after-school detention to complete the assignments.

4. Students who are absent will have one (1) day for every day of excused absence to turn in make-up work, plus one (1) additional day after they return to school. Assignments not completed within this time period will result in a zero (0) grade.
5. All students in grades three (3) through eight (8) shall have a planner supplied by the school. Students should record all assignments in this book, even those which have been completed by the end of the class period. In addition, assignments for grades five (5) through eight (8) will be posted on Google Classroom.
6. Teachers will make adjustments to the policy when dealing with a COVID-19 quarantine.

Tests, Projects, And Essays/Papers

The following standardized tests are administered at Ridgewood:

- Comprehensive Testing Program (CTP) - administered to all students grades three (3) through seven (7) in the spring.
- Students that are attending Ridgewood on EdChoice 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 assess student learning through tests, projects and papers.

- Students will be given advance notice of tests, and deadlines for papers and projects.
- Graded tests, projects and rubrics, 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.
- Test papers with a D or lower not returned within two (2) days will result in the student forfeiting recess, as well as losing any opportunity to make corrections to improve the test, paper, or project grade.
- The teacher will contact the parents to notify them of any issues as soon as possible.

After School Activities (Subject to change due to any communicable disease outbreak)

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:** (*no fee required*) 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 after school rehearsals. 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.
- **Science Club:** (*participation fee required*) 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:** *(no fee required)* The upper level students, under the guidance of Mr. Metzger, 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.
- **Chess Club:** *(participation fee required)* 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:** *(no fee required)* Students meet after school and work in groups to solve word problems from the American Math Competition. Then they play math-based games like Reverse Tic Tac Toe, Reflection Battleship, and Operational Card Games, etc. Geometry is also incorporated into the games. Typically, an activity such as constructing a tower or playing a probability game, follows.

Additional activities or clubs 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 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 school district of residence, even when enrolled in a private school.*

After School Policies

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

- Students must be passing all academic classes to be eligible to attend after school activities 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 report promptly to their scheduled after school activity.
- Students must be picked up promptly following all after school activities and events; otherwise they must report to aftercare and appropriate Aftercare charges will 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 students to be the next generation of citizens and leaders. Student council also aims to provide service opportunities and develop students' character. 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.

Grading Scale for Grades 2 – 8:

A+ = 99 - 100	C+ = 83 - 84
A = 95 - 98	C = 79 - 82
A- = 93 - 94	C- = 77 - 78
B+ = 91 - 92	D+ = 75 - 76
B = 87 - 90	D = 72 - 74
B- = 85 - 86	D- = 70 - 71
F = Below 70	

Conduct / Behavior is

Graded as Follows:

X = Excellent
G = Good
S = Satisfactory
U = Unsatisfactory
+ = Improving

Electronic Grade Book (Gradelink)

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

Honor Roll

Criteria for honor roll for grades two (2) through eight (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 (3.5 GPA) 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. Ridgewood also has an Interventional Tutor that works with students requiring support for classroom work or testing.

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 consists of one teacher from the Lower Level, one teacher from the Upper Level, 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, the 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 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, where we announce the names of each of our students and promote them to the next grade.

Requirements for Graduation

In order to graduate, eighth grade students must:

- Pass all 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 during their seventh and eighth grades 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 the 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

School Communication

- Weekly “One Call Now” each Sunday evening detailing the upcoming week’s activities
- Monthly lunch calendar sent home including events for the month
- Weekly student council email
- Periodic notes, field trip permission slips, conference notices, and other miscellaneous communication

Early Dismissal

Class will be dismissed on the first Friday of the month at 2:00 p.m. to allow for ongoing faculty development. The HOS will include a reminder in the weekly One Call Now 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 937-399-8900 before 8:00 a.m. each day they are to be 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 absence. If no written excuse is turned in by the third (3rd) day after returning to school, the absence will become unexcused.

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

Any student is considered tardy if they arrive at school after 8:00 a.m., and they must report to the office. If a student is more than fifteen (15) minutes late they 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. **Excessive absences will be reported to the state** and can result in dismissal from Ridgewood School

Food Service Program

Ridgewood provides a nutritious lunch program for our children. The lunch menu is located on the monthly calendar sent home 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 snacks 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. Please no colored drinks or juices. Only water bottles are permitted in the classrooms.

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

End of School Day: Dismissal

Students are dismissed at 2:55 p.m. 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 Main Entrance 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 p.m. all remaining students will be assigned to the aftercare room where a charge will be incurred beginning at 3:15 p.m.

Aftercare

As described in Extended Day (next section), Ridgewood School provides a supervised aftercare program for students who remain at school after dismissal. Parents should inform the office or the Aftercare Coordinator regarding students who will remain after school on a regular basis. The fee is **\$4.00** 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.** Any student remaining after 5:30 p.m. will be charged **\$5.00** for every fifteen (15) minutes until picked up.

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.

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.

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 Tables. All programs help extend Ridgewood's values of "engaging the whole child" and "encouraging academic excellence" in a supportive environment, beyond school hours.

Before Care begins at 7:30 a.m. and is supervised by the before care coordinator. During this 25-minute period, students arrive at school and report directly to the gym (commons). When the bell rings at 7:55 a.m., students are asked to become silent, and they are welcomed by the HOS. Morning announcements are given by the 8th grade students who also lead them in the

“Pledge of Allegiance”. There is no charge for Before Care service.

Aftercare, which costs \$4.00 per hour, runs from 3:15-5:30 p.m. The Aftercare Coordinator and a designated volunteer supervise the program. 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 snack period students are asked to clean 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 Tables is an alternative to aftercare for students in grades four (4) – eight (8) who want to spend additional time on homework. This is supervised by a teacher. The program costs **\$5.00** per day and runs from 3:15-4:30 p.m. If a student is not picked up at 4:30 p.m., the student will move to aftercare and be charged at the aftercare rate. Study Tables 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 a.m. 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 the WDTN and WHIO television stations. If Ridgewood School needs to dismiss before 3:00 p.m., parents and guardians will be contacted through a “One Call Now” text message. 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.

Parents and students should understand that some behaviors are sufficiently serious to warrant an immediate in-school or out-of-school suspension, bypassing the normal disciplinary procedures. Such suspensions are at the discretion of the Head of School.

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

Within grades four (4) – eight (8), 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 and subsequently placed in the student's permanent file.

Demerit Consequences - We understand that everyone may occasionally have a bad day, or make a bad choice, although we hope they will not. Inappropriate student behavior will be awarded demerits. The following are consequences that may result:

- First demerit - Parent signature and after school detention from 3:15-4:00 p.m.
- Second demerit - In addition to the above; no participation in after school activities for a four (4) week period.
- Third demerit - In addition to the above; no recess for a week, not permitted to join any upcoming field trips for a four (4) week period.
- Fourth demerit – one (1) day suspension with one (1) 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 (3)** 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 assessments, 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 technology devices for students to use in an appropriate manner. Each student will properly care for his/her books and technology device, 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 must 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 office staff for safety reasons.

Students will be allowed to go to their lockers at the beginning of school, the end of 2nd and 6th periods, 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 to receive a final 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, skirts, and dresses should be of appropriate length for school wear, **at least mid-thigh** length. Shorts should be worn under skirts and dresses. 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

Students are permitted to bring in cupcakes, fruit, or cookies to share with the class in celebration of their birthday (*No drinks please*). Prior to bringing in treats, please contact the child's teacher to be advised of any student allergies or food restrictions.

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 asked 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 aftercare hours.

- No pushing, wrestling, name calling, or 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 and TOYS

Electronic gadgets and toys are **not allowed in the classroom**. If students are bringing these items for use during after school activities, they must remain in their book bag during the school day. At the discretion of the classroom teacher students may play with their toys at recess. School personnel are authorized to confiscate these items if they are visible during class time. These items include but are not limited to fidget spinners, iPods, game boys, magic cards, Pokémon cards, playing cards, etc. The school is not responsible for lost or damaged personal items.

CELL PHONES and SMART WATCHES

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

BOARD OF TRUSTEES MEETINGS

- Meetings are typically scheduled on the third (3rd) Thursday of each month excluding December and July.
- Meetings may be cancelled or have the date moved from time to time. Notification of meeting changes will be announced through "One Call Now" or posted on the monthly calendar.
- All parents/guardians are welcome to attend any Board of Trustees meetings.
- If a parent/guardian would like to address the board:
 - They must submit a written request along with a brief explanation to the president of the Board of Trustees one (1) week prior to the meeting date.
 - Such written requests should be submitted to the board secretary, who will forward the request to the president.
 - A board representative will respond confirming the request has been added to the agenda and time to present has been allotted.

- After the presentation the board will take the matter under advisement and a representative will respond within a timely manner via either email, phone, or mail.

INFORMATION AVAILABLE ON THE WEBSITE

The following information is available on the website, www.ridgewoodsschool.org.

1. Code of Regulations
2. This Parent/Student Handbook
3. Emergency Medical Authorization Form
4. Medication Administration Form

Ridgewood School

HANDBOOK ACCEPTANCE FORM

I/We have read the 2021–2022 Parent/Student Handbook and have discussed it with our child(ren). We agree to abide by the rules and policies set forth in the handbook.

Date

(parent(s) signature)

(printed name)

(student signature)

(printed name)

(student signature)

(printed name)

(student signature)

(printed name)

(student signature)

(printed name)