



RIDGEDALE

**ELEMENTARY
SCHOOL**

STUDENT HANDBOOK

RIDGEDALE ELEMENTARY
3105 HILLMAN FORD RD.

MORRAL, OH

43337

Welcome to the 2020/2021 School Year at Ridgedale Elementary School!

We are looking forward to a great “new year” at Ridgedale Elementary School. As a part of the Ridgedale Local Schools, we hold high expectations for good citizenship and for success and achievement for all our students. On behalf of the staff and the district, I would like to welcome you to Ridgedale Elementary School. We are happy your child attends our school this year.

Our school philosophy and our district mission statement embody the beliefs that we as educators hold about children and learning:

- All children can learn and each requires differing amounts of time and practice.
- The most successful children are those whose parents play an active roll in their education.
- Success and positive motivation strategies maximize learning opportunities.
- Strong self-esteem is at the heart of successful, happy children.

We will work to ensure that these beliefs are lived each day at Ridgedale Elementary. We hope you will visit us often and be an active member of our school and district community all year long.

Jessica Parthemore, Principal

RIDGEDALE BOARD OF EDUCATION

- Mr. Ryan Cook.....President
Mr. Andy Ricketts..... Vice President
Mr. Ed Roush.....Member
Mrs. Cathy Hamilton.....Member
Mr. Eric Park.....Member

The Ridgedale Board of Education meets at the Administration Building on the third Monday of each month at 6:30 P.M. Special meetings or changes in the regular meeting schedule are announced in the Marion Star. Parents and community members are invited to attend board meetings.

SCHOOL DAY

- **No student is to arrive prior to 7:45 am.** There will be no staff on duty prior to that time!
- Students who arrive after 7:45 am. are to report to their classroom for a study period until morning announcements at 8:05 am.
- Students arriving after 8:00 am are considered tardy. **Parents of tardy students must sign the student in at the office.**
- Students are provided a school breakfast each morning. Breakfast is not served on 2 hour delay days. Students need to check in to their room before getting breakfast.
- Students are dismissed by grade level beginning at 2:57 pm. through 3:00 pm.
- If parents wish to pick up their children after school, please make arrangements to pick them up between 2:57 and 3:15. There will be no staff members on duty after 3:15 to watch students.
- Early releases for important events may be arranged ahead of time. However, no student will be released between 2:30 and 2:57.

IMPORTANT DATES FOR 2019-2020

August 20 & 23 – Teacher In-Service
August 24 – First Day of School
August 30 - First day of Preschool
September 6 - NO SCHOOL- Labor Day
September 13 - NO SCHOOL - Professional Development
October 4 – No School - Parent/Teacher Conferences
October 6 – Parent / Teacher Conferences
October 15 - NO SCHOOL-COTA day
October 29 - End of 1st nine weeks
November 24 - 26 - NO SCHOOL - Thanksgiving break
December 22 – January 2 - NO SCHOOL - Winter Break
January 3 - School resumes
January 14 - End of 2nd nine weeks
January 17 - NO SCHOOL-MLK Day
February 18 – NO SCHOOL - Professional Development
February 17 - NO SCHOOL - Presidents Day
March 7 – NO SCHOOL – Parent / Teacher Conferences
March 18 - End of 3rd nine weeks
April 15 & April 18 - NO SCHOOL - Spring break
May 18 - Last day of Preschool
May 25 - Last day of school
May 26 - Teacher workday

FREQUENTLY CALLED NUMBERS

RIDGEDALE ELEMENTARY	383-2020 Ext.109
JR/SR HIGH SCHOOL	383-2167 Ext. 400
SUPERINTENDENT OFFICE	382-6065 Ext. 150
TRANSPORTATION	382-2661 Ext. 420

ELEMENTARY SCHOOL P.T.O

A parent's organization has been organized for the parents of students attending Ridgedale's Elementary school, grades K-5.

Quarterly meetings are usually arranged by the president.

Information about the organization will be sent home at the beginning of the school year.

CHILD ABUSE

By Ohio law, school personnel must report suspected or actual abuse or neglect of a child. Please help us in this area by communicating problems with us, where appropriate, before they reach the stage where they must be reported to the authorities.

IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, and others legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board requires that students who start kindergarten during or after the school year beginning in 1999 be immunized against Hepatitis B or be in the process of being immunized. The Board also requires that students who start kindergarten during or after the school year beginning in 2006 be immunized against chicken pox. This policy pertains to both students who currently attend school in the District and those eligible to attend.

The Superintendent may exempt a student from being immunized against either or both measles and mumps if the student presents a signed statement from a parent or physician indicating s/he has had measles or mumps and does not need to be immunized. The student will be allowed to attend school only if a physician's statement indicates there is no danger of contagion. In case of an outbreak of the disease for which the student has not been immunized or an epidemic, the Superintendent shall not allow the student to attend school.

In the case of a chicken pox epidemic in the school's population, the Superintendent may deny admission to a student otherwise exempted from the chicken pox immunization requirement. The Superintendent shall prescribe methods whereby the academic standing of a student who is denied admission during a chicken pox epidemic is preserved.

The Superintendent may also exempt a student from immunization if a physician certifies in writing that immunization from a particular disease is medically contra-indicated.

A student may also be exempted from immunization if a parent or guardian objects for good cause, including religious conviction.

A student who has not completed immunization may be admitted to school provided the necessary immunizations are being received in the fastest time consistent with the approved immunization schedule and good medical practice.

The Board believes that immunization is the primary responsibility of the parent(s). Any immunization program conducted by this District requires prior approval of the Board and can only extend to those immunizations provided for by statute and the guidelines of this Board.
R.C. 3313.67, 3313.671, 3313.671(B)

REQUIRED IMMUNIZATION

Kindergarten: 5 Doses of DTaP, DTP, or DT, or any combination if the fourth dose was administered prior to the 4th birthday.

Grades 1 – 2 : 3-4 doses of DTaP, DTP, DT, or Td or any combination.

K – 12: 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4th birthday.

K – 12: 2 doses of MMR. Dose 1 must be administered on or after The first birthday. The second dose must be administered At least 29 days after dose 1

K – 9: 3 doses of Hepatitis B. The second dose must be administered At least 28 days after the first dose. The third dose must be given at least 16 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.

K-2: 1 dose of varicella vaccine must be administered on or after the first birthday.

BIRTH VERIFICATION

The proper verification of birth date can be by **Birth Certificate** or **Mother's Certificate**.

SOCIAL SECURITY NUMBER:

The child's **Social Security** number is required to be on file in the student's school records.

COMPLIANCE NOTICE:

Birth verification, immunization records, and the social security number are to be submitted when the child begins kindergarten and/or when the child moves to a new school district. **If records are incomplete after two weeks, the student must be excluded from school until in compliance.**

FIRST AID- MEDICINES

Ridgedale Local School District has authorized the School Nurse to administer Over The Counter medications to students as needed, as directed by a local physician and with parental consent. Permission must be granted through completing the Medication form on FinalForms.

We will work with parents to be sure required medicines can be taken at school, if necessary, but with-in the law. This will be done through the nurse's office.

1. The drug or medicine must be received in the container in which the prescribing physician dispensed it or others licensed to dispense medication.
2. Written permission must be received from the parents or guardian of the student requesting that we comply with the physician's order. Such written instructions, signed by the parent and the doctor, are required to include:

- Child's name
- Name of Medication
- Purpose of the medication
- Time(s) to be administered
- Dosage
- Possible side effects and
- Termination date for administering the medication.

3. The parents of the child must assume responsibility for informing the principal of any change in the child's health or change in medication

4. The school will keep medication in a locked cabinet, dispense it at the prescribed time, keep a record of the administration of all medications, and return unused medication or the empty container to the parent.

5. The school retains the discretion to reject requests for the administration of medication.

HEAD LICE POLICY

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

If a child is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child be examined by the school health staff, secretary or principal. The district practices a policy of no nits as a criteria for return to school. The first day of treatment (at home) is considered excused. Additional days after are unexcused.

SCHOOL SUPPLIES

Consumable supplies such as paper, pencils, workbooks, etc. must be supplied by the student. A list of needed supplies is sent home at the beginning of the school year and at other times when additional supplies are needed. Our supply list was sent home in the Spring at the end of the previous school year. If a parent loses her copy please contact 740-383-2020 ext. 109 and Mrs. Anderson will see you receive another one.

Parents are asked to send money each school year to cover the cost of workbooks and supplementary materials. Workbook fees are due by the end of October. Students who fail to pay workbook fees will not receive a grade card until fees are paid.

THE PARENTS ROLE

- Please see that your child comes to school happy. Your child should be rested, clean, healthy, fed, and appropriately dressed.
- Do not let your child bring toys, sticks, weapons, or look alike weapons to school.

- Send your child to school regularly and on time. **Regular attendance is required!** Students with excessive or habitual absences will proceed through the Absence Intervention process and attempt to resolve the absences. If habitual absences continue, assistance and referrals may be made to Marion County Family Court.
- Call the school before 8:30 AM if your child is going to be late, absent, or is behaving abnormally.
- Ask your child about his/her school day and discuss papers or other materials brought home. Check for homework assignments.
- Call or visit the school if you have any questions. Get to know your child's teacher by phone or email.
- Provide an appropriate setting for your child to do daily practice, reading, and homework.
- Share the joy of reading and learning with your child and be made aware of your child's B.A.S. reading level as well as what you can do as a parent to help improve your child's reading growth.
- Become a volunteer. Volunteers are needed in every classroom to work with individual and small groups of children, particularly in Reading.
- Visit the school and your child's classroom.

VOLUNTEERS

Volunteers are an important part of our program and assist in a variety of ways.

Volunteers do make a difference! Some examples of things volunteers can do to help at school are listed below.

- Work with individual students and/or small groups of students in skill areas- such as reading or mathematics
- Assist students with computer programs.
- Read to and with students.
- Assist in the library and with book fairs.
- Prepare teaching and bulletin board materials.
- Chaperone field trips.
- Work with classroom displays.
- Help with classroom parties.
- Help prepare materials in the office.
- Help with other activities as needed by the classroom teacher and/or the principal.
- Help with fundraisers and other school projects.
- **For the safety of all of our students, a background check is required.** You may obtain this from the Marion County Sheriff's Department. Volunteer is responsible for the fee involved in the background check.

PARENT VISITATION

Parents are encouraged to visit their child's classroom to become better acquainted with the school and its program and their child's teacher. However, classroom visitation and observation should not be made for the purpose of discussing the child and/or his/her behavior or progress during the hours the class is in session. Business of this nature should be taken care of in a private conference arrange with the teacher for either before or after school.

Dates and times for classroom visitation or observation should be arranged with the classroom teacher with at least 24 hours prior notice.

Parents and friends of the school are always welcome to attend our assemblies and programs and we encourage them to do so.

All visitors to the building are required by Ohio law to report to the office and sign-in before going to any classroom or other part of the building. This requirement is intended as an added protection for children and should not discourage parents from visiting the school and their child's classroom.

CARE OF SCHOOL PROPERTY

The Ridgedale Board of Education provides students chromebook, textbooks, desks, chairs, and other learning materials and equipment. It is expected that they will take good care of them so that they are either lost or damaged.

Students are not to write in books or on school walls or furniture. Students who damage or lose school property will be charged for repairs or replacement.

FIRE AND TORNADO DRILLS

Drills for emergency situations are held throughout the school year. Since an emergency can occur at any time, it is important that all students understand the procedures to be followed. All classrooms will practice fire and tornado drills as required by state law. In all drills, orderliness and quiet are essential.

DEFINITION OF TORNADO WATCH AND WARNING

- a. Tornado Watch- weather conditions indicate that tornadoes could develop.
- b. Tornado Warning- a warning of danger when a tornado has been sighted.

During tornado watches, we are observant of local weather conditions and are in contact with the Morral Fire Department and the Marion County Sheriff through the emergency radio system.

If there is a tornado warning, the entire school will be in emergency shelter locations within the building. Students will be held at school until the warning is cancelled unless directed to dismiss by the Sheriff or by the Superintendent of Schools.

Parents who wish to pick up their children during tornado warnings should come to the school. We will encourage parents to remain in the building, however, until the all clear is announced or the warning is cancelled.

EMERGENCY DISMISSAL PLAN

Occasionally in severe weather or a building emergency such as a broken furnace or lack of water or electricity, we find it necessary to close school and send the children home early. If the school is closed, it is not possible to hold children at school until someone comes for them.

It is also impossible to reach every parent by telephone to notify him or her that the school is being closed. Planning ahead will allow you and your child to feel confident about what to do in such an emergency.

Our "First 2 Know" parent contacting service will be used to contact parents. This service only works when the phone numbers to contact parents are kept current! Call the administrative secretary, Mrs. Garver immediately at 740-383-2167 ext 150 to inform us of any changes.

EMERGENCY MEDICAL FORMS

Emergency information is required for each child. In case of an accident or illness at school, an attempt will be made to contact the parent or the designated emergency contact. If they cannot be reached, the Emergency Medical Form gives permission so that treatment can be given.

Parents / guardians are required to complete the emergency medical information needed on our online system, Final Forms. This information is required to be updated every year, or whenever personal information changes throughout the school year. Please complete this information promptly as state law requires that an Emergency Medical Form be on file for every child enrolled in school.

If telephone numbers or emergency information changes during the school year, please notify the school office promptly with the correct information.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled for all parents. It is important that you make arrangements to attend if at all possible.

Conferences can be arranged for any time during the school year simply by calling the school at 383-2020 or by sending a note to your child's teacher.

EARLY DISMISSAL OF STUDENTS

After arriving at school, students are not to leave the school grounds for any reason without first receiving permission from the principal.

Early dismissal of a student will be permitted only upon the request of the parent or guardian. Students having permission to leave early **must be signed out by the parent or guardian in the office of the school secretary.**

The student will be called to the office after being signed out by the parent or guardian. **Parents are asked not to go to the classroom for the student.**

For the safety of the student, we will not release any student to anyone other than the parents or legal guardian without written permission from the parent. A form is available to be filled out and given to the office which lists persons who may sign your child out of school

Students leaving early because of medical or dental appointments should bring a doctor's excuse when they return to school.

No student will be dismissed between 2:30 pm. and the normal dismissal time of 2:57 pm. unless approved by the Principal or her acting assistant.

GRADES

In the primary grades, basic areas of academic achievement are rated as follows:

Grades K-5 – Standard based grade card

Students will earn a percentage grade with the following descriptions:

A = 90-100%	C = 70-79%	F = 0-59%
B = 80-89%	D = 60-69%	

E – Exceeds: Demonstrates Advanced Knowledge and Exceeds Expectations

M – Mastered: Understands Developmentally Appropriate curriculum at the current time

P – Developing: Progressing towards expectations with assistance

L – Limited: Unable to consistently demonstrate the standard

Effort/Work Habits/Personal Growth

4 – Consistently

3 – Usually

2 – Sometimes

1 - Rarely

PROMOTION – RETENTION

Decisions concerning the promotion and/or retention of the child are made relative to the progress of the child and whether it has been shown that he/she is ready for the next grade level. It is important that the decision is made in the best interest of the child. In the primary grades, failure in reading is considered a major reason for retention.

While many other factors are considered, the extent to which the child has mastered the skills expected at his/her grade level will be the most important consideration.

The child's progress will be reviewed in early November, at the end of the first grading period, and then at regular intervals during the remainder of the school year.

The school will work closely with the parents of children who may be retained. While promotions and retentions are to be made under the direction of the building principal, based upon the recommendations of the child's teachers, retention can best serve the interests of the child if the parents are actively involved in the school and have a positive attitude about retention.

CODE OF CONDUCT

RIDGEDALE DISTRICT'S CODE OF CONDUCT

It is the philosophy of the Ridgedale Local Board of Education that the purpose of the Student Code of Conduct should be directed toward student growth and responsibility and that any discipline is administered with dignity and fairness. The Board of Education also recognizes its responsibility to provide a safe and healthful environment for all students and employees in the school district.

During the enforcement of these policies on student conduct, it is recognized that **The Administration shall have discretionary power in determining the application and enforcement of recommended disciplinary action.**

A violation of the following regulations may result in disciplinary action including suspension or expulsion from school.

1. A student shall not be involved in any type of disruption or interference within the classroom, hallways, buses, grounds, or extracurricular activities.
2. A student shall not cause or be involved in damage, littering, or destruction of school property.
3. A student shall not cause or be involved in damage or destruction of private property on school grounds. This would include property of students, visitors, or school personnel.
4. A student shall not assault or physically or verbally threaten a school employee, student, or other person on the school grounds during a school related activity.
5. Students are not to be involved in **fighting of any type for any reason**. It is considered a fight when two people are exchanging blows or exerting physical abuse and punishment. When one person is the total aggressor and the other person does not fight back, this will be considered an assault and will be treated accordingly.

6. A student shall not possess, handle, transmit, or conceal any object commonly classified as a weapon. **Items that may look like weapons are included.**
7. A student shall not disregard any reasonable directions given by any school personnel.
8. A student shall not possess, use, transmit, conceal, or be under the influence, traffic in, sell, or buy tobacco, narcotics, alcoholic beverages, or other dangerous drugs. No student shall make, offer, sell, or possess counterfeit drugs, or related tools as regulated by Section 29525.37, Ohio Revised Code.
9. Gambling between and among students on school property or at school function is expressly forbidden. Violators will be subject to disciplinary measures appropriate to the gravity of the situation.
10. Students will not remove or take from another student, school employee, school buildings, or grounds any item without permission of that person or the school.
11. Students will not repeatedly violate the school rules or directions as set forth by the teachers, student teachers, substitute teachers, teacher aides, parent volunteers, principals or other authorized school personnel.
12. Students will not use profane, abusive foul language or obscene gestures in school, on school property, or on buses.
13. Students will not make fun of or otherwise abuse persons of varying races, colors, creeds, or national origins, including handicapped persons.
14. Students will not ask another student for money or other items by using verbal or physical harassment.
15. Students shall not initiate a false alarm or false warning of a fire, or bombing or other catastrophe.
16. No student shall commit any act or coerce another, including the victim, to do any form of initiation into an organization that creates a risk of mental or physical harm.
17. All students are to abide by the rules of conduct established for the use of bus transportation. These rules apply to regularly scheduled bus runs plus extra-curricular activities and field trips.
18. No student shall intimidate or be involved in the intimidation of another student for the purpose of sexual interest, engage in any form of sexual misconduct during school or school sponsored activities, on school grounds, or on the bus.
19. Since student lockers and other school property are owned by the Ridgedale Local Board of Education, the Ridgedale Local Board of Education reserves the right of its employees to search lockers, desks, or other school property when they feel that it is for protection, safety, or the welfare of the entire student body. The building principals, the superintendent, or their designated agents should search the lockers or property, when such need arises. Students may place locks upon their lockers if they are locks that are sold by the school and the school holds the combination or master key for these locks.

DISCIPLINARY ACTIONS

When self-discipline fails, teachers, and administrators shall use reasonable but effective measures to encourage acceptable behavior.

1. DETENTIONS

Students may be assigned to an in school or after-school detention(s), by the principal for disciplinary purposes. A detention supervisor may be assigned by the principal to maintain a detention hall conducive to improvement of future behavior of the student. Students shall notify their parents that an after – school detention has been assigned and shall make arrangements for transportation home after the detention.

2. SUSPENSIONS

At the discretion of the school principal, a student may be denied the right to attend classes and functions in accordance with Section 3313.66 of the Ohio Revised Code. The suspended individual will not be permitted on school grounds or at any away functions or any school activities until the total length of the suspension has been served.

3. EXPULSION

Upon recommendation by the school principal and at the discretion of the superintendent or his designee, a student may be denied the right to attend school classes and functions for a period exceeding ten (10) school days in accordance with Section 3313.66 of the Ohio Revised Code.

- The schools may expel a student for up to one year for bringing a firearm or knife to, or possessing a firearm or knife at any school program or activity whether or not on school-controlled property and at extracurricular activities or interscholastic competitions. Ohio Revised Code, Sections 3313.66(B)(2)(b) and (B)(3).
- The schools may expel a student for up to one year who committed any violent act at school or on other school property or at an interscholastic competition or extracurricular event, or any other school program or activity. These acts are those that (1) would be criminal offenses if committed by an adult, and (2) result in serious physical harm to persons or property, as defined in Ohio Revised Code, Sections 2901.01(A)(5) and 2901(A)(6), respectively.
- The school is exempted from the notice and hearing requirement of the in-school restriction (suspension) procedure when it is served within a school setting. This also applies to a student who has an IEP behavioral plan and can include an alternative school as an appropriate placement for that student.
- The school is exempted from the written notice and hearing requirement when a student needs to be removed from an extracurricular event because of misbehavior.

The notice and hearing provisions when applicable to suspension from school, expulsion from school, and emergency removal from school do not apply to the denial of bus privileges.

EXPULSIONS

Upon recommendation by the principal and at the discretion of the superintendent or his designee, a student may be denied the right to attend classes and school functions for a period exceeding ten (10) school days in accordance with Section 3313.66 and subsequent revisions of the Ohio Revised Code as explained in the Ridgedale District Code of Conduct.

ZERO TOLERANCE POLICY

The Ridgedale Board of Education has adopted a Zero Tolerance Policy concerning the behavior and conduct of its students.

Students are expected to conform to all school regulations and accept direction from all authorized school personnel.

Students who do not follow school rules and/or regulations are subject to suspensions and expulsions.

It is important that students and parents understand the rules concerning fighting, weapons such as guns, knives and drugs.

REPORTS TO NON-CUSTODIAL PARENTS

Parents should let the school know if they would like the non-custodial parent to receive copies of report cards, newsletters and other school bulletins. Please call the school office at 383-2020 if you would like to receive these reports. We are happy to mail these materials.

RECESSES

Students should be prepared for prevailing weather conditions and dress accordingly. All students are to go outside at recesses unless it is determined that it is too cold or that weather conditions are such that outside recess cannot be held. Generally, the temperature guideline is 20 degrees above zero with wind chill.

Students may not remain inside at recess unless assigned to do so by the teacher or principal or because of a specific request by the parent or doctor. Because of duties and other responsibilities, classrooms are not always supervised at recess periods. We ask parent cooperation in not requesting that the child remain inside unless it is absolutely necessary.

PLAYGROUND RULES

1. Students are not to play on the front lawns and sidewalks and are to play away from the road. During recesses students are not to re-enter the building without permission.
2. Students are to play only where the duty teachers who are supervising the playground can see them.
3. If a ball goes onto or across the road, students are to go to the duty teacher who will retrieve the ball. Do not go after the ball without permission!
4. Students are to stay away from mowers, delivery trucks and other vehicles. They are not to play among parked cars. **Mowing is not done while children are on the playground at recesses.**
5. Students are to keep their hands to themselves. They are not to pull at other students clothing, hats, coats, etc. **Torn clothing caused by someone pulling and/or jerking on it must be paid for by the student causing the problem.**
6. For playground problems, the student is to go directly to the duty teacher. Students must remember that **any teacher or staff** has the right and responsibility to discipline any student if that student is causing a problem.
7. Under wet and muddy conditions, students are to play on the gravel, blacktop, or mulch areas of the playground. **When this is necessary, kicking games cannot be played.**
8. Playing must stop when the bell ending the recess period rings. All students are to line up quickly and quietly to enter the building. Students who continue to play and do not line up promptly or quietly will be denied recess periods as a result.
9. Fighting is against the law and will not be tolerated as a way to solve problems. **Students are not to be involved in fighting of any type for any reason!** It is considered a fight when two people are exchanging blows or exerting physical abuse and punishment. When one person is the total aggressor, and the other person does not fight back, this will be considered an assault and will be treated accordingly.
10. Only school issued equipment is permitted for playground use unless the teacher or principal gives permission.
11. Students are not to bring knives, matches, squirt guns and other dangerous items to school. Whether real or toys, they will be confiscated and held for the parent to come for them.
12. Students are not to throw stones, sticks, mulch or other such objects that could injure another student.
13. Tackle football, wrestling, fighting, rough or gang games and hardball are not permitted. Do not play on fences, or in the shrubs or trees.
14. Throwing snowballs and sliding on the ice are not permitted at any time.

15. Children are to follow safety rules when playing. Most accidents can be prevented if everyone takes turns and follows common sense safety rules.

LUNCH PROCEDURES AND RULES

LUNCH PROCEDURES

Children may bring lunch from home or buy a hot lunch at school. The price of the cafeteria hot lunch will be announced prior to the opening of school. Milk is included in the price of the cafeteria lunch. Ridgedale Local Schools participate in the federally subsidized lunch program. Application forms for free and reduced price lunches are sent home the first week of school. Reduced price lunches are 40 cents. **The federal government requires a separate form for each child for whom application is being made each year.** If the family's financial status changes significantly during the year, a new application should be filed. Applications can be submitted at any time during the school year.

If a child is absent or decides to pack a lunch on a given day, the lunch is carried over to the next day or week.

If a child forgets to bring a lunch or lunch money, lunch will be provided but the charge must be paid the following school day. Charging on a day-to-day basis is not permitted by Ridgedale Board of Education policy. Please be sure your child has his/her lunch money!

Students will only be allowed to charge three (3) times before the charges are to be paid. A peanut butter sandwich and milk will be provided after the third charge. No exceptions!

Parents should notify the school in writing if their child is not milk tolerant and must drink fruit juice or water with their lunch. Parents can send a fruit drink with the child or the student can buy a drink from the cooks at lunchtime. Federal guidelines and good nutrition prohibit serving soft drinks (pop) at lunchtime. There are many good fruit drinks that can be sent with a lunch.

Children are not to take food from the cafeteria to the playground or to other parts of the building unless the lunchroom duty teacher or the school principal gives permission. A menu is sent home with each student each month. When possible, changes will be announced in each classroom. Parents should notify the school in writing of any allergies, including food allergies. Whenever possible, we will try to accommodate your student's special needs.

Parents are welcome to eat lunch at school with their child. It is necessary that you call the school before 10:00AM or send a note with your child so that adequate food is prepared. The cost of the parent lunch can be paid in the cafeteria.

DUE PROCESS REGULATIONS

Due process for children in grades kindergarten through 5th grade means that anyone who has done something wrong should:

1. Know what he/she has done or is being accused of doing.
2. Have had the opportunity to tell his or her side of the story.
3. Understand why he or she is being punished.

If parents feel this has not been done, they should call the school and talk to the teacher, principal, or counselor.

ATTENDANCE REGULATIONS

Regular attendance is required by Ohio law. More importantly, it is essential if a student is to make good progress in school.

1. MISSING AND ABSENT CHILDREN

The Ridgedale Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, effort will be made to identify possible missing children and notify the proper adults and agencies.

- a. The parent or guardian must notify the school by 8:30AM to report that the student will be absent.
- b. If the school is not notified as to the absence of the student, principal or his designee is required to notify the student's parents or guardian of that absence (home or work).
- c. Parents or guardians shall provide the school with up-to-date telephone numbers at home and work as well as emergency telephone numbers.
- d. Parents who allow their child to miss school at an excessive rate without a doctor's excuse, one that impedes the student's academic learning success, will be asked to be involved in parent mediation through our Truancy Mediation Program.

2. EXCUSED ABSENCES

The following reasons are accepted as legal, excused absences:

- a. Personal illness
- b. Illness in the student's family
- c. Death in the family
- d. Quarantine for contagious disease
- e. Emergencies-cleared with the principal
- f. Religious reasons

Requests for excused absences for other reasons will be considered on an individual basis.

Pupils will be excused from school for visits to dentists and physicians when the pupil cannot secure adequate medical, dental, or other care without missing school.

In an excused absence, the student is not counted as being truant but is still counted as being absent from school for attendance purposes.

3. ABSENCE EXCUSES REQUIRED

- a. Absence excuses are required for every absence. Upon immediate return to school after every absence for whatever reason, the student must bring in a note signed by the parent, guardian, or doctor giving the reason for and the dates of absence. If the absence is due to illness, the nature of the illness must be stated in the note. If a note is not received within two weeks following the absence it will be considered unexcused.
- b. If the school is not notified as to the reason for the absence, the absence will be considered unexcused and the student will receive failing grades for the day or days of absence.

- c. If the absence is due to a contagious disease, a written note is necessary from the physician.
- d. In cases of excessive absence, written excuses from a doctor will be required for each absence. The student will also be referred for each absence. The student will also be referred to the Marion County attendance officer.

4. LATE ARRIVAL-LEAVING EARLY

- a. A student arriving late or leaving early is counted as an absence. According to Ohio Law, absences are accounted for by the hour. A student is considered excessively truant due to any of the following:
 - Absent 30 or more consecutive hours without a legitimate excuse
 - Absent 42 or more hours in one school month
 - Absent 72 or more hours in one school year.
- b. Students who are considered excessively truant and continue to miss school will be considered habitually truant and will be referred to the Marion County Truancy Officer.
- c. Late students are to report to the office before reporting to their classroom.
- d. Students arriving late because of a late bus will not be counted tardy or absent but they must report to the office upon arrival.
- e. When parking is limited at special events or otherwise, ALWAYS refrain from driving through the school's grass. It is the responsibility of the driver to pay the B.O.E. for damages to Ridgedale property.

5. TARDINESS

- a. Students who are not in their classrooms by 8:00 a.m. in the morning will be counted tardy unless their bus arrived late.
- b. Students who do not arrive to breakfast in a timely manner will be counted as tardy. Tardy time is 8:00 a.m.
- c. More than 7 days of tardy each nine weeks is considered excessive. If a student reaches 7 days of tardiness, he/she will be required to return with a doctor's note or court excuse upon the return to school.

6. ATTENDANCE PROBLEMS

- a. Students who are truant or who have excessive absence will be referred to our Absence Intervention Team process to attempt to resolve the absences. If absences continued, referrals may be made to the the Marion County Juvenile Court. Excessive absence and/or truancy will also be factors in the decision as to whether the student is to be retained.

7. MAKE-UP WORK

- a. It is not possible for a student to make up all the work missed when absent. Written work missed because of absence should be completed within a reasonable period of time as assigned by the teacher or principal.
- b. When a student is to be absent for an extended period of time, the parent should see the teacher and/or principal to arrange for make-up work prior to the dates of absence.

DRESS AND PERSONAL APPEARANCE

The following guidelines are developed for appropriate dress and appearance. It is believed that personal appearance and personal behavior go hand-in-hand. These rules apply to students as they attend classes and school events. Exceptions shall be for special occasions as announced by the school.

DRESS CODE:

1. All clothing shall be neat and clean.
2. Spaghetti straps, sleeveless shirts, fishnet shirts are prohibited. Also, shirts that reveal parts of the body that could distract from education (Principal discretion). Girls may wear sleeveless blouses, sweaters, and dresses provided the armhole cuts are straight up-and-down permitting the shoulder to remain covered. Loose-fitting, revealing styles are prohibited.
3. Clothing that exposes the stomach or midriff is prohibited. Appropriate undergarments are to be worn.
4. Shorts may be worn but the shorts, skirts, or dress length is to be at least mid-thigh, at least halfway between the hip joint and mid-knee. When the student's arms are held alongside the body with the hands open and fingers extended, the shorts, skirt, or dress should extend to the end of the fingers.
5. Clothing that causes unnecessary distraction is prohibited (i.e. clothing that fits too tightly, skirts and shorts shorter than halfway between the hip joint and mid-knee). Baggy jeans and shorts not held up at the waist are prohibited.
6. Torn or frayed clothing in an inappropriate area is prohibited. Plain mending patches are permissible if used to repair the clothing.
7. Sweats, if neat and clean, may be worn by students.
8. Patches, buttons, insignias, slogans, or writing must be positive in nature. If of an inappropriate or disruptive nature, they are not permitted. (i.e. designs advertising alcohol, drugs, sex, or profane language and/or gestures, or any other unconventional dress)
9. Shirts and blouses should be buttoned appropriately.
10. Hats and caps are not to be worn in the building except on special "hat days". They should be removed when entering the building.
11. Due to the concealing nature of coats and jackets, they are not to be worn in the building.
12. Because of K-5 children who play hard daily at recess, shoes are required. Our children play on mulch, grass, gravel, and blacktop. **Safety issues do not permit flip flops, slides, or open-toed sandals (unless they have a back, heel strap). Close-toed sandals are acceptable footwear.**

DRESS FOR PHYSICAL EDUCATION CLASS

Gym shoes are required for physical education classes **and are to be left at school for that purpose.** Shoes worn for other activities or as everyday wear to and from school are not to be worn for physical education activities in the gym. When buying gym shoes, please try to buy shoes that will not leave black marks on the floor.

Physical education activities do not normally require other than normal school clothes such as jeans. Students will be notified prior to the need for shorts or other special clothing. We do not have facilities for changing clothes or taking showers for our physical education program.

LIBRARY POLICIES

Our library is available for every student to use. New books are added to the collection each year so there are always new books you will enjoy reading.

You are encouraged to use the library often whether during your class library period or at some other time during the school day when you are working on a report or have free time and would like to choose a new book.

The following rules have been made so that everyone will be able to borrow materials from the library on a regular schedule.

1. All students in the school, no matter which class or grade level are entitled to use the library and to borrow books.
2. Books can be borrowed for two weeks. If the student wishes to renew the book for another week, he/she should take it to the librarian to be checked out for another week.
3. No book should be taken out of the library unless it is checked out properly.
4. Magazines and reference books such as encyclopedias may be signed out for overnight use only. They may be used in the library during the day.
5. Injury or damage to books beyond reasonable wear shall be paid for. **For lost books, the replacement cost of the book will be charged.**

HOMEWORK POLICY

Homework is given at the discretion of the teacher. Generally, homework should not require more than 30 minutes to complete. All students should read every evening whether it is assigned or not. Parents are urged to discuss with their child what they did at school during the day.

AFTER SCHOOL PARTIES

It is not possible to provide bus transportation for after school slumber and other private parties. Parents should plan to provide other transportation for such activities. Invitations to private parties may not be passed out at school unless everyone in the class is being invited. When all are not invited, hurt feelings sometimes encompass the uninvited child's day. Keep these party plans private and make plans out of school.

CLASS PARTIES AT SCHOOL

- Classroom parties held during the school year are at Winter and Valentine's Day.
- Teachers at the primary level sometimes have a party at Spring, as well.
- A fall fun day is planned in October.

Parties are planned and supervised by the classroom teacher with the help of room parents.

BUS TRANSPORTATION-BUS RULES

The Ridgedale School District furnishes transportation to and from school in compliance with State of Ohio regulations. This fact does not relieve the parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation services to any student.

If a student is unable to behave and is reported by the bus driver, the parents will be notified that the student is in danger of losing his/her bus privilege, the parent must provide transportation to and from school.

The following rules have been adopted by the Ohio Legislature (Ohio Revised Code, Section 3319.41 and new changes in Section 3301.83.13).

BUS RULES

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Students **must go directly to an assigned seat.**
5. Students must remain seated, keeping aisles, and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus.
9. Students must not possess tobacco on the bus.
10. Students must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student.
11. Students may not carry firearms, knives, or any dangerous substances or objects on the bus.
12. Students must not throw or pass objects on, from or into the bus.
13. Students may carry on the bus only objects that can be held in their laps.
14. Students must not put head or arms out of bus windows.
15. Students must leave or board the bus at locations to which have been assigned unless they have parental and administrative authorization to do otherwise.
16. Offenses that result in suspension or expulsion from the bus may also be grounds for suspension or expulsion from school.

These regulations give the school bus driver the authority to regulate conversations among passengers. These regulations also put the driver in charge of the bus and make the driver responsible for order. The school bus driver is not permitted to exclude any student from the bus, but the driver is required to report any unmanageable student to the proper authority. The school bus driver is responsible for requiring silence of all students at all railroad crossings. The school bus driver may use reasonable or necessary force to restore order and protect others and property, but is not permitted to use corporal punishment.

GOING HOME WITH ANOTHER STUDENT

Students will not be permitted to ride a bus to go home with another student unless a note has been written by **both** sets of parents / guardians. If only 1 student provides a note they will NOT be permitted to be transported together.

Parents should plan to transport their own child to the home of the child they wish their child to spend the evening, night, or weekend with. These arrangements must be made between the parents of both children.

BRINGING MONEY TO SCHOOL

When sending any money to school, please put the check or money in an envelope with the name of the student and the amount enclosed as well as the reason it is being sent to school.

Students should not bring extra money to school unless there is a specific reason for doing so, such as buying extra items at lunch time in the cafeteria.

Children are not to give money to other students nor are they to ask another student to give them money. The student bringing money to school should give it to the teacher to keep for them or keep it safely in their pocket.

RIDING BICYCLES TO SCHOOL

Students are not permitted to ride bicycles to school at any time.

BRINGING TOYS & PLAYTHINGS TO SCHOOL

The only time students should bring toys, games, etc., to school is when their teacher asks them to bring them for show and tell or for sharing, for example. The student will assume responsibility for any items brought to school.

Items specifically not to be brought to school include electronic games, radios, cameras, tape recorders, trading card sets, and other such equipment. The student should ask the teacher or principal if they are not sure about a particular item. Sports equipment should also be left at home unless the teacher or principal has given permission.

Many items are not permitted on the bus because of their size or the danger they present to other students. Please remember guns, knives, and other weapons, whether real or not, are never to be brought to school. If you choose to allow your child to bring games, ipods, or cell phones to school, please note they should remain secured, locked up, or given to the Principal. The school is not liable for the cost of lost or stolen objects.

CANDY, FOOD, AND CHEWING GUM

Candy and gum should not be brought to school. All food from lunch must be eaten in the cafeteria during the lunch period. No food is to be taken to the playground to be eaten at recesses.

CHEWING GUM IS NOT PERMITTED AT SCHOOL

FOOD IS NOT PERMITTED TO BE EATEN ON THE BUSES

STUDENT SALES PROJECTS

Individual sales projects, which are not school related are limited to charities and organized youth organizations such as boy or girl scouts, 4-H clubs, etc.

Students must have permission from the principal before beginning to sell to staff. Normally, sales are not permitted to be made to other students.

TITLE I – PARENTS’ RIGHT TO KNOW

In accordance with the requirement of Federal law, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the Board will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents shall be provided:
 - 1. information on the level of achievement of their child(ren) on the required State academic assessments;
 - 2. Timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.