

RIDGEWOOD HIGH SCHOOL DISTRICT 234

PARENT-STUDENT HANDBOOK



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www.d234.org

TABLE OF CONTENTS

Ridgewood High School Board of Education.....5

Ridgewood High School Administration.....5

Ridgewood High School Alma Mater.....6

Ridgewood High School Fight Song6

About This Handbook.....5

Acknowledgement & Pledge7

Animals on School Property8

Announcements.....8

Appearance & Dress Code.....8

 Definition of Modest Appearance.....9

Attendance9

Absences9

 Excessive Absences10

 Class Cuts10

 Truancy10

 Tardy to School/Class11

 College Visits.....11

 Religious Observance11

 Make-Up Work11

Extracurricular & Athletic Code of Conduct11

 IHSA12

 Academic Eligibility12

 Accommodating Individuals with Disabilities.....13

 Absence from School.....13

 Travel.....14

 Code of Conduct14

 Due Process Procedures15

 Drug & Alcohol Testing Program.....16

 Rebel’s Pledge17

Biometric Information.....21

Books21

Bullying, Intimidation, Harassment21

Bus Conduct.....22

Electronic Recordings on School Bus.....23

Cafeteria.....23

 Rules23

 Leaving School Early.....23

Co-Curricular Activities.....24

Communicable Diseases24

Concussions & Head Injuries.....24

Credit for Proficiency, Non-District Experiences & Course Substitutions.....25

 Correspondence Courses.....25

 Distance Learning Courses, including Virtual/Online Courses25

 Exchange Programs25

 Summer School & Independent Study.....25

 College Courses25

 Dual Credit Courses.....26

 Foreign Language Courses26

School Sponsored Dances26

Care of Students with Diabetes.....26

Education of Children with Disabilities.....27

Discipline of Students with Disabilities.....27

 Behavioral Interventions27

Discipline of Special Education Students	27
Certificate of High School Completion: Special Education	27
Access to Classroom for Special Education Observation/ Evaluation.....	27
Early Graduation	28
Student Use of Electronics	28
Emergency School Closings	28
English Learners	29
Equal Opportunity & Sex Equity	29
Uniform Grievance Procedure	29
Fees, Fines, & Charges	30
Eligibility Standards.....	31
Field Trips	31
Food Allergies.....	32
Forms	32
Fund Raising	32
School Related Organizations/Activities	32
Non-School Related Charitable Organizations	33
Grading & Promotion	33
Grading Scale.....	33
Graduation Requirements	34
Immunization, Health, Eye, & Dental Examination	34
Required Health Examinations & Immunizations	34
Eye Examination.....	35
Illness/ Injury during school day.....	35
Accidents/Medical Emergencies.....	36
Student Medication	36
Medical Authorization Form.....	37
Head Lice	37
Home & Hospital Instruction.....	37
Homeless Child’s Right to Education.....	37
Homework.....	38
Honor Roll	38
Identification Cards.....	38
Insurance	38
Internet/Website	39
Internet Acceptable Use	39
Student Acceptable Use of Electronic Networks	39
Usage Guidelines	39
Instructional Material.....	42
Library	42
Lockers	42
Locker Decorations.....	43
Lost & Found	43
Mandated Reporter.....	43
Military Recruiters & Institutions of Higher Learning	43
Parking	43
Drop-Off Zones.....	44
Bicycles.....	44
Pesticide Application Notice.....	44
PE Exemption	44
Physical Education Clothes & Locks.....	45
Care of School Property	45
Student Distribution of Non-School Publications Guidelines.....	45
School Sponsored Publications, Productions, & Websites.....	46

- R.A.P. (Ridgewood Assistance Program)47
- Reclassification Guidelines.....47
- Student Records48
- Student Records Challenges.....50
- Referral Agencies.....50
- Residency Requirements.....50
- Safety Drill Procedures51
- Schedule Changes51
- Search & Seizure.....52
 - School Property.....52
 - Students.....52
 - Seizure of Property52
- Sex Education Instruction53
- Sexual Harassment & Teen Dating Violence Prohibited53
 - Sexual Harassment.....53
 - Teen Dating Violence53
 - Making a Complaint53
- Sex Offender Notification Law.....54
- Shadows54
- Seal of Biliteracy.....54
- Social Probation54
- Student Social Networking Passwords & Websites.....55
- Standardized Testing.....55
- Student Behavior55
 - Expectations.....55
 - Prohibited Student Conduct56
 - Where Conduct Rules Apply58
 - Disciplinary Measures58
 - Corporal Punishment58
 - Weapons Prohibition.....59
 - Gang & Gang Activity59
 - Re-Engagement of Returning Students.....59
 - Suspicion- Based Drug & Alcohol Testing Policy59
 - Advisory Committee.....60
- Serious Misconduct- Future Impact.....60
- Student Services & Counseling.....60
- Suicide & Depression Awareness & Prevention.....60
- Summer School.....61
- Surveys: Student Privacy Protections61
 - Surveys from Third Parties61
 - Surveys Requesting Personal Information.....61
- Teacher Qualifications62
- Transferring & Transcripts.....62
- Transportation62
- WRHS Television62
- Video & Audi Monitoring System.....63
- Violent Offender Community Notification.....63
- School Visitation Rights63
- Visitors63
- Volunteers63
- Working During School Hours64

The School Board governs the school district, and is elected by the community. Current School Board members are:

Mr. Paul Draniczarek, President
Mr. Michael Straughn , Vice-President
Ms. Lisa Malicki , Secretary
Mr. Tony Caringella, Member
Mr. Frank DiPiero, Member
Ms. Laura McGready, Member
Mr. Christopher O'Leary, Member

The School Board has hired the following administrative staff to operate the school:

Dr. Jennifer Kelsall, Superintendent	ext. 1233
Mr. Thomas Parrillo, Assistant-Superintendent	ext. 1235
Mr. Christopher Uhle, Principal	ext. 1234
Ms. Jennifer Snyder, Director of Student Services	ext. 1284
Ms. Gina Castellano, Dean of Students	ext. 1242
Mr. Robert St. John, Athletic Director	ext. 1240

This handbook is a summary of Ridgewood High School's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website at: www.ridgenet.org. This handbook may be amended during the year without notice.

Ridgewood High School

ALMA MATER

Stocker – 1963

Hail to thee, our Alma Mater, hail to thee, our green and white.
Thro' the years we'll never waver in our love of truth and right.
All thy loyal sons and daughters pledge thee honor n'er to fail.
As we stand before thy portals, hail, our Ridgewood hail!

Ridgewood High School

FIGHT SONG

For Ridgewood High the green and white,
A rebel yell we'll give.
We'll cheer our team to victory
That name and fame may live.
For green and white we'll always fight
With spirit strong and true.
So go you Rebels fight
And we will stand by you.
Go green – Go white – Go team
Fight – Fight
Go green – Go white – Go team
FIGHT!

Ridgewood High School

Student Handbook Acknowledgment and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Ridgewood High School Student/Parent Handbook. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Announcements

WRHS News is presented Monday, Tuesday, Thursday and Friday at 10:30 AM and Wednesday at 7:55 AM live on Jack FM 89.7 WRHS-FM Norridge and the public address system inside Ridgewood. It is a PDF file and an audio MP3 podcast that is emailed to students, and is on the web at www.ridgenet.org, a Google Doc, and airs hourly on Jack FM 89.7 WRHS-FM Norridge. Information and messages are also distributed to students through Skyward and are located on monitors throughout the building.

Student Appearance & Dress Code

1. All students are required to maintain a neat, clean and modest appearance at all times and shall not dress in such manner which is provocative, lewd, obscene, distracting, indecent or materially disruptive of the educational process, or which creates a health or safety hazard for the student or others.
 - (a) Footwear must be worn by all students at all times. Soft soled Slippers are not considered appropriate footwear.
 - (b) No clothing shall be worn which shall be damaging to school property (e.g. cleats on shoes).
 - (c) No article of apparel designed for outdoor wear and no head covering, such as hat, cap, hood, or bandanna may be worn in the school building.
 - (d) Particular types of clothing may be specified to be worn on school sponsored excursions.
 - (e) Personal cleanliness is required of all students.
 - (f) Students must have their school I.D. on them at all times.
 - (g) Students' eyes must be visible through their eyewear.
 - (h) Students shall not wear, carry, or have in their lockers, clothing, tattoos or other personal effects (such as notebooks, folders, backpacks, etc.), which display, depict, or promote violence, vulgarity, nudity, obscenities, gang related symbolism, tobacco, alcohol or other drugs, or any other product or service not permitted to minors by law, in school or at any school sponsored activity on or off campus at any time.
 - (i) Students shall not wear clothing in such a way as to signify gang affiliation or that identifies a gang through colors, symbols, signifying "right" or "left", etc.
 - (j) The wearing of buttons, badges, or armbands bearing slogans or sayings shall be permitted as another form of expression unless the message thereof falls into the restricted categories.
 - (k) Clothing and accessories that are judged to be unsafe or extremely disruptive, such as chains and fishhooks, are not appropriate.
 - (l) No visible underwear.
 - (m) No bandannas may be worn in the building.

2. Interpretation of appropriate dress and appearance will be made by the Deans. Appeal of their interpretation is to be directed to the Principal.

Definition of Modest Appearance

"Modest appearance" means that students shall be attired in opaque material from the shoulders to the mid-thigh. Shirts and blouses must cover the abdomen and back at all times. Tops such as basketball jerseys must be worn over a shirt with sleeves. Spandex or spandex-like material and oversized pants are not permitted. Tank tops, muscle shirts, low cut blouses or shirts, transparent or mesh tops and shirts, tube tops, and halter tops are not permitted unless worn under and covered by another article of clothing. Skirts, shorts, and skorts (combination skirts and shorts) must extend down the leg at least far enough that the student's fingertips touch the bottom of the garment. The top of the slits on skirts must extend no further than the fingertips, even if an undergarment (tights, leggings, etc...) is worn under them. Pants and skirts must be worn around the waist. Tops must have no less than a 1-1/2 inch wide strap. Refer to Board of Education Policy 7.160.

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

If a student is to succeed in high school, regular attendance is important. The school will make every reasonable effort to inform parents/guardians of excessive absences from school or from classes, but the basic responsibility for the regular attendance of the student lies with the student and parent(s)/guardian(s).

Students and parents may check their attendance on the Skyward tab, through the RHS Website. Your login and password are required.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, school sponsored field trips, college visits, court, attending a military honors funeral to sound TAPS or other reasons as approved by the Dean of Students. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are be responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to

his or her return to school. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the Dean of Students.

In the event of any absence, the student's parent or guardian is required to call the school at (708) 456-4242 extension 1258 before 10 AM to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

The school may require documentation explaining the reason for the student's absence. Documentation must be received within two (2) business days after the student's return to school. A Doctor's note is required when a student is absent for more than three (3) consecutive days due to medical reasons. The Doctor's note must be written by a licensed Medical Doctor and must include each date in which the student is to be excused from school. A written explanation from a parent/guardian must be brought to the school for two or more consecutive days of absences.

Excessive Absences

After a cumulative total of two (2) absences a month, four (4) in a semester, and eight (8) or more full-time-equivalency days of absence (including any time missed on days of partial absence) for any reason other than those identified as "exempted absences" an attendance conference shall be held with the student to clarify attendance policies. After four (4) absences a month, a parent meeting will be held. Students who miss 5% or more of the prior 180 regular school days are considered chronic truants. Parents/ guardians and students can be held criminally liable for truancy.

Class Cuts

A cut is an unexcused absence from any scheduled activity on a student's schedule. Students will be issued a class cut if they miss 10 or more minutes of any period. This includes activities missed because of unexcused partial absences. Continued class cutting will result in disciplinary measures.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. The Villages of Norridge and Harwood Heights have ordinances prohibiting truancy. Both parents/guardians and students can be held criminally liable for truancy.

Tardy to School/ Class

Students are expected to report to school promptly. Students who arrive at school between 8:00 and 8:10 AM must report directly to class and shall be recorded as tardy. Class cuts may be issued for classes missed when students arrive to class after 8:10 AM. After 8:10 AM, students must enter through the Main Entrance and report immediately to the Attendance Office.

Students entering a class after it has started disrupt the orderly learning process and interfere with teachers teaching and students learning. Students are tardy if they are not seated by the second bell.

College Visits

Students who have achieved Junior or Senior standing by the start of the academic year are eligible to take two (2) days during the academic year to make college visits. The days **DO NOT** have to be taken consecutively. Ridgewood High School sponsored field trips do not count towards a student's two (2) days. Students must notify the Attendance Office of these visits at least one week in advance by completing a College Visit form. Students are required to bring documentation of the visit from an official at the college/university within two business days of the absence.

Release Time for Religious Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. A student's parent/guardian must give written notice to the Dean of Students at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including any examination, for equivalent academic credit.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students will be allowed one day to make up missed work or tests for every day out. Students who are unexcused from school will not be allowed to make up missed work and will receive a grade of "F" or "no credit" for work missed during an unexcused absence.

Extracurricular and Athletic Activities Code of Conduct

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian. (Signed electronically as part of the online Athletic Registration process).
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy. (Signed electronically as part of the online Athletic Registration process).
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy (Rebel Pledge) and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries. (Signed electronically as part of the online Athletic Registration process).

Illinois High School Association

Eligibility for most athletics and activities is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

I. Requirements for Eligibility to Participate in Athletics and Designated Non-Athletic Activities

Ridgewood District 234 requirements for eligibility for participation by students in athletic programs, as well as in non-athletic co-curricular activities, are identified in this policy statement. The RHS requirements explicitly stated for Ridgewood High School students and other students or schools affiliated with Ridgewood High School:

Students must pass 25 credit hours of high school work per week. Generally, 25 credit hours is equivalent of five .5 credit courses (2.5 full credits).

Students must have passed and received credit toward graduation for 25 credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

The above guidelines apply to (1) current enrollment at the time all activities eligibility is determined as defined in Section II, Part A (2) the total cumulative course work as defined in Section II Part B. Deficiencies from the previous term may be "made up" in a summer school program for which credit toward graduation is received prior to the time when eligibility for participation in athletic activities is being determined.

A student declared ineligible shall be ineligible for all interscholastic participation, and may be subject to further consequences based on program and team rules.

A student's eligibility may be reinstated by the Principal or his designee if he/she does not receive a grade of "F" per "II-A" below.

II. Determination of Student Eligibility

A. Current Semester:

Each teacher or teaching team shall be responsible to identify students who are ineligible, due to current academic work, for participation in all activities under this policy.

The coach/advisor of each sport/activity will receive a list of those students who are failing, indicating the courses in which the student is failing. The coach/advisor will notify an athlete if he/she is ineligible. The student will remain ineligible until at least the Monday following his/her notice of ineligibility. Each coach/advisor will counsel and encourage the students to seek help and place more effort into their area of weakness.

B. Prior Semester:

The Dean/Athletics Director shall be responsible, in cooperation with Student Services Office Personnel, to determine students who are ineligible based upon academic performance in the prior semester of high school registration. Anyone declared ineligible based on the previous term's grades will be ineligible for the entire semester.

C. Additional requirements for eligibility:

The Rebel's Pledge is signed by both the student and parent/guardian at the mandatory meeting or at the coaches/advisors designated meeting. If they do not violate specific club or sports' rules, or if they do not violate the criteria stated in the Rebel Pledge, the student is eligible, provided Section II Part A AND B requirements have been met. Continued violation of RHS Activity Code and/or Discipline Guidelines will result in additional consequences or removal from the sport or club.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities with the accommodations mandated by the student's I.E.P. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting. For questions/concerns regarding special education contact the Special Education Division Head at (708) 456-4242 extension 1249. For students with a medical disability contact the Nurse at (708) 456-4242 extension 1268.

Absence from School on Day of Extracurricular or Athletic Activity

A student must be in attendance for a minimum of one half of the school day in order to participate in extracurricular activities or athletics. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities

for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid

Extracurricular & Athletic Activity Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;

9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of events, competitions, or practices;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine and products composed purely of caffeine in a loose powdered form, will be based on the following:

First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty may be reduced if the student is enrolled in a drug or alcohol counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student may be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the superintendent or superintendent's designee.

All students remain subject to the School District's student discipline policy and the school's student/parent handbook.

Drug and Alcohol Testing Program

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's "Random Drug and Alcohol Testing Consent" form will

result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

Rebel's Pledge

High School District 234 officials, activity directors and coaches of athletic teams believe that those students who are selected for the privilege of membership on teams or activities should conduct themselves as responsible representatives of their schools. Co-curricular participants who fail to abide by this co-curricular code are subject to disciplinary action as prescribed by the code. As recognized representatives of their schools, members of District 234 co-curricular programs must demonstrate the character and behavior outlined in this Code, 24 hours, a day every day of the calendar year.

As a participant in the R.H.S. Athletic / Activity Program, I agree to abide by all training rules, including the rules regarding the use of alcohol/drugs/tobacco. I also know that as a member of an IHSA sponsored sport I could be subject to random steroid (urine) testing administered by IHSA affiliates.

TO DEMONSTRATE MY SUPPORT, I PLEDGE TO:

Be punctual; attend all practices / meetings prepared with proper equipment and attitude

Conduct myself in a proper manner on and off the field/court, 24 hours a day every day of the calendar year.

Support my fellow students by setting an example and abstaining from alcohol, drugs, and tobacco use. 4

Not enable my fellow students who use alcohol/drugs/tobacco. I will hold my teammates responsible and accountable for their actions.

Seek information and assistance in dealing with my own or my fellow students' problems.

Be open and honest with my coach / advisor and other school personnel.

Show respect and good sportsmanship toward coaches, officials, opponents and fans at all times.

SECTION I

- A. A co-curricular participant at District 234 will be subject to disciplinary action if he or she commits any of the following violations:
1. Falsification of a signature on the athletic permit card or physical form. (If falsification is by a parent or another student, the athlete will be held responsible.)
 2. Theft or vandalism of any school's or individual's property.
 3. Acts of unsportsmanlike conduct during the sport season in which the athlete is involved, such as cheating, fighting, or verbal abuse of officials, contestants, coaches or spectators.
 4. Possession, use and/or distribution of tobacco or tobacco products, illicit drugs or "look -alike" drugs, and alcoholic beverages and steroids are prohibited in the school and on the school grounds at all times (including during schools hours and at extracurricular functions) and at any school sponsored activity on or off campus at any time. Possession of paraphernalia, or being under the influence of alcohol or illicit drugs AT ANY TIME IS ILLEGAL and will be construed as a violation of this policy.
 5. Continuous suspension and/or insubordination within the school, activity, or athletic setting.
 6. Other conduct, whether on campus or off campus, that is illegal, dangerous or inappropriate, such as assaults, hazing, threats, and posing a danger to school property or public property.

THE CO-CURRICULAR CODE OF CONDUCT IS IN EFFECT 24 HOURS A DAY, EVERYDAY OF THE CALENDAR YEAR.

- B. Each coach / advisor has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance at practice, detentions, curfew, dress and general conduct of participants during practices, contests and trips, and will be handled by the coach/advisor. These rules are also to be clearly communicated to the athlete.

SECTION II

Any violation of the stated policy while the participant is enrolled in District 234 will result in the following action:

A. FIRST OFFENSE:

Suspension from all activities / athletic contests for 1-2 consecutive interscholastic events, with the student expected to participate in all practice sessions during that time. All training rules are followed. In case of property damage, the student makes restitution for damages and repairs. No exception is permitted for a student who becomes a participant in the assessment program.

If drugs or alcohol are involved, a mandatory conference with the Counselor and/or the Athletic Director, the Parent(s) or Guardian(s) and the student is required for reinstatement. Referral for assessment from a recommended center may be part of the stipulation for reinstatement. The student may not participate until his or her coach/advisor has received notification from the Athletic Director that the preliminary contact has occurred.

1. Voluntary admission of an infraction of a training rule regarding substance abuse will not result in a 1-2 interscholastic suspension, but will count as a first offense. In such cases, a mandatory conference with the Counselor and/or the Athletic Director is still required. Referral to a recommended center for an assessment may be part of the stipulation for reinstatement. (The purpose of this provision is to allow the student to seek help.) A student may not use this voluntary admission if the school is already aware of the rules infraction. Any student may use this provision only one time per high school career.

B. SECOND OFFENSE:

1. After confirmation of a second violation, the student shall lose eligibility to participate in the co-curricular activity, in which the student is participating, for 1/3 of the season, but the student will be expected to practice. If necessary, this suspension may be carried over from one sports season into another, or from one year into the next year. The student must complete the season during which the penalty is being served. (In addition to the above penalty, if the second offense occurs during the same sport season in the same school year, the student shall lose eligibility for all practice and contests for the remainder of that season.) All training rules are followed. No exception is permitted for an athlete who becomes a participant in an assessment/treatment program.
2. If drugs or alcohol are involved a second time, a mandatory conference with the Counselor and/or the Athletic Director, the parent(s) or guardian(s) and the student is required for reinstatement. Referral for an assessment from a recommended center is required for reinstatement.

C. THIRD AND SUBSEQUENT OFFENSES:

1. After confirmation of a third or subsequent violation, the student shall lose interscholastic eligibility for one full calendar year. Participation in an assessment from a recommended center is mandatory if drugs and alcohol are involved.

These sanctions apply to all students participating in athletics or activities. The penalties shall be cumulative beginning with the student signing this code and continuing throughout the student's high school career. *This policy is in effect 24 hours a day for an entire calendar year* and does not supersede District 234 school disciplinary policies. Violations are cumulative throughout the athletes' career.

Athletic Attendance and Participation: If an athlete is absent from school all day or has a partial absence, not being in school for more than half a school day, or leaving school early, he/she is ineligible to participate in activities that afternoon or evening.

This participation includes practice sessions. Truancy is an unexcused absence. Students who violate this policy will be suspended from participation in the next contest/activity.

Suspended Students: Students who are suspended from school may not participate or practice in the activity while on suspension. One-day suspension ends at 3:00 p.m. and the athlete may not participate until the next day. If suspensions are extended through the weekend, ex. Friday and Monday, the athlete cannot participate in any weekend contest. Coaches/advisors will check absence list for suspensions that are more than one day. Students who violate this policy will be suspended from participation in the next contest. Continued suspensions may result in the Student being ineligible for the remainder of the season.

I understand/agree to abide by all the current provisions of the Co-curricular Code, and Student Handbook.

I understand and agree to abide by all the current provisions of the Co-curricular Code and handbook. I understand that participation in extracurricular activities is a privilege and not a right and I understand that I may be prohibited from participating in activities for violating these rules or for other significant misconduct, whether it occurs on campus or off campus. I understand that in order to participate in any Co-curricular Activity I must sign this pledge.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Books

Students will be expected to purchase their textbooks for most of their classes. In some instances the school will continue to provide textbooks or materials on a loaned basis. In those instances, students are responsible for maintaining those materials in good condition. Students will be required to pay for *any* missing or damaged books that they were issued during the school year. Students that are able to demonstrate a financial need can receive their textbooks on loan from the school. If you have questions about purchasing textbooks please contact the Business Office.

Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing. If a student feels he/she has been harassed or intimidated, it should be reported by the student to the Dean of Students.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Bus Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The Content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Cafeteria

The school cafeteria offers a choice of hot or cold lunches. Milk and other beverages are also available. Students are not permitted to take food and drink from the cafeteria. Food and beverages are not to be consumed until students have paid for the item(s). Book bags are not permitted in the food line. Soliciting of money is prohibited in the cafeteria. All students are expected to clean the area used prior to leaving the cafeteria. A prepayment program is available, with the student ID card used for payment. See the cafeteria manager for more information.

Cafeteria Rules

- Respect each other and the Ridgewood staff.
- No throwing food or other items.
- No yelling or chanting.
- No inappropriate language.
- Students must clean their area before they leave.
- Students may not leave the cafeteria or get food during the last 10 minutes of the lunch period.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

Leaving School Early

RHS is an open campus for lunch only. It is permissible for Juniors and Seniors to leave the building for lunch if all of the following criteria are met:

- Students must have successfully completed 9.5 credits.
- Juniors & Seniors must currently have high honor roll OR a GPA of 3.0 and NO discipline referrals the prior semester.
- Student must be passing all classes. This will be checked each semester.
- Student may only leave the building for their own lunch period.
- Student must have parent/guardian permission to leave the building.
- Students are to leave and enter through the main entrance.
- Students must have proper school identification displayed when leaving and entering the building.
- Loss of privileges may result from excessive absences, tardiness, and/or discipline issues.

If a student is late returning to school from lunch or has any disciplinary infractions, his/her lunch open campus lunch privileges may be revoked. If a student needs to leave the building, excluding open campus lunches, they must first sign out in the attendance office. When a student returns to school they must sign-in immediately in the attendance office. Failure to sign out or in will result in the absence being marked “unexcused” and disciplinary action may be taken. Students must bring parent/guardian permission notes to the attendance office prior to 8:00 AM.

Co-curricular Activities

The purpose of co-curricular activities is to broaden the educational experience beyond the regular school day.

A wide variety of co-curricular activities is available to interested students. The activities vary from student government to special interest clubs to athletics. A complete listing of clubs and activities can be obtained from the Athletic Office. Student participation in athletic activities is contingent upon written permission from parents/guardians, physical examination, and personal insurance. Other eligibility requirements are detailed in Appendix A of this handbook.

Ridgewood is a member of the Metro Suburban Conference (MSC) and IHSA and participates in interscholastic competition in athletics as well as activities.

Communicable Disease

Parents are required to notify the school nurse if they suspect their child has a communicable disease. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student’s doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

If a student is required to be placed in a non-school setting, an appropriate educational program shall be developed and provided to the student. The determination of whether or not a student with a chronic communicable disease may attend school in the regular classroom setting shall be made in accordance with Board of Education policy, recommendations of the Illinois Department of Public Health, and other state and federal laws. The Board’s policy includes provisions for making placement decisions and for confidentiality. More information about the policy may be obtained from the School Nurse or the Principal.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois’ Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District’s return-to-play and return-to-learn protocols.

Credit for Proficiency, Non-District Experiences and Course Substitutions

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed provided:

1. The Course is given by an accredited institution.
2. Student has completed their junior year.
3. Student assumes responsibility for all fees; and
4. Building principal or designee approves the course in advance.

A maximum of 2 units of credit may be counted toward the requirements for a student's high school graduation. Grades earned in approved correspondence courses count toward a student's grade point average, and eligibility for athletic and extracurricular activities.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including virtual or online courses, may receive high school credit for work completed provided:

1. Course is offered by an institution approved by the superintendent or designee;
2. Student assumes responsibility for all fees (including tuition and textbooks); and
3. Building principal or designee approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average,, and eligibility for athletic and extracurricular activities.

Exchange Programs

An exchange student will be granted a diploma if he or she completed the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing any course given by a district- approved institution with approval from the principal or designee.

College Courses

A student who successfully completes community college courses may receive high school credit, provided: (1) The course is approved in advance by the student's counselor and the building principal; and (2) The student assumes responsibility for all fees.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Dual Credit Courses

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The building principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be under the age of 21 in order to participate in any school dance.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.
- e. Parent must provide a meter, sliding scale from the doctor, insulin, and other supplies to the nurse's office.

For further information, please contact the building principal or the school nurse.

Education of Children with Disabilities

It is the intent of the district to ensure that students with disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office in the family’s first language.

Discipline of Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The I.E.P. Team will develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. All school staff are mandated to follow the Behavior Intervention Plan put in place for students with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s Special Education rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Certificate of High School Completion: Special Education

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student’s 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Access to Classroom for Special Education Observation or Evaluation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the Special Education Division Head at 708-456-4242 extension 1249.

Early Graduation

Early Graduation Students may apply to their counselor for early graduation when they have met all graduation requirements. Notification of the student's request and verification of the student's acceptability for early graduation will be given to the Superintendent by the counselor. Additional supporting documentation may be required. Permission for early graduation may be granted to a student by the School Board upon the recommendation of the Superintendent.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, during the student's lunch period, and during passing periods. Cell phone and ear bud use is prohibited during class time and in office areas. Students are permitted to wear ear buds in one ear only during previously mentioned times. The ear bud must go into the ear and not surround it. If wearing ear buds, students must be able to hear outside noises.

During instructional time, which includes class periods, electronic devices must be kept out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to disciplinary measures including the in violator being banned from having these privileges.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Emergency School Closings

Ridgewood High School will be closed only in the event of extremely severe weather conditions or in the event of loss of essential utilities. The decision to close school due an emergency will be made at or before 6 a.m. of the day closing. If possible, it will be made the night before. The closing of Ridgewood High School due to an emergency will be announced on www.emergencyclosings.com; the RHS website; via an automated calling system and the following radio & TV stations: WGN- AM 720, WBBM-AM 780, WRHS-FM 89.7, WCFS-FM 105.9, WBBM CBS 2, WMAQ NBC 5, WLS-TV ABC 7, WGN-TV 9, WFLD Fox 32, CLTV (Channel 38 on Comcast).

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: 1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. For questions related to this program or to express input in the school's English Learners program, contact the Principal.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any currently enrolled student or parent/guardian with a sex equity or equal opportunity complaint may file a discrimination grievance by using the Uniform Grievance procedure described below and in Board of Education Policy 2:260.

Current complaint managers are:

Dean of Students
7500 W. Montrose Avenue
Norridge, Illinois 60706
(708) 456-4242, extension 1242

Librarian
7500 W. Montrose Avenue
Norridge, Illinois 60706
(708) 456-4242, extension 1246

Uniform Grievance Procedure

(Board of Education Policy 2.260)

Students or their parent(s)/guardian(s), employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, or Board policy including:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972.

The Complaint Manager will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable

resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

STEP I - Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

STEP II - Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board which shall render a decision in accordance with Section 3 of this Policy. The Superintendent will keep the Board informed of all complaints.

STEP III - Decision and Appeal

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision that shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the School Board shall render a written decision that shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

Fees for 2017-18 Academic Year

Student fees that were approved by the Finance- Audit Subcommittee and the School Board are as follows: Registration \$160, Technology \$185 (\$85 own iPad) Advanced Placement \$93 per course, Industrial Technology \$50 per course, Band \$57 per course, Parking Passes \$50 per semester, Driver's Education \$300, \$65 for one sport, \$130 for two or more sports, \$75 for Family Year Long Passes for sporting events. Late fee of \$25 after July 1st and \$50 for any health office forms turned in after July 15th. Summer School fees for ½ credit course are \$200 for in district students and \$350 for a full credit course (\$400 for out of district students.)

Fees, Fines & Charges; Waiver of Student Fees

Ridgewood complies with State and Federal laws. Contact the Business Office for more information.

Eligibility Standards

Students currently receiving aid under the Illinois Public Aid Law are eligible for waiver of all fees and lunch charges. "Lunch charges" means the charges for lunches offered by the school district as a participant under the State of Illinois program of reimbursement for free lunches.

Other students may be eligible for the waiver of fees or lunch charges on the basis of federal family income guidelines issued not later than June 1 of each fiscal year by the Secretary of the U. S. Department of Health and Human Services for the federal free and reduced price lunch program; or in cases in which a student's family is able to otherwise establish that they cannot afford to pay the fees (such as significant loss of income due to illness or injury in the family).

The following fees are included in the waiver:

- Charges for textbooks and instructional materials
- Charges and deposits for use of school property (towels, lab equipment)
- Field trip costs if it is a required part of a class
- Charges or deposits for uniforms and equipment for sports or fine arts programs
- Charges for participating in extracurricular activities
- Charges for shop, lab, or art supplies
- School record fees
- Health service fees

Fees *do not* include:

- Fines and charges for loss, misuse, or destruction of school property
- Class rings, yearbooks, pictures, diploma covers or videotapes, or similar items
- Optional travel, such as senior trip, band trip, etc.
- Insurance

Parent(s)/guardian(s) will be notified within 30 calendar days if their request is denied; reason for denial and process for appeal will be provided. All information regarding recipients of a fee waiver is confidential. Information and applications are available in the Business Office.

Field Trips

Students may supplement their academic program with a field trip, either in-school or out-of-school. Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Students with Food Allergies

If your child has allergies and requires assistance while at school/ school functions an Allergy Action Plan must be submitted to the school nurse. State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (708) 456-4242 extension 1237.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Forms

Parent(s)/guardian(s) and students are required to provide RHS with health records, current emergency information and a signature on the internet access and television/radio authorization form. Failure to do so will result in disciplinary action and/or exclusion from school.

Fund Raising

For School Related Organizations/Activities

Ridgewood District 234 student "profit making" organizations may conduct fund-raising activities through the sale of products or services to other students, friends, relatives, neighbors, or other specific persons known to those conducting such fund raising. Sales or solicitations from a "street corner" or in a "shopping center" are specifically prohibited. The administration reserves the right to define which student groups are "profit making," limit the types of products/services offered, and to limit the times and locations of these fund-raising activities. Guidelines are to be established by the Student Council in concert with the Activities Coordinator.

All such fund raising must be approved by a vote of the Student Council and receive permission from the Activities Coordinator and or the Athletic Director before the fund raising takes place.

For Non-School Related Charitable Organizations

Ridgewood District 234 student groups may be involved in fund raising for non-school charitable organizations through school sponsored classes or organizations such as clubs or teams under the following conditions:

1. The charitable organization must present evidence that at least 90% of the funds raised by the charitable organization goes directly to the cause.
2. Sales of products are prohibited. Collecting donations or providing services are allowed.
3. Students involved in the fund raising must be supervised by a Ridgewood staff member and/or a parent/guardian of a Ridgewood student if the fund-raising activity takes place at a location outside the school. Written permission from the parent/guardian of the students involved must be on file in the school office.
4. No more than five (5) such fund-raising events may be held during any school year. These events must first be approved by a vote of the Student Council and then by the Principal or his designee.

Solicitation of funds by student organizations (for either school related or non-school related organizations) from businesses, professional persons or industrial firms must be pre-approved by the Superintendent or his designee and shall be limited to no more than six (6) in any school year. Any student fund raising not specified in this policy is prohibited.

Grading & Promotion

School report cards are issued to students on a quarterly basis. Grades for the first and third grading periods are interim grades for the term length courses. At the end of the term a final grade will be recorded for each course. Final grades are the only grades that will remain in history and are the grades used for cumulative grade point averages. Report cards, include grades, teacher comments, and grade point averages. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Grading Scale

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

Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is required to complete a minimum of 23 credits. These shall include:

- 4 English
- 3 Mathematics
- 3 Science
- 2 Social Studies
- 3 Physical Education
- .5 Health
- .5 Driver's Education
- 2 World Language, Business, Vocational, or Computer Science
- 1 Fine or Applied Arts
- .5 Consumer Education

In addition, students must demonstrate proficiency in the U.S. and Illinois Constitutions which can be demonstrated in designated Social Studies Courses. Students must also complete the state approved accountability measure when applicable.

The Principal or his/her designee shall have the final authority in determining what constitutes a district-approved equivalent. Students who transfer into Ridgewood High School are subject to the requirements listed above **and** the requirements of the previous school during the years attended. The principal shall have the final authority in determining transfer student graduation requirements and acceptance of transfer credits. Exclusive of transfer from other school districts, approval for the transfer of credits from an institution other than Ridgewood High School must be obtained in advance from the Principal or his designee.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Immunization, Health, Eye & Dental Examination

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Completed health examination and immunization records signed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes him/her to perform health examinations, or a physician's assistant to whom has been delegated to the performance of health examinations by his/her supervising physician (Section 27-8.1(2) of the School Code. Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health

exam (though diabetes testing is not required). Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by August 1st of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by August 1st, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

Each year, Special Education students receive a vision and hearing screening each year they are in school attendance. Per the Illinois Department of Public Health's rules and regulations, it should be noted *"Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months."*

For students entering from outside of Illinois, Illinois law requires that proof of an eye examination by an optometrist or physician (such as an ophthalmologist) who provides eye examinations be submitted to the school no later than October 15th of the year the student is first enrolled or as required by the school for other children. The examination must be completed within one year prior to the first day of the school year the child enters the Illinois School System for the first time. The parent of any child who is unable to obtain an examination must submit a waiver to the school. All health related forms are available in the Health Office.

Any parent/guardian requesting their child be excluded from a vision screening should submit a signed report to the Health Office from an optometrist or ophthalmologist indicating that an examination has been administered within the previous 12 months. This report should be submitted at the start of the new school year.

Illness/ Injury during school day

Students who become ill or injured during the school day should report to the Health Office. When visiting the Health Office, students *must have a pass from class* in order for the visitation to be excused. No student is excused to leave the school without *parent/guardian* permission. Students may be allowed to lie down and afterwards will either be sent back to class or sent home once a parent/guardian is contacted. Emergency alternates will only be contacted in life threatening situations.

Students with a physical injury or disability may be given permission by the nurse to use the elevator. Additional rules regarding the use of the elevator will be reviewed with the student in the nurse's office.

A student may be excused up to three days from some or all physical activities when the appropriate excuses are submitted to the school by parent(s)/guardian(s) or exempted for a specified period of time by a person licensed under the Medical Practice Act. Each student will have a limit of three PE excuses per semester without a physician's written exemption. PE excuses from a physician should be time limited and specify a tentative date of return to the restricted activities. For any physician approved PE excuses longer than a two-week period, a *"Modified PE Form"* will be required to be completed by the physician.

Accidents/Medical Emergencies

It is the responsibility of students to report **immediately** (to a staff member and/or the School Nurse) any accident which causes injury or medical emergency to themselves or to any other person. It is the responsibility of the School Nurse or designee to determine if paramedics need to be called. It is important that an accident report be completed and submitted within twenty-four hours of an accident.

When paramedics are called to transport a student to the hospital the following guidelines will be followed:

1. The student's parent(s)/guardian(s) will be notified by the Principal or designee and advised as to which hospital their child will be taken.
2. In the event a parent/guardian cannot be reached, the emergency person listed on their Emergency Information card will be contacted and informed as to which hospital the student will be taken.
3. The Confidential Health Problem list will be checked to see if the student has a known health problem. This information will be given to the paramedics. They will be given the name of the person who will meet them at the hospital.
4. If a parent/guardian or designee cannot meet the child at the hospital, the School Nurse or designee will follow the student until a family member arrives to be with the student.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." Students are required to take their medication in the Health Office where cups and filtered water are available. Students **MAY NOT** give any medication to others.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication¹

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

¹Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan.

Medical Authorization Information

Every student must have their emergency contact information in Skyward updated so that the Health Office can notify a family if an emergency occurs. The information contained in Skyward must be updated for each student's health status annually so that the correct parent(s)/guardian(s) can be contacted at home/work regarding a student's illness, injury or medical/dental emergency. **In the event of a medical/dental emergency and no parent/guardian is available, the school will act "in loco parentis" until such time that a parent/guardian can be notified of the emergency. Therefore, it is extremely urgent that all phone numbers (home, work and cellular) are correct and kept up-to-date in skyward.** All changes are to be reported to the Student Services or Health Office.

Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Home and Hospital Instruction

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the Social Worker at (708) 456-4242 extension 1283.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

- enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Information about assistance and support for homeless families can be provided by the School's Social Worker at extension 1283.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. If a student knows he/she will be absent for several days, it is possible for homework assignments to be sent home. Arrangements for this must be made through the Student Services Office or the individual class teacher.

A twenty-four hour Parent Access Center is available called Skyward for students and parent(s)/guardian(s) to verify assignments in each course. Your password is required.

Special note to parent(s)/guardian(s) about Homework

It is important that you not allow students to tell you that they do not have homework. Quite often the student means only that he/she does not have an assignment due the next day. You should *insist* that your student spend time each day on school work *at home* doing such things as reading, re-writing notes taken in class, reviewing tests and other assignments, writing papers, working on projects due in the future, answering questions at the end of chapters, working extra problems, correcting previous assignments, studying for tests instead of waiting until the night before, etc. You must assume the responsibility to limit the amount of time your student spends watching TV, listening to music, working, and socializing outside the house during the school week if you expect your student to be as successful as he/she can be. Complaining and arguing are normal teenage behaviors where these things are concerned. If your student is not doing well in school, we encourage you to listen to him/her, but *we urge you to be firm in your insistence on doing homework daily.*

Honor roll

Honor Roll status will be calculated at the end of each quarter. Students who receive a GPA of 4.0 or better will achieve "high honors." Those with 3.5 - 3.999 will be designated as "honor roll." Those with 3.2 - 3.499 will receive "honorable mention."

Identification (ID) Cards

Each student will be given a photo ID card. Students must retain this card until a new one is issued by the school, generally for two years. *This card is to be on the student at all times while in school or at school-sponsored events.* If a student loses his/her ID, it must be replaced at the student expense. The cost of a new ID will be \$5. If a student fails to bring an RHS ID to school he/she will be responsible for obtaining a new ID from the front desk. The student's account will be charged and no cash will be accepted.

Insurance

Student Accident Coverage is provided for students enrolled in District 234 at no cost to the family. This coverage is secondary to your primary family coverage. Students are covered while attending classes or participating in school sponsored activities and sport programs, including football.

Internet/ Website

Ridgewood maintains its own Internet website. On it can be found information about the school, the district budget, the faculty, and notices of upcoming events. The location of the site is at <http://www.ridgenet.org>. Access to the Internet is a privilege. Each family is expected to sign an agreement that establishes the conditions under which access is granted to students. Violation of the terms and conditions of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action

The Skyward link is available to all students, parent(s)/guardian(s). A password will be assigned to all new students, parent(s)/guardian(s) after the start of the school year. This website will give you access to all your child's data: grades, homework, attendance, discipline. You will also be able to communicate to the faculty at Ridgewood High school through this website.

Internet Acceptable Use

Student Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. It is essential for all students to have access to electronic devices and networks as part of the District curriculum. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Usage Guidelines

1. **Acceptable Use** - Access to the **District technology and** electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. The use of the District's electronic network is a privilege, not a right, and personal inappropriate use will result in a cancellation of those privileges.
2. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. The Director of Technology, Building Principal or designee will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final. **This includes temporarily confiscating and retaining students' personal electronic devices when such devices are used to access the District's network in violation of this policy.** Some examples of unacceptable uses include, but are not limited to, the following:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
 - b. Unauthorized downloading of software;
 - c. Downloading of copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space **or bandwidth for non-educational materials;**
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
 - h. Using another user's accounts or passwords;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - m. Using the network while access privileges are suspended or revoked;
 - n. **Removing hardware/software, networks, information, or communication devices from the District or other network;** and
 - o. **Installing client VPNs or configuring proxy servers on district devices or using such tools to circumvent content filtering or other network restrictions.**

3. **Internet Safety** - Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is almost assured if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Each District computer with Internet access, and any personal device accessing our network, has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Director of Technology, Building Principal or designee shall monitor student Internet access.

4. **Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette, **whether accessing the network from a District-owned or personal device**. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or staff.
 - d. Do not use the network in any way that would disrupt its use by other users.
5. **Privacy** - **Electronic communications are not private and students have no rights, ownership or expectation of privacy in any material that is stored, transmitted, or received via the District's network or electronic devices. The District reserves the right to access all electronic communications transmitted on its networks, including files deleted from a user's account but not erased.** Electronic communications relating to or in support of illegal activities may be reported to the authorities. **State law stipulates that school authorities may require a student or his/her parent/guardian to provide passwords or other related account information in order to gain access to students' social media account or profile. This request would only be as result of an administrator's reasonable suspicion that the student's social networking account contains evidence that a violation of a school rule has occurred.**
6. **Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the **Director of Technology or Building Principal**. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
7. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, **electronic devices**, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
8. **Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
 - a. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
 - b. **Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.**
9. **1:1 Device Assignment** - **Selected students across the district will be issued electronic devices for use in school and at home, along with charging equipment and/or cases for their 1:1 device. If a student is selected to participate in the 1:1 program, the student must use the assigned device and may not substitute the device for other equipment. The District retains sole right of possession of the 1:1 equipment, and the devices are lent to the students for educational purposes only. Moreover, the District retains the right to collect and/or inspect 1:1 devices at any time, including via electronic remote access and to alter, add or delete installed software or hardware. If a student ceases to be enrolled in the District, the student/parents will return the 1:1 device and equipment in good working order or pay the full replacement cost of the equipment.**

10. **1:1 Device Student Responsibilities** - The students are solely responsible for any apps or extensions on their 1:1 devices that are not installed by the District; no guarantees that data will be retained or destroyed. Students are responsible for backing up their data to protect from loss. Student are solely responsible for the 1:1 device issued to them and must adhere to the following:
 - a. Students must bring their device to school every day and make sure it is fully charged.
 - b. Students must treat their device with care and never leave it in an unsecured location. If a device is lost, students must contact the IT Department immediately.
 - c. Students must promptly report any problems with their device to the IT Department.
 - d. Students may not remove or interfere with the serial number and other identification tags.
 - e. Students may not attempt to remove or change the physical structure of the device, including the keys, screen cover or plastic casing or protective case.
 - f. Students must keep their device clean.
 - g. Students must not use their device in bathrooms or locker rooms.
11. **1:1 Device Spare Equipment and Lending** - If a student's 1:1 device is inoperable, the school has a limited number of spare devices for use while the student's device is repaired or replaced. This agreement remains in effect for loaner devices. The student may not opt to keep an inoperable device.
12. **1:1 Device Repair and Insurance**- Only the District may repair or replace a device. The District will repair or replace damaged equipment resulting from normal use. All other breakages will be the financial responsibility of the student and billed at the prevailing rate for materials and labor or full replacement. Loss or theft of the equipment is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.
13. **Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. **Any and all such unauthorized charges or fees shall be the responsibility of the user.**
14. **Copyright** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.
15. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services, **including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the District denies responsibility for any information that may be lost, damaged, altered, or unavailable when using the Internet.**
16. **Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhances Education through Technology Act of 2001, 20 U.S.C §6751 et seq.
Harassing and Obscene Communications Act, 720 ILCS 135/0.01.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Library

Ridgewood's Library has over 20,000 books, videos, DVDs, magazines, and other materials for students and their parent(s)/guardian(s). The Library is open Monday –Friday from 7:00 am to 4:00 pm.. You will find many great reads in the library including the ABE books and the latest thrillers, graphic novels, and short stories. The Library also has Macbook computers, Flip camcorders, digital cameras, and other technology to help create interactive multimedia projects. All items, except the Macbooks, can be checked out for use at home. Computers in the Library provide Internet access to research databases and useful websites for projects. The Library databases and online catalog can be accessed 24 hours a day at both home and school. Check out the Library's homepage for more information <http://www.ridgenet.org/library>.

Lockers

Students are assigned hall lockers. Locker numbers can be found on their schedule. Students are to keep lockers clean, not store food, and are not to deface the lockers inside or out.

Students are to secure their lockers with a lock purchased from Ridgewood High School and are not to leave their valuables unattended. School authorities will retain both the combination to these locks as well as a master key to open them, should the need arise. **School lockers are considered school property and students have no expectation of privacy through the use of school lockers.** School authorities may open school lockers at any time. Any lock not issued by Ridgewood High School on a school locker will be cut off. Students are not to share their lockers or share their combinations with friends. Ridgewood is not responsible for stolen articles. Students are to report theft to the Deans Office and complete a theft form with the school resource officer. Parents/guardians may wish to file a police report and file an insurance claim with their insurance company.

If a locker is found with items inside and there is no lock on it, all possessions will be removed and sent to the Nurse's Office; and a bolt will be placed on the locker. The student will need to purchase another lock from the school in order to get the items back and the bolt off that locker. Gym lockers are assigned by the physical education teachers.

Locker Decorations

Locker decorations may consist of materials such as crepe paper, poster board, ribbon, masking tape, and appropriate posters. Balloons, confetti, glitter, and other materials likely to cause clean-up, safety or health problems are not to be used on, in, or around the locker. **PAINTER'S TAPE SHOULD BE USED TO DECORATE. NO DUCT TAPE ALLOWED.** The decorations must not overlap or interfere with the use of the locker being decorated or with the use of lockers next to it. Decorations are to be on lockers only. There are to be no decorations on the ceilings. Decorations not meeting these guidelines will be removed by school personnel. Specific Homecoming decoration rules will be determined by Student Council.

Lost & Found

The Attendance/Deans Office maintains the Lost and Found. Books and other valuable items are kept locked up. Unclaimed items will be donated to a charitable organization on a quarterly basis.

Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services. "Child abuse and neglect" generally means "the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment of a child under the age of eighteen, by a person who is responsible for the child's welfare under circumstances which indicate that the child's health or welfare is harmed or threatened thereby."

The State provides legal protections for those professionals making the reports, and imposes penalties for those who willfully fail to report child abuse; this may include loss of their teaching certificates. A list of known sex offenders in the community is on file at your local police station.

Military Recruiters & Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the Director of Student Services.

Parking

Students may park their vehicles in the East lot designated for students. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

All students parking in the Student Lot must place an identifying sticker on the driver's side, rear window of their car or on the rear fender in case of a motorcycle. Parking Permit applications may be picked up from the Dean of Student's Office. New stickers must be obtained at the beginning of each school year. Parking permits are \$100 for the school year. Passes may be purchased at the beginning of each semester and the student will be charged a rate of \$50/semester. A \$50.00 replacement fee will be charged for replacement/additional stickers.

The "Teacher/Employee" lot is reserved for school staff, personnel, and others designated by administration. This lot MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Drop-off Zones

Students should be dropped off only in the designated Drop-Off Zones. The east parking lot includes a long zone adjacent to the cafeteria. The alternate Drop-Off Zone is the Auditorium parking lot. Parents/guardians must comply with signs and instructions from safety officers in order to ensure maximum safety and convenience for all. Please allow sufficient time for the student to be dropped off and safely enter the school building.

Bicycles

Racks are provided for students who wish to ride bicycles to school. All bicycles should be properly locked. Students being driven to school are responsible for their driver using appropriate "drop-off" and "pick-up" locations and for obeying all posted signs or roadway markings.

Pesticide Application Notice

Information on pesticide applications may be obtained by writing or calling the school's Business Office.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Exemption from PE Requirement

A student in grades 9-12 may submit a written request (PE Waiver) to the Director of Student Services requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit; (student must be in the 10th, 11th, or 12th grade);
2. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students may be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and

must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Students with an Individualized Education Program may also be excused from physical education courses. This must be approved by the Special Education Division Head.

Physical Education Clothes & Locks

P.E. uniforms and locks must be ordered from FBLA or DECA. Order forms for these items are available in the Student Services and Business Offices. Forms can also be found on the schools' website; www.ridgenet.org. All student items must be in lockers and locked while in P.E. class. It is recommended that students do not bring any valuables to class. Ridgewood High School is not responsible for any lost or stolen items.

Students who are approved for Fee Waiver (Free Lunch) are entitled to one free uniform during their time at Ridgewood. For this they will receive one shirt, one pair of shorts, two locks and one strap for the heart monitor they use in physical education. Hoodies and sweatpants are not included as they are not required items. Should these items be lost or stolen, the student is responsible for the purchase of new items. It is recommended that incoming Freshman on Fee Waivers get these items upon registration regardless of whether they have PE in the first semester. Students who cannot wear shorts due to religious reasons are allowed to request- in writing- to exchange shorts for pants by emailing Emily Golden at egolden@ridgenet.org.

Fees for PE Items:

Shirts: \$20

Shorts: \$20

Hoodies: \$25

Sweatpants: \$22

Locks (for Gym and Hall Lockers): \$8

Heart Rate Monitor: \$15

Care of School Property

The taxpayers of Harwood Heights and Norridge have provided us with excellent facilities. It is the responsibility of all users of school facilities and property to exercise proper care and to prevent unnecessary and malicious damage to these facilities and property.

Students are responsible for the repair and replacement of school property damaged by their intentional or negligent actions. Parents/guardians are responsible for actual damage to school property caused by the willful and malicious acts of their children to the extent allowable under Illinois law.

Student Distribution of Non-School Publications Guidelines

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
 - d. Is reasonably viewed as promoting illegal drug use
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

The definition of "publication" includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

School Sponsored Publications, Productions, & Websites

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

Ridgewood Assistance Program (R.A.P.)

The Ridgewood Assistance Program offers support groups for students. Groups are confidential, run during the school day, and are considered educational. For more information, please contact the Student Services Department.

Groups offered:

- Concerned Others of Addicts
- Academic/Interpersonal Stress
- Alternative Families
- Girls Group
- Grief/ Loss Group
- ESL Transition Group
- Anger Management Group

Reclassification Guidelines

Class of 2017 and Beyond

Freshman Status	Less than 5 credits	
Sophomore Status	5 or more credits	
Junior Status	11 or more credits	
Senior Status	Completion of Junior year & completion of state-approved accountability measure, when applicable.	Total Credits needed for graduation: 23

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.25 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.¹**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4.

5. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her

professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

6. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

7. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

-Name

-Address

-Grade level

-Birth date and place

-Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

-Academic awards, degrees, and honors

-Information in relation to school-sponsored activities, organizations, and athletics

-Major field of study

-Period of Attendance in school

-Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs *Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

8. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

9. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Student Record Challenges

The parent(s)/guardian(s) or student may challenge the accuracy, relevancy or propriety of the records, except grades, and request a hearing. The Superintendent shall be responsible for establishing appropriate procedures in accordance.

Parent(s)/guardian(s) may insert in their child's school record a statement of reasonable length stating their position on any disputed information contained in that record. The school will include a copy of the statement in any release of the information in dispute (Board Policy 7.370.)

Referral Agencies

The All Kids program offers Illinois uninsured children comprehensive healthcare that includes doctor visits, hospital stays, prescription drugs, vision care, dental care and medical devices like eyeglasses and asthma inhalers. Parents pay monthly premiums for the coverage, but rates for middle-income families are significantly lower than they are on the private market. For instance, a family of four that makes about *\$50,700 to \$77,112 of gross income a year pays a premium of \$40 per month for one child and \$80 a month for two children. A family like this would pay \$10 for each doctor visit, and \$3 or \$7 for each prescription drug. This family would pay \$100 if a child was hospitalized and 5 percent of the cost of any hospital outpatient service. All Kids Hotline 1-866-ALL-KIDS (1-866-255-5437).Leyden Family Services: Counseling, Addiction Rehabilitation

10200 Grand Ave.
Franklin Park, IL 60131
847/455-5688

Youth Outreach Services: Chemical use and dependency issues in youth, youth counseling

6417 W. Irving Park Road
Chicago, IL 60634
773/777-7112

Residency Requirements

In addition to satisfying all other requirements for enrollment, a student desiring to attend Ridgewood Community High School District 234 (hereinafter "School District") must be a legal resident of the School District. A student is a legal resident of the School District if the student:

1. Resides within the School District with his/her parent(s)/guardian(s); or
2. Resides within the School District with a person to whom the parent has legally transferred custody and control. Legal proof of the transfer of guardianship or custody must be provided at the time of enrollment. The intent of such transfer cannot have been solely to enable the student to attend school in the School District; or

3. Resides within the School District and must furnish evidence that he/she is emancipated under the law of Illinois by showing: 1) proof that support is not being furnished by parent(s) or guardian(s), and 2) proof that parent(s) or guardian(s) have relinquished custody and control of the child.

Students must show proof of residence at the time they enroll.

Students who do not meet the above criteria are not legal residents of the School District and the School District shall permit them to enroll only on a tuition basis as per Board of Education policy.

Legally resident students who are properly enrolled at the beginning of the school year and who subsequently move out of the School District may complete the school term in which they enrolled on a resident student basis, provided those students meet Ridgewood's attendance and behavioral expectations. If school officials deny admission to a student because they question "legal residency," the student may appeal the decision to the Board of Education. These students may not enroll in the School District until the Board of Education has acted on the petition.

If the School District determines that a student who is already in attendance is not a resident as defined above, notice shall be given that the student can no longer attend the school. In addition, the parent(s), guardian(s), or (in the case of an emancipated student) the student will be assessed an amount equal to 110% of the current student per capita cost identified as "per capita tuition charge" (currently about \$21,736) on ISBE Form 50-35, "Illinois School District Annual Financial Report" as well as for other costs incurred by the District as a result of the non-residency, i.e., mailing costs, legal costs, attorney fees, etc. All questions about residency should be directed to the Dean of Students at extension 1242. Concerns about homelessness should be directed to the Director of Student Services @ 708-456-4242 extension 1284.

Safety Drill Procedures

Safety drills will occur at times established by Administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The Superintendent and Principal have developed comprehensive safety plans specifically including provisions for injury prevention; bomb threats, weapons, and explosives on campus; school safety drills; tornado protection; instruction in safe bus riding practices; emergency aid; post-crisis management; convicted child sex offenders and notification laws; emergency school closing; and responding to medical emergencies at an indoor and outdoor physical fitness facility. For more information about the safety plans, contact the Principal's Office at (708) 456-4242 extension 1237.

Schedule Changes

Students are strongly encouraged to choose classes that will positively impact their post high school goals. They should choose preferred and alternate classes according to their interests. Students should understand that they are likely to be scheduled into any of their alternate selections as required, and/or allowed by the final Master schedule.

Please note: schedule changes will only be made when appropriate and suitable alternatives are available.

Students are scheduled into courses only after thoughtful deliberation regarding their abilities, interests, needs, and goals. Students are permitted to enroll in any course which meets their needs and for which they have successfully demonstrated prerequisite knowledge. Enrollment in any course also requires prior parent/guardian and counselor approval.

Up to and including the first five days of first semester, students may add or drop a course with parent/guardian approval as long as the student meets minimum credit requirements and a suitable alternative is available. Beginning on the 6th day of first semester, schedule changes will be made only for administrative purposes.

All requests for schedule changes after the first five days are discouraged. However, a student or parent/guardian who feels there is a pressing need for a schedule change may petition the Director of Student Services **in writing** for a change. The petition must include detailed information about the reason for the request, as well as any supporting documentation (i.e. a doctor's note detailing medical concerns). Requests for schedule changes due to the assigned instructor or student section preference **WILL NOT** be considered.

Second semester schedule change requests are limited to semester-long courses only. Second semester schedule changes in year-long courses must be initiated by a staff member in order to be considered.

Students **MUST** follow their original schedule until the program change is processed and a new schedule is sent to the student.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school resource police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Sexual Harassment & Teen Dating Violence Prohibited

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a) Substantially interfering with a student's educational environment
 - b) Creating an intimidating, hostile, or offensive educational environment;
 - c) Depriving a student of educational aid, benefits, services, or treatment; or
 - d) Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, dean of students (Title IX coordinator), or the librarian (complaint manager). A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Shadows

Students will be allowed to bring 8th grade or high school age visitors to Ridgewood only if such students may be prospective RHS students. Students desiring to bring a student visitor to school must request permission to host a Shadow at least 2 full school days prior to the request Shadow date by completing the required form and submitting it to the Director of Student Services. The parent/guardian of the visiting student must confirm, via telephone or in person, the approved Shadow date and provide current emergency contact information. The visiting student must check in at the Attendance Office upon arrival and obtain a visitor's pass. Visitors will be expected to abide by Ridgewood's rules and regulations. No student visits will be allowed one week prior to the closing of school or school vacations and one week after the opening of school or school vacations. Visitors are to remain outside the building unless attending an RHS function with a pass from a Dean or security monitor.

Seal of Biliteracy

The Seal of Biliteracy is an award given by Ridgewood High School in recognition of students who have studied and attained proficiency in two or more languages by high school graduation. The Seal of Biliteracy takes the form of a seal that appears on the diploma and a note on the transcript of the graduating Senior and is a statement of accomplishment for future employers and for college admissions. More information about the Seal of Biliteracy is available in the Student Services Office.

Social Probation

A student may be placed on social probation as a result of disciplinary action. If a student is placed on social probation, he/she shall:

1. not be allowed in the school or on school grounds outside of school hours except as a participant in a school activity or sport under the direct supervision of a staff member; and

2. not be allowed to attend, as a spectator, any school sponsored event after school hours or on weekends, or as a participant in school social activities such as parties, dances, or proms.

A student may, in addition to or in lieu of social probation, be denied the opportunity to participate in any or all athletic programs or other school activities including ceremonies such as graduation as a result of disciplinary action taken against him/her.

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Standardized Testing

Students and parents/guardians should be aware that students will take standardized tests during their time at Ridgewood High School. Parents/ guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/ guardians can assist their students in achieving their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

For specific dates, please see the school calendar.

Student Behavior

Expectations

Expectation 1 - Students are expected to treat their families, peers, teachers, supervisors, parents/guardians, and all other people with respect and dignity at all times.

Expectation 2 - Students are expected to come to school and all classes on time, to be prepared with materials and assignments, and to pursue their learning activities at the highest level possible.

Expectation 3 - Students are expected to solve their problems with others in a mature manner, avoiding fighting, threats, and/or any type of intimidating behavior.

Expectation 4 - Students are expected to treat the building, grounds, and the entire contents of the school with respect, care, and in a manner that demonstrates they are preserving them for future students.

Expectation 5 - Students are expected to demonstrate through their academic achievement and behavior that they attend a school where learning is the top priority.

Expectation 6 - Students are expected to conduct themselves in such a manner as not to disturb other students or classes as they move through the building, this includes public displays of affection.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device

or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. The following are **examples** of potential disciplinary measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or detention.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a **range of options NOT an exhaustive list of interventions**. Interventions will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged

maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

Persons entering the school buildings or grounds under the jurisdiction of Ridgewood District 234 are forbidden to have on their person any items that may potentially be used to assault other individuals. A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The Dean of Students shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Suspicion-Based Drug and Alcohol Testing Policy

The Board of Education recognizes that drug and/or alcohol testing of an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education's policy prohibiting the possession or use of drugs or alcohol while on school grounds or at school-related activity. The Board of Education authorizes drug and alcohol testing of students – at the parents'/guardians' expense - based upon such reasonable suspicion of drugs or alcohol use. Passive alcohol testing devices may be used at Ridgewood's activities.

Advisory Committee

Each year, during the second term, a Parent-Teacher Advisory Committee meets with school officials to review student discipline policies and guidelines and makes recommendations for changes. This Committee is comprised of at least 1 School Board Member, 1 student, 1 community member, 1 RHS student's parent/guardian, 2 staff members, and a school administrator. The policies are reviewed yearly by the Board of Education. The purpose of all policies relating to student conduct/discipline is to provide a safe and orderly environment that will facilitate the teaching/learning process so that all students are able to benefit from the educational program.

FUTURE IMPACT OF SERIOUS MISCONDUCT

Serious misconduct, such as drug use, alcohol use, or violence, can have a long-term, or even irrevocable, impact on a student's future. The following consequences, among others, can result from serious misconduct in school or during school-related activities:

1. **Permanent criminal record.** District policy requires staff to call the police if they have reason to believe that a student has committed a crime. This is necessary to protect the safety of all students. Police will conduct an independent investigation and if necessary, arrest a student, which could result in a permanent criminal record.
2. **Lower grades.** Suspension from school may have academic consequences, including lower grades. Under district policy, suspensions from school are unexcused absences and will have a negative impact on academic performance. Students should consult the district attendance policy to find out other consequences of unexcused absences. Also, an expulsion from school can jeopardize a student's chance of completing high school.
3. **Effect on college admissions.** Misconduct while in school can also affect a student's chances of getting into the college of his/her choice. Most colleges ask staff whether a student has been suspended or expelled. Our staff is obligated to answer these questions truthfully. In addition, staff who write recommendations for college will have access to a student's disciplinary records and will have to reveal relevant information. Also, colleges have access to your high school transcript, which may contain disciplinary information.
4. **Loss of eligibility for federal loans or work-study programs.** Under the amendments to the federal *Higher Education Act*, students convicted of drug-related offenses can lose eligibility for federal grants, work-study money, and student loans. For the initial offense, students lose eligibility for a year. For a second offense, students lose eligibility for three years. And for a third offense, students lose eligibility indefinitely. Consequences for those who traffic in drugs are even more serious.

Student Services & Counseling

The school provides a guidance and counseling program for students. The counselors and social worker are interested in working closely with all students. Students are each assigned a counselor. Students typically see their counselor about course requests, schedule changes, and their post-high school plans. Personal concerns may be discussed with any counselor or the school social worker. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent/ guardian resources on suicide and depression awareness and prevention. Much

of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the School Social Worker at (708) 456-4242 extension 1283.

Summer School

Ridgewood operates summer school for Driver Education, Reading, Math, and for other subjects as needed. Students who wish information about summer school should contact the Student Services Office. Attendance, behavior, and discipline policies included in this handbook will be disseminated by summer school teachers.

Surveys: Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the superintendent's office.

Transferring and Transcripts

Students who move out of High School District 234 or graduate and make application to a post-secondary institution, assuming all outstanding obligations are satisfied, may notify the Student Services Office so that a transcript of grades and other pertinent information can be forwarded to the appropriate school.

Transportation

Because public transportation is available for Ridgewood Students, free transportation services are provided only for students with transportation included in his or her Individual Educational Plan and for students in accordance with the McKinney-Vento Homeless Assistance Act. Student Riding Permits may be purchased through the Chicago Transit Authority at (312) 932-2923 or www.transitchicago.com.

WRHS Radio and Television

Ridgewood produces television series and specials featuring community programming, and runs two radio stations that run 24 hours a day, 365 days a year.

WRHS Television is cablecast on Comcast Cable channel 19 on Thursdays from 7:00 PM to 8:00 PM in the suburbs. It is cablecast on Chicago Access Network (CAN TV) on cable box channel 19 on Saturdays from 10:00 AM to 10:30 AM in the city of Chicago. Most programs can be seen live and on demand anytime at wrhs.highschoolcube.com, youtube.com, and thecube.com.

Jack FM 89.7 FM WRHS Norridge and 88.1 WRWX/WXMS Harwood Heights stream online at wrhs.highschoolcube.com or tinyurl.com/listenwrhs.

Video Monitoring System

A video monitoring system is in use in public areas of Ridgewood High School. These cameras have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the footage may be provided to law enforcement personnel.

Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Visitors

All visitors, including parents and students, are required to enter through the main entrance of the building and are required to provide a government issued ID upon entering. IDs are scanned through the RAPTOR system that checks state and national criminal databases. Visitors without proper ID will not be admitted access to the building.

All visitors must return to the main entrance and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

School Volunteers

All school volunteers must go through the Superintendent's office prior to assisting at the school. A person who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. Contact the Superintendent's Office at (708) 456-4242 extension 1231

Working During School Hours

Since school is considered a full-time occupation, students will not be excused or scheduled on a part-time basis in order for them to obtain employment. Work permits are required by law for all students under 16 years of age. These permits may be obtained in the Student Services Office upon presentation of a letter from the employer stating the duties to be performed and the hours to be worked.

Students are expected to attend to all school obligations and responsibilities, which take priority over all work/study programs, field trips, and off-campus independent study programs, or any other employment. The Principal or her designee may deny a student participation in such off-campus programs during normal school hours if the student fails to meet obligations and responsibilities to other school programs.

To obtain a workers permit the student must provide the following documents:

- Proof of Age
- Intent to employ letter from employer
- Parental approval
- Medical statement (note from physician stating that the student is physically fit to be employed)
- Social Security Card (no copies)

See Student Services for more information.