RIDGEWOOD COMMUNITY HIGH SCHOOL

DISTRICT 234

PARENT-STUDENT HANDBOOK

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www.d234.org

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Ridgewood Community High School District 234

Board of Education

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. Jamie Nealon, Secretary
Mr. Frank DiPiero, Member
Ms. Lisa Malicki, Member
Mr. Christopher O'Leary, Member
Ms. Fiona Tanny, Member

Ridgewood Community High School District 234

High School Administration

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

Dr. Jennifer Kelsall, Superintendent	ext. 1233
Ms. Patricia Alavarez, Assistant-Superintendent	ext. 1235
Dr. Eric Lasky, Principal	ext. 1237
Mr. James Fusco, Assistant Principal	ext. 1245
Mr. Ryan Goldflies, Assistant Principal of Student Affairs	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.d234.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

Illinois law requires that parents or guardians and students be notified annually of certain policies, procedures, and practices of the school district. Many of the policies are referenced in this Student/Parent Handbook. All policies are posted on the School District's web site at www.d234.org. They are available for review in the school office and at the District Administrative Office, located at 7500 West Montrose Avenue, Norridge. If you are interested in requesting a hard copy of the Student/Parent Handbook, please contact your building Principal or District Administrative Office.

Parent/Guardian and Student Acknowledgement

I acknowledge that my child and I have been provided electronic access to the Student/Parent Handbook for the current school year. My child and I accept responsibility for accessing the Student/Parent Handbook. We have read these materials and understand all rules, responsibilities and expectations.

My child and I understand that the Student/Parent Handbook contains information that my child and I may need during the school year, including notices and information regarding student behavior and disciplinary consequences. We understand that the Student/Parent Handbook may be amended during the year and that such changes will be available on the School District website or in the school office. We are also aware that a hard copy of the Student/Parent Handbook is accessible in the school office and at the District Administrative Office.

I understand that my failure to complete 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.

This signature indicates that my child and I have read and understand the contents of the Student/Parent Handbook. I understand that my child shall be held accountable for the behavior and consequences outlined in the Student/Parent Handbook at school, both during regular school days and extracurricular activities, at school sponsored and school-related activities, including school sponsored travel, and for any school related misconduct, regardless of time or location.

Name of Parent or Guardian: _____

Signature of Parent/Guardian

Signature_____Date_____

Acceptable Use of the District's Electronic Networks

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**.

Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

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.

2. **Privileges** - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal 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.

3. **Unacceptable Use –** The user is responsible for his or her actions and activities involving the networks. Some examples of unacceptable uses are:
   a. Using the network for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
   b. Using the electronic networks to engage in conduct prohibited by board policy;
   c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
   d. Unauthorized use of personal removable media devices (such as flash or thumb drives):
   e. Downloading of copyrighted material for other than personal use;
   f. Using the network for private financial or commercial gain;
   g. Wastefully using resources, such as file space or bandwidth for non-educational materials;
   h. Hacking or attempting to hack or gaining unauthorized access to files, resources, or entities;
   i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
   j. Using another user's accounts or passwords;
   k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
   l. Posting material authored or created by another without his/her consent;
   m. Posting or sending anonymous messages;
   n. Using the network for commercial or private advertising;

o. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowing false material; Misrepresenting the user's identity or the identity of others;
p. Using the electronic networks while access privileges are suspended or revoked;
q. Removing hardware/software, networks, information, or communication devices from the District or other network; and
r. Installing client VPNs or configuring proxy servers on district devices or using such tools to circumvent content filtering or other network restrictions.

4. **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.

   Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in 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.

5. **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 colleagues.
   d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
   e. Do not use the network in any way that would disrupt its use by other users.
   f. Consider all communications and information via the electronic networks to be private property.

6. **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.

7. **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(s) and password(s) 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.

8. **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 malware, such as viruses and spyware.

9. **Telephone Charges -** The District assumes no responsibility for any unauthorized charges or fees, including telephone, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

10. **Copyright Web Publishing Rules -** Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent/guardian and student.

11. **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. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.

    b. 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.

    c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

    d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. 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.

    e. Use of the District's email system constitutes consent to these regulations.

12. **1:1 Device Assignment -** Students across the district will be issued electronic devices for use in school and at home, along with charging equipment and cases for their 1:1 device. 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.

13. **1:1 Device Student Responsibilities -** The students are prohibited from installing any apps on their 1:1 devices that are not installed or provided by the District. Students are responsible for backing up their data to protect from loss. The district is not responsible for any lost or deleted data. 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.

14. **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.

15. **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.

16. **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.**

17. **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.

18. **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.

19. **Indemnification –** By using the District's electronic networks, 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: PRESS 6:235, *Access to Electronic Networks*

Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

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

Ridgewood's announcements are presented on the public address system inside Ridgewood during advisory. A pdf version of the announcements can be found on digital signage located throughout the building.

Student Appearance & Dress Code

Philosophy

Ridgewood High School's student dress code supports equitable educational access and does not reinforce gender stereotypes or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, or cultural observance.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Our values are:

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/ self-expression.
- Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Students should not face unnecessary barriers to school attendance.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.

Goals of Dress Code:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology, dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

Dress Code

Ridgewood High School expects that all students dress in a way that is appropriate for learning. Student attire should not interfere with the health or safety of any student or contribute to a hostile or intimidating atmosphere for anyone. The District believes that the responsibility for a student's attire resides with the student and guardian(s). Any restrictions must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material. However, cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear:*
• A **Shirt**: fabric in the front, back, and sides under the arms, **AND**
• A **Bottom**: pants/sweatpants/shorts/skirt/dress/leggings, **AND**
• **Shoes**; activity-specific shoes requirements are permitted (for example for sports)
* High-school courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering girls' bodies or promoting culturally-specific attire. Activity specific shoe requirements are permitted (for example: construction class, PE, sports)

3. Students May Wear:
• Hats, including religious headwear
• Hoodie sweatshirts (students are not allowed to wear hoods up; the head, face, and ears must be visible to school staff and not interfere with the line of sight of any student or staff)
• Fitted pants, including leggings, yoga pants and "skinny jeans"
• Midriff baring shirts
• Pajamas
• Ripped jeans, as long as underwear is not exposed.
• Tank tops, including spaghetti straps, halter tops, and "tube" (strapless) tops
• Athletic attire
• Clothing with commercial or athletic logos provided they do not violate the dress code description (above).

4. Students Cannot Wear:
• Violent language or images.
• Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same.
• Hate speech, profanity, pornography.
• Images or language that creates a hostile or intimidating environment based on any protected class.
• Visible underwear. Visible waistbands or straps on undergarments worn under other clothing are not a violation.
• Bathing suits.
• Accessories that could be used as a weapon.
• Helmets or headgear that obscures the face (except as a religious observance).

5. Dress Code Enforcement:
• Students will only be removed from classrooms as a result of a dress code violation as outlined above. Students in violation should be sent to the Dean of Students and given multiple options to be dressed more to code.
• No student should be disproportionately affected by dress code enforcement because of gender identity or expression, race, sexual orientation, cultural or religious identity, body size, body maturity or household income.
• Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes but is not limited to:
  - kneeling or bending over to check attire fit,
  - measuring straps or skirt length,
  - asking students to account for their attire in the classroom,
  - directing students to correct a dress code violation during instructional time
  - calling out students in front of others.

*Dress Code inspired by Oregon NOW Model Dress Code.

Use of Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

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.

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. If you need your Skyward login information, contact the RHS Data Specialist, at 708-456-4242 extension 1248.

During periods of eLearning/Remote Learning, students will be asked to check-in on a daily basis through their school-issued iPad or mobile device. Students who do not check in may be contacted by a teacher, advisor, or administrator to ensure they are continuing to complete academic work while outside of the school building.

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or

therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, school sponsored field trips, college visits, court, attending a military honors funeral to sound TAPS, attend a civic event, or other reasons as approved by the Dean of Students. For students who are parents, expectant parents, or victims of domestic os sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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 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.

Students should not be called out of school during the day for purposes other than legitimate appointments or emergencies. Students who must leave school during instructional time are required to return to school with official documentation (e.g., doctor's note) verifying the appointment or emergency.

Absences that occur mid-day without appropriate verification, or for reasons such as lunch off-campus or avoidance of a study hall or class, will be treated as unexcused absences.

A student cannot be excused from one class to stay at school and study for another class. If a student is in the building, they must attend all scheduled classes. When a student is in the building, any absences from scheduled classes will be considered unexcused. A student cannot be called out for lunch.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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 or submit the absence electronically on Skyward, or ParentSquare before 10 AM to explain the reason for the absence. If a call has not been made to the school 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. In addition, parents/guardians are asked to remind their absent students to email/contact each of their teachers to find out what assignments they missed and to still meet their deadlines (per our school's deadline rubrics).

To excuse students from the building after 10:00 am, an approved parent/guardian or emergency contact must physically come to the building, present identification, and pick up the student in person for them to be permitted to leave.

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. If a Doctor's note is not provided, absences will be unexcused. A written explanation from a parent/guardian must be brought to the school for two or more consecutive days of absences. Students are required to submit a doctor's note for any absences after accumulating four (4) or more excused absences in a semester. Without a doctor's note, further absences will not be excused.

Excessive Absences

After a cumulative total of three (3), five (5), seven (7), and nine (9) 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 seven (7) absences, a parent meeting will be held. Students who miss 5% or more of the prior 180 regular school days are considered chronic truants. Students who miss 10% or more of the school year (2 days per month) are considered chronic absentees.

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.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. Students who miss more than 1% but less than 5% of school days of the most recent academic school year without valid cause (a recognized excuse) are "Truant". Students who miss 5% or more are considered "Chronic Truants".

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Contacting parents and guardians, interviews with the student, their parent/ guardian, and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student social work services, family counseling, and information about existing community services.

Tardy to School/Class

Students are expected to report to school promptly. 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 in their assigned classroom by the time the class is scheduled to begin.

Students who arrive less than ten minutes late to school must report directly to class and shall be recorded as tardy. Class cuts may be issued for classes missed when students arrive more than ten minutes late.

Tardiness due to running late, oversleeping, traffic, or similar reasons will not be considered excused absences, even if called in by a parent or guardian. Parents may not excuse students from study hall or any class scheduled at the beginning of the school day without a valid appointment or documented emergency.

College Visits

Students may 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. As per our school's deadline rubric, students should email/contact each of their teachers to find out what they missed to come up with a plan with their teachers to meet their deadlines. Students who participate in activities outlined in handbook procedure 2.21 will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Student Participation in Outside Activities that Count Toward Calculation of Class Hours

Pupil attendance in any of the following activities shall be counted toward the calculation of clock hours of school work per day:

1. Instruction in a college course where the student is dually enrolled for both high school and college credit.

2. Participation in a Supervised Career Development Experience in which student participation and learning outcomes are approved by a licensed educator assessment of competencies. Participation may include, but is not limited to, scheduled events of local, State, and national youth organizations, career and technical education organizations, FFA associations, and 4-H programs as part of organized competitions, exhibitions, or conferences.

3. Participation in any work-based learning experience, including supervised agricultural experiences, in which student participation and learning outcomes are approved by an educator who holds an Educator License with Stipulations with a career and technical educator endorsement and a work-based learning designation.

4. Participation in a youth apprenticeship in which student participation and learning outcomes are approved by a licensed educator for assessment of competencies.

5. Participation in a blended learning program approved by the district in which course content, student evaluation, and instructional methods are supervised by a licensed educator.

Students shall not be penalized for work missed for participating in any of the above activities and will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. A student and the student's parent or legal guardian are responsible for obtaining coursework that is missed while the student participates in any of the above activities.

Students who desire to participate in any of the above activities should contact the building principal for approval.

Extracurricular and Athletic Activities Code of Conduct

Statement of Philosophy

Ridgewood High School District 234 believes in and is committed to creating a positive and equitable extracurricular environment where integrity, sportsmanship, citizenship, and school & community pride are validated. Ultimately, the primary goal of any athletic/activity program is to promote the education and development of the whole student. Athletics & Activities are viewed by the district to be an extension of the classroom and most definitely help build improved values and skills that will help contribute to success later in

life. Students selected for the privilege of membership in athletics and activities represent their school, and their behavior is expected to reflect positively on their program, their school, and the Norridge & Harwood Heights Community.

Implementation

The Ridgewood Extracurricular Code of Conduct (Rebel Pledge) is administered by the Athletic Director and Activity Coordinator with the support of the RHS Administration, the coaches, and activity sponsors at the school. All students and parents are expected to have read the Code and will sign off on the document when registering for any athletic team via the online registration process. Consequences outlined in the Rebel Pledge can be appealed to the RHS Principal.

Participation is a Privilege

Participation in the RHS extracurricular program is a privilege, not a right. Students who are members of RHS athletic teams, clubs, and extracurricular programs represent the school and the community and are expected to consciously abide by the Rebel Pledge. The RHS Administrative Team reserves the right to restrict or if need be, revoke a student's privilege to participate in an extracurricular program.

Requirements for Participation in Athletic Activities

Student Participation in school-sponsored extracurricular activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities.*
2. A parent/guardian of the student must provide permission for the student's participation, giving the District full waiver of responsibility of the risks involved. (Signed electronically as part of the online Athletic Registration process).
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form,*** offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan. (As part of the online registration process).
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his/her parent/guardian must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program. (Signed electronically as part of the online Athletic Registration process).
7. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Code of Conduct (Rebel Pledge). (Signed electronically as part of the online Athletic Registration process).
8. The student and his/her parent/guardian must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as the Illinois High School Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgement of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries.* (Signed electronically as part of the online Athletic Registration process).

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

Statement of Affiliation

Ridgewood High School is a member of the Upstate Eight and the Illinois High School Association (IHSA). The IHSA regulates interscholastic athletics and various activities in the State of Illinois. Participants in the RHS Extracurricular Programs must adhere to any and all policies by-laws, established by Ridgewood High School, the IHSA, and the Upstate Eight.

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 High School District 234 requirements for eligibility for participation by students in IHSA sanctioned sports and 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 an extended school year 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.

Procedures for Enforcing the Policy:

Coaches & Activity Advisors will:

- Receive weekly academic eligibility reports that clearly identify the eligibility status of the students on their teams and or in their activities.

Consequences for Non-Compliance:

- A student not passing will be declared ineligible for a period of one calendar week (per IHSA rules).
- During the week of ineligibility, the student will be allowed to practice, but the student shall not be allowed to compete, perform publicly, or carry on the duties of his or her office or position.

Reinstatement into Athletics/Activities:

- Students will be reinstated to full participation the week following verification of passing 2.5 credits.
- A student declared ineligible for an entire semester will be reinstated or allowed to participate upon passing 2.5 semester credits.
- Students may use extended school year credits toward establishing eligibility in the fall semester

II. Determination of Student Eligibility

A. Current Semester:
   - Each coach/advisor 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 not meeting (NM) expectations, indicating the courses in which the student has an NM. 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. Students may use extended school year credits toward establishing eligibility in the fall semester.

C. Additional requirements for eligibility:
   - The Rebel's Pledge is signed by both the student and parent/guardian through the online registration process. 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.

Interpretation and Translation for IEPs

Interpretation services are available at IEP team meetings for parents/guardians whose native language is not English or for parents/guardians who are deaf. If a qualified interpreter is not available, the school may use outside vendors, including telephonic interpreters. A parent/guardian requiring interpretation services at an IEP meeting may contact their student's program supervisor, via in writing, by phone, or email, one time annually to request an interpreter at IEP meetings. A parent or guardian has the right to request that the interpreter serve no

other role in the IEP meeting other than interpreter, and the school should make reasonable efforts to fulfill this request. In addition to interpretation services, written translations of vital IEP process documents may be available to parents/guardians of students with IEPs. A parent/guardian may contact the program supervisor with any questions or complaints about interpretation services and/or to find out more information or to address concerns regarding translation of vital IEP documents.

Absence from School on Day of Extracurricular or Athletic Activity

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

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, e-cigarette, vape, or juul in 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 disrupts or adversely affects 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, social media, 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, but are not limited to 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:

- The student should be advised of the disciplinary infraction with which he or she is being charged.
- The student shall be entitled to a hearing before an appropriate administrator.
- The student will be able to respond to any charges leveled against him or her.
- The student may provide any additional information he or she wishes for the administrator to consider.
- The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
- 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.

- 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 Consent to Participate in Extracurricular Drug and Alcohol Testing Program 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.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Rebel's Pledge

Student: TO DEMONSTRATE MY SUPPORT, I PLEDGE TO:

1. Be punctual; attend all practices / meetings, be prepared with proper equipment and attitude.
2. Conduct myself in a proper manner on and off the field/court, 24 hours a day, every day of the calendar year.
3. Support my fellow students by setting an example and abstaining from purchasing, possessing, distributing, or using alcohol, drugs, performance enhancing substances, tobacco, electronic cigarettes, and vapes.
4. Not enable my fellow students who use alcohol, drugs, performance enhancing substances, tobacco, electronic cigarettes, and/or vapes. I will hold my teammates responsible and accountable for their actions.
5. Not engage in any bullying, intimidation, hazing, or harassment of any kind (written, verbal, physical, sexual, etc.).
6. Not engage in any insubordination or gross disobedience in or out of school or the field of play.
7. Be open and honest with my coach/advisor and other school personnel.
8. Show respect and good sportsmanship toward coaches, teammates, officials, opponents, and fans at all times.
9. Be a strong role model of positive behavior in the classroom and on the field of play.
10. Represent myself, my family, my school, my community, and my program with honor, integrity, and Rebel Pride.

The Ridgewood High School Administrators, Head Coaches, Activity Sponsors, and Assistant Coaches will organize and manage their programs in a manner that upholds the highest standards of ethics, sportsmanship, and positive behavior. All will enforce the Code of Conduct fairly and consistently.

Parents and legal guardians are an integral part of the school's goal of building the whole student. Parents are asked to positively support the expectations of the Code of Conduct (Rebel Pledge) and assist in enforcing this code and its principles.

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 school 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, but not limited to, 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, EVERY DAY 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 and parents/guardians

SECTION II

Violations of the Extracurricular Code of Conduct (Rebel Pledge) are reviewed on a case-by-case basis. The Code of Conduct provides a minimum standard of conduct and cannot enumerate each and every situation or conduct for which discipline may be imposed.

FIRST VIOLATION:

1. 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.
2. In case of property damage, the student will make restitution for damages and repairs.
3. If drugs or alcohol are involved, a conference with the Counselor and/or the Athletic Director, the Parent(s) or Guardian(s), and the student may be 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.
4. 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.

SECOND VIOLATION:

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 50% 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.) 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.

THIRD AND SUBSEQUENT VIOLATIONS:

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

Restorative Process

Code of Conduct (Rebel Pledge) violations are subject to restorative actions on a case-by-case basis as determined by the Athletic Director, Dean of Students, and Activity Coordinator. In the event that it is determined that a restorative process is appropriate, any one or a combination of the following actions can be taken:

- Verbal and/or written apology to person(s) harmed.
- Community Service.
- Action plan for correction of student behavior.
- Restorative conference.
- Individual or group counseling.
- Research project.
- Drug/Alcohol testing.
- Restorative justice activity.
- Peer mediation.

Suspended Students

Students who are suspended from school may not participate in 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 the 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.

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 characteristics, 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 who 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.

Prevention of and Response to 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 district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender orientation identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homelessness, or actual or potential marital status, pregnancy, or parental parenting 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 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying; (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying or safety concerns. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager, or any staff member with whom the student is comfortable speaking. It can also be reported anonymously online through the parent or student portal at www.d234.org. 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.

The current Nondiscrimination Coordinator is:

Principal
7500 W. Montrose Ave.
Norridge, Illinois 60706
(708) 456-4242, extension 1237

The current Complaint Managers are:

Assistant Principal	**Assistant Principal of Student Affairs**
7500 W. Montrose Ave.	7500 W. Montrose Ave.
Norridge, Illinois 60706	Norridge, Illinois 60706
(708) 456-4242, extension 1245	(708) 456-4242, extension 1242

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.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited*, and 7:180, *Prevention of and Responses to Bullying, Intimidation, and Harassment.*

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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.

School Bus Safety Rules

1. Be aware of moving traffic and pay attention to your surroundings.

2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.

3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.

4. Stay away from the bus until it stops completely, and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.

5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.

7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.

8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.

9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.

12. Never run back to the bus, even if you dropped or forgot something.

Additional resources follow:

National Highway Traffic Safety Administration - School Bus Safety
https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html

U.S. Department of Transportation - School Bus Safety Campaign Material
www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material

National Safety Council - Tips for a Safe Ride
www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus

Ill. State Police - School Bus Safety https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf

Ill. State Board of Education - School Bus Safety What Parents Should Know
www.isbe.net/Documents/bus_safety_parents.pdf

Ill. State Board of Education - Instructions To School Bus Riders
www.isbe.net/Documents/bus_ride_instruct.pdf

Ill. State Board of Education – School Bus Safety Guidance

www.isbe.net/Documents/Bus-Safety-Guidance-June-2025.pdf

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 able to take food from the cafeteria to eat in the Student Commons. 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 or business office 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 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 attended at least 95% of their classes in the previous semester;
- Students cannot have any behavioral infractions through the Dean's Office or referrals to the Dean of Students from staff members during the previous semester.
- Students may only leave the building for their own lunch period;
- Students are to leave and enter through the main entrance (Door #2);
- 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.**

Families of students who qualify for off-campus lunch will be notified by the Dean's Office two weeks after the school year begins. **Signed parent/guardian permission is required for off-campus privileges to be granted.** Final discretion is subject to the Dean of Students.

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.

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 found on our website (www.d234.org) and/or 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 Upstate Eight and follows the policies, by-laws, and regulations set forth by the Illinois High School Association (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.

Complaints About Curriculum, Instructional Materials, and Programs, Request to Examine Materials, and Statutory Opt-Outs

Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum.

A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Request to Examine Family Life and National Sex Ed Standards Materials

A sample of the District's instructional materials and course outline for family life instructional materials are available from the classroom teacher for parent/guardian inspection.

The scope and sequence of instructional materials for the National Sex Ed Standards (NSES) is posted on the District's Internet website, along with the name and contact information, including an email address, of staff members who can respond to your inquiries.

You may request to examine the above instructional materials by completing the "Request to Examine Materials and Statutory Opt-Outs" form.

Parent or Guardian Opt-Outs

No student is required to take or participate in the following classes or courses, and no disciplinary or academic penalty exists for refusing to take or participate in such a course or program.

- Family life (emotional, psychological, physiological, hygienic and social responsibilities, including evidence-based and medically accurate information regarding sexual abstinence).

- AIDS, including in grades 6 through 12, its prevention, transmission and spread.

- Comprehensive Personal Health and Safety and Sexual Health Education Program NSES Standards.

- Donations and transplants of organs/tissue and blood organ/tissue transplantation, in grades 9 and/or 10.

- CPR, including training on how to properly administer CPR in accordance with standards of the American Red Cross, the American Heart Association, or another nationally recognized certifying organization.

- How to use an AED.

Credit for Proficiency, Non-District Experiences, Course Substitutions, and Accelerated Placement

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences, even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.

4. Colleges offering dual credit courses at both the college and high school level. Information on Dual Credit can be found in the RHS Course and Registration Guide or by contacting the Student Services Department.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.
8. Work-Based Learning Experiences.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences will count toward a student's grade point average and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses

Vocational or technical education: A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if: 1.) The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and 2.) The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit: A student participating in volunteer opportunities, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Accelerated Placement: The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the students. Accelerated placement includes, but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject, and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building Principal for additional information

Dual Credit Classes

Dual Credit classes are offered at Ridgewood High School both internally and externally. Some Ridgewood courses have dual enrollment with Triton College, where students take a course, taught by a Ridgewood teacher, at Ridgewood to earn college credit. Ridgewood students also have the opportunity to be enrolled at Triton College to take external dual credit courses. External dual credit courses are taught by a Triton professor, and students will need to travel to Triton to take the course. In order to earn Triton credit for all dual credit courses, students must do the following:

- Complete the Triton application by the deadline
- Earn a grade of "C" or higher in the course

Once the student is accepted at Triton, the student will receive credit at Ridgewood High School, along with post-secondary credit for their coursework. If a student is dual enrolled, their grades from their internal and external dual credit course(s) will be reflected on their high school and college transcripts.

Ridgewood High School covers the tuition and fees for students enrolled in internal and external dual credit courses. If a student withdraws from or fails to pass an external dual credit course at Triton with less than a C, the cost of tuition and fees will be charged on the student's Ridgewood account.

**If Ridgewood High School offers the dual credit course on Ridgewood's campus, but if the student takes the course at Triton, the student may be required to pay the tuition.

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 at (708) 456-4242, extension 1237 or the school nurse at (708) 456-4242, extension 1268.

Education of Students 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 students with disabilities enrolled in the school. The term "students with disabilities" means students between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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.

Students with disabilities who do not qualify for an Individualized Education Program (IEP), as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact the school nurse at extension 1268.

Medicaid

If your child receives special education services and is also Medicaid eligible, LASEC is able to seek partial reimbursement fromMedicaid for health services documented in your child's individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires LASEC to provide Medicaid with your child's name, birth date, and Medicaid number. Parental consent is required before this information is released. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you object to the release of information to Medicaid, please communicate this to your building or special education administrator.

Regardless of your decision, the district must continue to provide, at no cost to you, the services listed in your child's IEP.

This program has no impact on your child's or your family's current or future Medicaid benefits. Under federal law, participation in the program CANNOT:

- decrease lifetime coverage or any other public insurance benefit,

- result in the family paying for services that would otherwise be covered by Medicaid,
- increase your premiums or lead to discontinuation of benefits or insurance, or
- result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

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 IEP Team may develop, implement, and monitor procedures on the use of behavioral interventions for children determined to have an Emotional Disability, Autism Spectrum Disorder, or Other Health Impairments. All school staff are mandated to follow the Behavior Intervention Plan (BIP) 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.

PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

You may also contact the following District employee for assistance:

Lisa Dziergas (ldziergas@lasecfp.org)

Certificate of High School Completion: Special Education

A student with a disability who has an Individualized Education Program (IEP) 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. Once the student completes the transition coursework or decides to exit the program before completing the coursework, the student's diploma is awarded.

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.

E-Learning

On school days in which safe travel is not possible due to severe weather concerns or other emergencies, students will complete assigned learning experiences at home. Student attendance will be based on digital check-in procedures. Coursework will be communicated through Canvas. Ultimately, the goal is to provide students with learning experiences that challenge them to think critically, connect to prior knowledge, and serve as a bridge to future learning.

The e-learning day shall occur on the day of an emergency day. This will allow the District to maintain a true end to the school year while ensuring that educational time is compensated for with fidelity.

The E-Learning Day schedule will follow the normal schedule for that day. Students should log in to Zoom each period of the day.*In the event that the severe weather is associated with loss of power/internet access, these expectations will be altered accordingly. In the event that the severe weather is associated with widespread loss of power/internet access for a large portion of the District attendance areas, an e-learning Day will NOT occur; instead, the day will be a traditional "snow/emergency" day and be made up at the end of the school year.

Student Use of Electronic Devices

Consistent with the Illinois School Code, 105 ILCS 5/10-20.88 (Public Act 104-0657), the District limits student use of personal wireless communication devices during the school day in order to support student learning, maintain an appropriate educational environment, and protect the privacy and safety of students and staff.

Cell Phones and Personal Electronic Devices

Students may use cell phones and other permitted personal electronic devices during the following times:

- Before the designated start of the school day;
- After the designated end of the school day;
- During passing periods; and
- During the student's assigned lunch period.

At all other times during the school day, personal electronic devices must be silenced, stored, and kept out of sight. This includes, but is not limited to, class periods, Focused Learning Time (FLT), study periods, assemblies, meetings, office areas, and time spent in hallways outside of designated passing periods.

The use of earbuds or headphones is limited to times when electronic device use is permitted. Students may wear an earbud in one ear only, and the earbud must fit within the ear rather than cover or surround the ear. Students must remain able to hear announcements, directions, alarms, and other sounds in their surroundings.

Personal laptops, tablets, gaming devices, smart watches, and other non-District electronic devices are subject to the same restrictions unless their use has been specifically authorized by a staff member or is otherwise permitted under this policy.

Exceptions

A student may possess or use an otherwise restricted device when its possession or use is authorized or required:

- For the management of the student's health care pursuant to the direction or orders of an authorized health care provider;
- By the student's individualized education program (IEP), Section 504 plan, medical orders, or another written accommodation plan;
- When determined necessary by school personnel for an English learner to access learning materials;
- When approved by school personnel on a case-by-case basis for a student who routinely serves as a caregiver for a family member;
- For an authorized educational purpose;
- During an emergency when permitted under District emergency procedures; or
- As otherwise required by State or federal law.

Smart Glasses, AI-Enabled Glasses, and Wearable Recording Devices

Smart glasses, AI-enabled glasses, camera-equipped glasses, and other wearable devices capable of photographing, recording, transmitting, or communicating audio, video, images, or data are prohibited from being worn or used during the school day unless specifically authorized as an accommodation or otherwise required by law.

These devices must be powered off and stored out of sight from the beginning of the student's school day through dismissal. Students may not activate, wear, access, or use the recording, camera, audio, artificial intelligence, communication, or transmission features of such devices during the school day.

A smart-glasses device or other wearable recording device that is used or worn in violation of this policy may be taken into temporary school custody and returned in accordance with District procedures, which may include release to a parent or guardian.

Prescription Lens Expectation: The District recognizes that certain smart glasses and other electronic eyewear may contain prescription lenses. The presence of prescription lenses does not, by itself, permit a student to wear an otherwise prohibited electronic or recording device during the school day. Students who require corrective lenses are expected to use standard, non-electronic eyewear while at school. This provision does not apply when use of a particular device is required by an IEP, Section 504 plan, medical order, other written accommodation plan, or applicable law.

Photography, Audio Recording, and Video Recording

Students are prohibited from photographing, audio recording, video recording, livestreaming, or otherwise electronically recording students, employees, visitors, or school activities during the school day without authorization from a teacher, administrator, or other appropriate school personnel.

Electronic devices may never be used in a manner that disrupts the educational environment, violates student conduct rules, compromises safety or privacy, or violates the rights of others. Prohibited conduct includes, but is not limited to:

1. Photographing or recording in bathrooms, locker rooms, changing areas, or other locations in which individuals have a reasonable expectation of privacy;
2. Photographing or recording another person without authorization during the school day;
3. Using a device to cheat or otherwise engage in academic dishonesty;
4. Using a device to harass, threaten, intimidate, bully, or substantially disrupt another individual or the educational environment; or
5. Creating, sending, sharing, viewing, receiving, or possessing unlawful or prohibited sexual images or other indecent visual depictions.

Temporary School Custody of Devices

A personal electronic device that is used, displayed, worn, or accessed in violation of this policy may be taken into temporary school custody. Depending on the circumstances and the student's history of violations, the device may be held for the remainder of the school day or may require retrieval by a parent or guardian.

When parent or guardian retrieval is required, the District will provide a reasonable alternative procedure when the parent or guardian is unable to appear in person, consistent with 105 ILCS 5/10-20.88.

Repeated violations may result in additional administrative interventions and loss or restriction of electronic-device privileges consistent with the Student Handbook and applicable law. A violation involving the

use of an electronic device to engage in separate misconduct may be addressed under the applicable provisions of the Student Code of Conduct.

Responsibility for Personal Devices

Students who bring personal electronic devices to school do so at their own risk. The school and District are not responsible for the loss, theft, or damage of personal electronic devices brought onto school property, subject to applicable law.

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 to an emergency will be made no later than 6 a.m. on the day of 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.

The State Board of Education authorized the use of e-learning days by school districts. E-learning days permit student instruction to be received electronically on days when students are not physically present in school. An e-learning day may be used in lieu of using one or more emergency days.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency. During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.

3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.

4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.

6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.

7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.

9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.

11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health, or safety.

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

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, (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, and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

Every fall, we will send a letter for you to accept or refuse services. Students in the English Learners program will take the ACCESS test each spring during their high school career or until they score a 5.0. Students will be assessed on four domains: reading, writing, speaking, and listening. For questions related to this program or to express input in the school's English Learners program, contact the Assistant Principal, at 708-456-4242 extension 1245.

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity, 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.

Expanded Pregnancy Protections

- Reasonable accommodations and academic adjustments;
- Access to separate and comparable educational programs, if wanted;
- Allowed voluntary leave;
- Provided lactation space;
- Applicable grievance procedure

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and. therafter, to the State Superintendent of Education

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:

Assistant Principal of Student Affairs	**Assistant Principal**	**Principal**
7500 W. Montrose Avenue	7500 W. Montrose Avenue	7500 W. Montrose Avenue
Norridge, Illinois 60706	Norridge, Illinois 60706	Norridge, Illinois 60706
(708) 456-4242, extension 1242	(708) 456-4242, extension 1245	(708) 456-4242, extension 1237

Uniform Grievance Procedure

(Board of Education Policy 2.260)

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.

2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*

3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.

4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.

5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.

6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)

7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60

8. Bullying, 105 ILCS 5/27-23.7

9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children

10. Curriculum, instructional materials, and/or programs

11. Victims' Economic Security and Safety Act, 820 ILCS 180/

12. Illinois Equal Pay Act of 2003, 820 ILCS 112/

13. Provision of services to homeless students

14. Illinois Whistleblower Act, 740 ILCS 174/

15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.

16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him 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 gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parents/guardians that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Fees for 2026-2027Academic Year

Student fees that were approved by the Finance-Audit Subcommittee and the School Board are as follows: Registration $180, Technology $205, Advanced Placement $98 per course, Parking Passes $200 per year, Driver's Education $300, Athletic Pass - Three Seasons $100. 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, those whose parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line, or who are homeless as defined by the Mc-Kinney-Vento Homeless Assistance Act 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. At Ridgewood this is known as any "Green Plate" offering on the menu.

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
- Graduation cap and gown
- Charges for shop, lab, or art supplies
- School record fees
- Health service fees
- 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.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Free and Reduced-Price Food Services; Meal Charge Notifications

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s)

apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

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, or the school nurse at (708) 456-4242 extension 1268.

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.

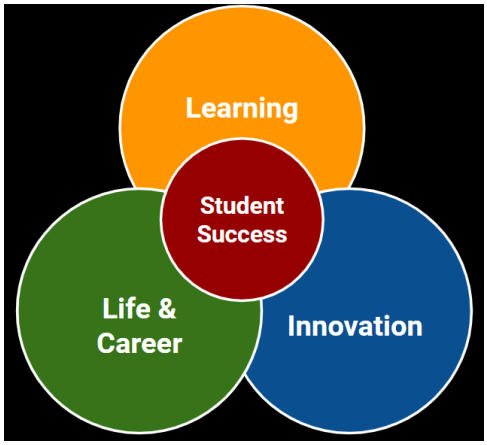
Grading

RHS Grading Practice

School report cards are issued to students on a semester basis. At the end of the term a final grade will be recorded for each course. A student's final grade is a reflection of the level of mastery that the student has reached toward each of the competencies in the following categories: Learning/Innovation and Life and Career. 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 reasons not related to academic performance.

Competency Grading



Grading Scales

A: 90-100%
B: 80-89%
C: 70-79%
D: 60-69%
NM (Not Met): 0-59%

Competency Course Grading Scale

Grade	Course Level 9	Course Level 10	Course Level 11	Course Level 12
NM	< 1.4	< 2.0	< 2.6	< 3.2
D	1.4-1.7	2-2.3	2.6-2.9	3.2-3.5
C	1.8 - 2.1	2.4 - 2.7	3 - 3.3	3.6 -3.9
B	2.2 - 2.5	2.8 - 3.1	3.4 - 3.7	4 - 4.3
A	2.6 or higher	3.2 or higher	3.8 or higher	4.4 or higher

All grading and assessment practices are designed to be transparent to students and parents. Timely and meaningful feedback is necessary to promote student ownership of learning.

Final Grades

Final grades are due at the end of each semester, by the given deadline. If a student receives a Not Met (NM), it will stay on their transcript, and they will have to retake the course (if it is required to meet graduation requirements). Students can retake the course during the following school year (if there is room in their schedule) or during summer school. Students that receive a Not Met will need to retake the full course.

Graduation Requirements

To graduate from high school, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. All students grades 9-12 must earn a total of 23 credits in order to graduate from Ridgewood High School.
3. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

Credits Required	Core Area
4	English
3	Math
3	Science (2 yrs Lab Science)
2	Social Studies (Civics & U.S. History)*
3.5	Physical Education
.5	Health
2	World Language, Business, Career & Technical, Computer Science
1	Fine & Applied Arts
P	Consumer Education**

*Ridgewood High School 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. Students must pass a satisfactory examination on patriotism, principles of representative government, and proper use and display of the American flag.
**Students will also demonstrate proficiency in consumer education by completing the consumer education modules offered throughout a variety of business and math courses or completing the consumer ed proficiency test.
For students in the class of 2027 and after, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

(1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.

(2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Assistance with FAFSA Application

The following individual has been designated by the school to assist senior students with questions related to the Free Application for Federal Student Aid (known as FAFSA) or to refer students to other appropriate resources.

The school offers a variety of services aimed at helping senior students complete FAFSA paperwork, including the opportunity to receive help during the school day in completing the student's portion of the FAFSA application.

FAFSA Contact Person:

Division Head of Student Services
7500 W. Montrose Avenue
Norridge, Illinois 60706
(708) 456-4242, extension 1411

Additional Information

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.

Transcripts for 7th and 8th grade students enrolled in Ridgewood High School courses will reflect courses taken, and those course grades will count towards their cumulative high school GPA.

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.

Unless an exemption or extension applies, the failure to comply with the above requirements by October of the current school year will result in the student's exclusion from school (beginning October 15th) until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October of the current school year, the student must present, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

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 Nurse's 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.

Dental Examination

All students entering kindergarten, second, and sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Illness/ Injury during school day

Students who become ill or injured during the school day should report to the Nurse's Office. When visiting the Nurse's 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."

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 Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must 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 injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

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:

Per the Center for Disease Control (CDC), students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Students should first see the School Nurse before returning to classes and school-sponsored activities. Nits may persist after treatment, but successful treatment should kill crawling lice.

Home and Hospital Instruction

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

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child or health and safety concerns arising from domestic or sexual violence will be provided home instruction, under the following circumstances:,

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
    b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.

4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will causethe student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

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
2. 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 District's Mckinney-Vento Liaison at 708-456-4242 x 1245.

Homework

Homework is a pathway for students to practice and reinforce skills and concepts they have learned in class. Time requirements and frequency of homework will vary by teacher, individual ability and grade level. If a student knows they will be absent from school, it is possible for homework to be accessed remotely and it is strongly recommended that students contact their teachers for individual instruction.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable amount of time.

Skyward, a twenty-four-hour Parent Access Center, is available for students and parent(s)/guardian(s) to verify assignments in each course. Passwords are required.
Many teachers utilize the district Learning Management System (LMS), Canvas. Students submit assignments and homework in Canvas and teachers are able to provide feedback. Parent(s)/Guardian(s) also have access to Canvas. If you are interested in gaining access, please contact the technology department at technology@ridgenet.org.

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.*
If you have any concerns related to your student and homework, please contact their Advisor.

Honor Roll

Honor Roll status will be calculated at the end of each semester. 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 should retain this card until a new one is issued by the school. *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 will be replaced at the student's 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.

The mobile ID is also available in every student's Skyward Mobile account. In order to access this electronic ID, students should log into their Skyward Mobile account, click on the menu icon, and click on the *ID card* option.

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 www.d234.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.

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.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Library

Ridgewood's Library has over 20,000 books, eBooks, audiobooks, DVDs, magazines, eMagazines and other materials for students. Our digital resources are available 24/7 while the physical RHS Library is open Monday–Friday from 7:00 am to 4:00 pm. You will find many great reads in the library including the Illinois Teen Readers' Choice Award books and the latest thrillers, graphic novels, and short stories. For research projects, you can access numerous Online Library Databases. All this information can be found on the **Library Homepage.** Below are important links to resources you will need throughout the year:

- **Library Catalog**: Search the library catalog to find physical items in the library
- **eBooks & Audiobooks**: The Sora, by Overdrive app is how you access our eLibrary. **Click here if you need help logging in.**
- **Digital Magazines:** RHS has access to 37 digital magazines. **Click here for the username & password info.** Scroll to the bottom to find username & password info, which you need to access offsite.
- **Research Databases:** Have a research project? Then use one of the Online Databases to find the most relevant, accurate, and scholarly information for your project. If you are off campus, you must login in with the library's username and password.

Students may check out as many items as they need for school projects, interests, and reading needs. Items are checked out per semester. At the end of the semester, students are expected to return or renew items. Students are NOT charged late fees. Students are only charged fees for lost items, damaged items, or unreturned items.

Students who lose, damage or fail to return items, will be expected to replace these items. Please contact Mrs. Gonzalez, RHS Librarian, for more details at (708) 456-4242, extension 1246.

From 8am to 3pm, any students in the library are expected to scan their ID in at the circulation desk for attendance purposes. Students are expected to scan even if they are in the library during their late start or early release time, lunch, or advisory period. Once an ID is scanned, a "P-LI" (Positive Attendance for Library) will be entered into Skyward showing that the student scanned into the 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. **For safety and security, students may only use the locker assigned to them.**

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 Maintenance Department; 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/Dean's Office maintains the Lost and Found. Items of value are kept locked up. Unclaimed items will be donated to a charitable organization on a quarterly basis.

Mandated Reporter

All school personnel, including support staff, 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.

Reports are made by calling the DCFS Hotline at 1-800-25ABUSE or 1-800-252-2873.

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.

Parent Notices Required by ESSA

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- The teacher is teaching under emergency or other provisional status.
- The teacher is teaching in the field of discipline of the certification of the teacher.
- Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see the section *Standardized Testing.*

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.D234.org.

IV. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For more information, see the section on *Transferring*.

V. Student Privacy

Students have certain privacy protections under federal law. For additional information, see handbook procedure *Student Privacy.*

VI. 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. For additional information, see the section on *English Learners.*

VII. Homeless Students

For information on supports and services available to homeless students, contact the Assistant Principal at 708-456-4242, extension 1245.

For further information on any of the above matters, please contact the Principal.

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to Ridgewood High School and District #234. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use District #234's name, Ridgewood High School's name, or a District school's team name, or any logo attributable to Ridgewood High School District #234 provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District #234 is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District #234's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

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.

Only students who have purchased and display a parking placard may park in the Student Lot. Student permits are awarded to interested seniors first, followed by juniors, then sophomores based on the total number of parking spots available that school year in the spring of the preceding year. Interested students are then eligible to complete a permit application through the Dean's Office and are automatically billed to their Skyward account. Parking placards are $200 for the school year. A new placard must be obtained each school year. 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

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a PE Waiver Forml requesting to be excused from physical education courses for the reasons stated below.

1. Medical reasons. (Grades 9, 10, 11, 12)
2. Religious reasons. (Grades 9, 10, 11, 12)
3. Utilization of time set aside for special education support and services if the student's parent, guardian, Special Education Division Head, and/or IEP team agrees this is needed. (Grades 9, 10, 11, 12)
   Note: Documentation of an Exemption for this reason will be included in the student's current IEP, including signatures from the student and their parent/guardian.
4. Enrollment in Marching Band (Grades 10, 11, & 12)
5. Ongoing participation in varsity athletics (Grades 11 & 12)
6. Enrollment in academic classes that are required for admission to an institution of higher learning (Grades 11 & 12)
7. 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 (Grade 12 or Grade 11 with Administrative approval)

Alternative activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical.

Physical Education Clothes & Locks

A personal t-shirt (separate from clothes worn to school), locks, and heartrate monitor strap are required for all Physical Education classes. Order forms for these items are available in the Student Services and Business

Offices. Forms can also be found on the schools' website www.d234.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 a PE locker room lock 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.

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 Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, 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 the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Encourages or incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or

distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

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 a material and 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, slanderous or obscene, 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;
    e. Incites students to violate any Board policy
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 at 708-697-1271.

Groups offered depend on student need and vary from year to year.

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 (including electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes; though such electronic recordings may become student record if the content is used for disciplinary or special education purposes regarding a particular student.

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 10 business 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. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. 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 have one or more scores received on college entrance examinations included on the student's academic transcript.**
   Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student 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 included.

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. **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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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; to the Ill Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent wiht the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **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.

6. **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
   -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.***

7. **The right to request that military recruiters, institutions of higher learning, and the Illinois Student Assistance Commission 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, email addresses, and telephone numbers, unless the student's parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. Similarly, State law requires a secondary school to provide to

military recruiters, public institutions of higher education, and the Illinois Student Assistance Commission access to the same types of information, in addition to a secondary student's birth date, unless the student's parent/guardian submits a written request before the end of the student's sophomore year (or if the student is a transfer student, by another time set by the District) that such information not be released. If you wish to opt your child out of the release of this information so that it is not released without your prior written consent, notify the building principal where your student is enrolled for further instructions. Students age 18 and older may also opt out by contacting the building principal for further instructions.

8. **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.**

9. **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

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

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 many Illinois children comprehensive healthcare that includes doctor visits, hospital stays, prescription drugs, vision care, dental care and medical devices like eyeglasses and asthma inhalers. Some families pay monthly premiums for the coverage, but rates for middle-income families are significantly lower than they are on the private market. Specific cost information varies but is available on the All Kids Website, listed below.
All Kids Hotline: 1-866-ALL-KIDS (1-866-255-5437)
All Kids Website: https://www.illinois.gov/hfs/MedicalPrograms/AllKids/Pages/about.aspx

Leyden Family Service and Mental Health Center: Counseling, addiction rehabilitation
10001 W. Grand Ave.
Franklin Park, IL 60131
(847) 451-0330

Youth Outreach Services: Chemical use and dependency issues in youth, youth counseling
6417 W. Irving Park Road
Chicago, IL 60634
(773) 777-7112

For more information about these and other referral agencies, please contact Student Services at 708-697-1271.

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. 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.

Families will not be required to provide proof of residency during online enrollment as the School District has contracted with an outside vendor to automatically verify the residency of all students. However, based on the review of information provided during enrollment, the School District may require additional information to make an enrollment determination including, but not limited to, proof of residency, interviews of the person(s) enrolling the student and the student's parent(s)/guardian(s), and/or home visits to verify a student's residency within the School District.

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 $23,359) 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 708-456-4242, extension 1242. Concerns about homelessness should be directed to the Director of Student Services at 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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills may not be preceded by a warning to students.

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 encouraged to choose classes that will positively impact their post high school goals. Students may be scheduled into any of their alternate selections as required, and/or allowed by the final Master schedule. Please be aware that schedule changes can only be made when alternatives are available and within the first five (5) days of each semester

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 requires parent/guardian and counselor approval.

Students should follow their original schedule until the program change is processed. The student will be notified once the change has been made.

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 Searches

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. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Students may not conceal, withhold, move, or refuse to surrender an item that is subject to a school search. A student who refuses to comply with a lawful search or directive related to the search may be subject to disciplinary action for insubordination, obstruction, expulsion, or other applicable violations of school rules, in addition to police being called to search the property.

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.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Sex Education Instruction & Family Life Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, 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.

Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades

- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.
Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes

- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

- National Sexual Assault Hotline at 800.656.HOPE (4673)
- National Sexual Abuse Chatline at online.rainn.org
- *Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)*

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education,

that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. 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.

Sexual Harassment Prohibited (Title IX)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or

3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

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 Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator Building Principal, Assistant Building Principal, Dean of Students, Complaint Manager, or any employee with whom the student is comfortable speaking. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator: Title IX Coordinator:

Principal	**Principal**
7500 W. Montrose Ave.	7500 W. Montrose Ave.
Norridge, Illinois 60706	Norridge, Illinois 60706
(708) 456-4242, extension 1237	(708) 456-4242, extension 1237

Complaint Managers:

Assistant Principal	Assistant Principal of Student Affairs
7500 W. Montrose Ave.	7500 W. Montrose Ave.
Norridge, Illinois 60706	Norridge, Illinois 60706
(708) 456-4242, extension 1245	(708) 456-4242, extension 1242

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

Investigation Process

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal.; The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to

English Learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or steretypes; taunts; name-calling; offensive or derogatory remarks about a person's acutal or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, or national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;

2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;

3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;

4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;

5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and

6. Protects a person who reports os is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, and administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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 - 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.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

The Illinois State Seal of Biliteracy

World Language students who are able to demonstrate an Intermediate High level of proficiency in the four skills (listening, reading, writing, and speaking), and proficiency in English, will attain the Illinois State Seal of

Biliteracy their senior year. Students who meet the English requirement but score an average of at least Intermediate Mid in each of the abilities will attain the Commendation. Students who earn either of these awards will receive a State Seal of Commendation sticker on their diplomas and transcripts, recognition at the Awards Assembly, graduation cords, and a special note in the graduation program. Seal recipients will earn two years of World Language credit at any Illinois public college or university. This credit is also transferable to institutions in 47 other states.

Two Year College Credit for the Illinois State Seal of Biliteracy Award

Pursuant to Illinois State statute (105 ILCS 5/2-3.159 Sec. 2-3.159), "(i)..each public university in this State shall accept the State Seal of Biliteracy as equivalent to 2 years of foreign language coursework … if a student's high school transcript indicates that he or she will be receiving or has received the State Seal of Biliteracy."

The two-year World Languages college credit award may be transferable to any public college in the 47 other states that offer the Seal of Biliteracy.

Demonstration of Proficiency Requirements

Students can demonstrate the required proficiency in the following ways:

World Language requirements:

1. A minimum score of *Intermediate High* in each language domain (*Reading, Writing, Listening, and Speaking*) on the AAPPL or STAMP exams for the Seal;
2. A minimum score of Intermediate Low on the STAMP or AAPPL assessments for the Commendation.

English requirements:

1. A minimum EBRW SAT cut score of 480 for both the Seal and the Commendation. This score aligns with the College Board's *College and Career Ready* cut score;
2. A minimum ACT score of 21, or attainment of the *ACT College Ready* Benchmark on the English subject area test;
3. Score of 5 for the Seal or 4 for the Commendation on the AP English Language & Composition Exam;
4. An overall proficiency composite score of 4.8 on the ACCESS exam for ELL students.

All WL students take the AAPPL exam each spring term that they are enrolled in a language course. This exam is free to students.
Senior students not enrolled in Spanish or Italian who wishto test in those languages, or in any of the other offered languages listed below, may test their spring term with either or STAMP assessments:

Arabic (Modern Standard), English, French, German, Hebrew, Hindi, Japanese, Korean, Mandarin (Simplified), Mandarin (Traditional), Polish, Portuguese (Brazilian), Russian

TriSeal of Biliteracy

Senior students may test in two foreign languages. If the students meet the required proficiency criteria in both world languages and in English, they can earn the Illinois State TriSeal of Biliteracy, an exceptional accomplishment. In addition to the awards mentioned above, TriSeal students will receive a plaque commemorating their accomplishment. To receive any of the Illinois Seal of Biliteracy awards is a great honor as it demonstrates language fluency to colleges and future employers.

More information about the Seal of Biliteracy is available on the RHS website, in the Student Services Office, and from the program coordinator, Jennifer Pham at 708-456-4242 x1248 or jpham@ridgenet.org.

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 (the ACT suite of assessments) during their freshman, sophomore, and junior year. Below is a list of standardized tests that are offered. Not all students will take all tests.

Measures of Academic Progress (MAP), The Armed Services Vocational Aptitude Battery (ASVAB), ACCESS, Seal of Biliteracy, PreACT 9 Secure, PreACT Secure, ACT, , Dynamic Learning Maps (DLM), AP Testing, and the Accuplacer.

Per ISBE, students are required to take the ACT on a school-wide testing day in order to receive a regular high school diploma.). 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, e-cigarettes, vapes, vape pens or other vaping related products.
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, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
   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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law.*

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. 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.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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;
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: or
5. During periods of remote learning.

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.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

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 workers 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 school social worker. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minutes sessions. 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 the school district's policy, is posted on the school district website. Information can also be obtained from the Student Services staff at (708) 456-4242, extension 1271.

If you need assistance, help is also available from the following organizations:

National Suicide Prevention Lifeline
Call or text 988

Crisis Text Line
Text HOME to 741741

Safe2Help Illinois

Call 844-4-SAFEIL (723345)
Text SAFE2 (72332)

Summer School

Students in need of additional time to complete the requirements of courses have the opportunity to work toward completion of their courses during the summer. In an effort to create student and family buy-in and motivation for this opportunity, students will not be expected to pay a fee for summer school. for extended school year. If students do not finish their required work in extended school year, they will pay for summer school.-Ridgewood also operates summer sessions for Driver's Education (fee applies) and skill building sessions for incoming freshman students. Attendance, behavior and discipline policies included in this handbook will be disseminated by summer school teachers.

Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

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.

Prohibition on Selling or Marketing Students' Personal Information

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.

Unless otherwise prohibited by law, 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, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

The school expects to administer the following surveys that request personal student information on the following approximate dates:

Illinois Youth Survey	Spring every even year (next administration: spring 2027)
5Essentials Survey	January-February, annually
Elyssa's Mission	October/Frebuary
Cook County Youth Risk Behavior Survey	School year 2026-2027,
Advisory Survey	School year 2026-2027,
School Links Survey	School year 2026-2027,

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Student Privacy

The District has adopted and uses several policies and procedures transferring regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Article 26A Resource Person:

Tasha Young
7500 W. Montrose Ave.
Norridge, Illinois 60706
(708) 456-4242, extension 1269

Nondiscrimination Coordinator: Title IX Coordinator:

Principal	**Principal**
7500 W. Montrose Ave.	7500 W. Montrose Ave.
Norridge, Illinois 60706	Norridge, Illinois 60706
(708) 456-4242, extension 1237	(708) 456-4242, extension 1237

Complaint Managers:

Assistant Principal	**Assistant Principal of Student Affairs**
7500 W. Montrose Ave.	7500 W. Montrose Ave.
Norridge, Illinois 60706	Norridge, Illinois 60706
(708) 456-4242, extension 1245	(708) 456-4242, extension 1242

Retaliation Prohibited

Retaliation against an Article 2^A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report all allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint manager.

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal

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.

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

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.

Extracurricular and school-sponsored activities are provided by Westway Coach (contact information below) and/or a Ridgewood High School 15-person passenger van.

Westway Coach – (VP)
100 East Hill Street
Villa Park, IL 60181
(630) 279-2720

Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

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, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Visitors

All visitors, including parents, siblings, and former students, are required to enter through the main entrance of the building and are required to provide a government issued ID upon entering the vestibule. All visitors must wait in the vestibule until their IDs are scanned through the RAPTOR system (RAPTOR checks state and national criminal databases) and cleared. Visitors without proper ID will not be admitted access to the building.

Approved visitors must wear a red lanyard with a printed temporary ID tag identifying themselves as a guest.

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

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of the school premises at any time for purposes other than those that are lawful and authorized by the board.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

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 person from the Student Services Office upon presentation of all required documentation. The student and parent/guardian must both be present in order to obtain a work permit.

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 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
- Parent/ Guardian 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.