

RIDGEWOOD
SCHOOL

(937) 399-8900

PARENT/STUDENT HANDBOOK
2009-2010

RIDGEWOOD SCHOOL

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Springfield, Ohio 45504

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www.ridgewoodschool.com

BOARD OF TRUSTEES

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Jade Gianakopoulos, Vice-President

Afshan Syed, Secretary

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Dear Parents and Students:

This handbook has been prepared to provide you with important information about Ridgewood School, including specific rules and regulations, in order to promote a safe, productive and educational environment in which to learn.

Students are to take this handbook home, read it together with their parents* and keep it for future reference.

The administration and staff extend an open invitation to parents to visit the school and observe classroom activities. We do require prior notification of any planned visit as a courtesy to the students and teachers. Additionally, visitors must always first report to the office to help ensure a safe and educational environment.

Please contact me at the school to discuss any questions or concerns you may have about the school or any items found in the handbook.

The philosophy, rules, regulations, and procedures in this handbook have been approved by the Ridgewood Board of Trustees.

Sincerely,

Richard A. Yontz, Headmaster
Cell 1-937-408-8113
e-mail – yontzr@ridgewoodschool.com

*The term “parents” is understood to include guardians and custodians.

SCHOOL HOURS

School Open (Unsupervised)	7:30-7:45
Supervised Care	7:45-8:00
Teachers & Staff	7:55-3:00
Kindergarten	8:00-2:45
Grades 1 through 8	8:00-2:45
After School Supervision	3:00-5:30
Dismissal	2:45-3:00

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RIDGEWOOD SCHOOL'S MISSION STATEMENT

Ridgewood School provides the best possible educational opportunity for all students so they can become adaptable and productive lifelong learners. We believe in:

- upholding the premise that outstanding preparation for future academic and life challenges is paramount;
- inspiring each individual student to achieve academic excellence in an environment that is challenging and developmentally appropriate;
- reaching each student's fullest potential through a caring, professional staff and a supportive home environment;
- encouraging each student's self-expression and unique way of thinking;
- creating a nurturing environment by rewarding both sincere effort and success in order to encourage life-long learning;
- respecting diversities of every order: education, socio-economic background, religion, gender, race, age, and ethnicity;
- teaching and exposing students to the positive social behaviors of respect, responsibility, and concern for others, and
- providing students with a clean, safe, and secure learning environment.

GOAL STATEMENT

- develop a student who is competent in the basic skills of reading, writing, arithmetic, logic, listening, speaking, and organization;
- teach students to apply the basic skills to solve problems and communicate effectively;
- teach students to identify, understand, and appreciate the dynamics of family, community, national, and global relationships;
- enable the student to examine and clarify a personal value system and respect the value systems of others;
- teach the concept of responsibility as a lifelong commitment to self discipline, participation, service, and learning;
- prepare students to participate effectively in our society.

NOTICE OF NONDISCRIMINATORY POLICY

Ridgewood School admits students of any sex, race, religion, and ethnic origin. Every student is entitled to the same rights, privileges, programs, and activities generally accorded or made available at Ridgewood School. It does not discriminate on the basis of race, sex, religion, or ethnic origin in administration of educational policies, admission policies, athletic and other school-administered programs, or in hiring teachers or staff.

NEW STUDENT ADMISSION

Prospective students are welcome to visit the school for at least half a day. Parents will be offered an interview with the Headmaster and/or Assistant to the Headmaster. All students entering will be administered the Stanford Achievement Abbreviated Test and must score at least a 5 stanine on said test. Records from his/her previous school will also be reviewed. Admission will be granted upon the mutual agreement of the parents and the Headmaster and payment of deposit.

SCHOOL HEALTH SERVICES

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

1. The student is brought to the office;
2. The student's parent is contacted by the Headmaster or secretary concerning the child's illness. If the parent cannot be reached, the emergency number designated by the parent will be called;
3. In case of serious injury or illness, if we are unable to contact either the parent or designated representative, we will follow the instructions of the Emergency Medical Authorization Form, which should be completed at the beginning of the school year;
4. In case of life-threatening injury or illness, any responsible person will contact the Emergency Squad. The Headmaster will then contact the student's parent;
5. All students shall comply with all shot requirements of the Health Department. Failure to comply will result in exclusion until the student is in compliance.

MEDICATION ADMINISTRATION

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

Permission slips shall be submitted on a yearly basis and the Headmaster shall keep the slip on file in the office. A copy of the Medication Administration Permission Form is available from the office.

Medication should be kept in the Headmaster's office. If a child takes unauthorized medication and this is brought to the attention of the Headmaster, it is the Headmaster's responsibility to notify and confer with the parent.

TUITION FEES

The tuition includes all textbooks, laboratory supplies, lockers for upper school students, and testing materials.

If an applicant is accepted, this enrollment is for the entire school year.

A \$30.00 handling fee will be charged for each returned check.

School Lunches- \$3.00 daily, (billed monthly on invoice)

School supplies- (List provided for each grade)

After-school supervision- \$2.50 (billed monthly on invoice)

Cafeteria fee- A one time \$20.00 per child charge.

Tuition options are as follows:

Option 1: Ten (10) month plan. You will receive an invoice from July through April due no later than the 30th of each month.

Option 2: Twelve (12) month plan. You will receive an invoice from June through May due no later than the 30th of each month.

Option 3: Semester schedule Receive 5% discount on 1/2 of the full tuition, payment due no later than July 1 (check or cash, NO CREDIT CARD). Second semester will be divided into 5 equal payments running from December through April due no later than 30th of each month.

Option 4: Full payment Receive 5% discount, on full tuition if payment is received by July 1st. (check of cash, NO CREDIT CARD).

Multiple Child Discount

Families with more than one child attending Ridgewood will automatically receive a \$500.00 Tuition credit for each multiple child (2nd, 3rd, 4th, etc.).

PAST DUE TUITION

A service fee of 1 1/2% per month (18% per annum) will be added for each monthly payment received after the 30th of the month. Accounts that are in arrears over ten (10) days will be reviewed at each Board Meeting. If suitable arrangements are not made for payment of an obligation, a student will be subject to removal from the school by board approval.

Prior to the issuance of grades and contracts, all school bills must be paid in full. At the option of the Headmaster, this requirement may be waived if an agreement to pay in full prior to the commencement of the next school year is signed by both parents.

FINANCIAL AID

Applicants for financial assistance should fill out the School's form. Ridgewood evaluates the family's needs and the qualifications of the candidate before a decision on financial assistance is made. All information relating to the application is kept **strictly confidential**.

SCHOLARSHIPS

Ridgewood School has some limited scholarships available. There are two types of scholarships that can be awarded to Ridgewood families:

Academic Scholarships:

The academic scholarships are funded by two trusts, the Mildred Penwell Scholarship program and the Della Selsor Trust. The Penwell and Selsor scholarships are based upon academic excellence for incoming students and are for one year. The Board requests the following information in order for applicants to be considered for these academic scholarships:

1. Applying families are to submit in writing to the Board their request for an academic scholarship.
2. Applying families are to submit with their request a copy of grades and standardized test scores to support an academic request.
3. The Board will review all requests and select the student(s) most deserving.

Board Scholarships:

Board scholarships are based upon need and are for one year. The following procedures will be followed for Board scholarships:

- A. Applying families must submit in writing to the Board their request for a Board sponsored scholarship.
- B. Applying families should submit a Ridgewood Parent Financial Statement.
- C. Applying families should supply a form of documentation for the financial statement (i.e. tax form).
- D. The Board will review all requests and award scholarships based upon the availability of funds.

All scholarships are for one year. All families will need to resubmit each year a new request in order to be considered for either an academic or Board scholarship. No family will receive more than 50% of tuition in assistance or scholarships.

STUDENT WITHDRAWAL

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

FIELD TRIPS

Field trips are planned at the discretion of the teachers. ALL students must have a school issued permission slip and a copy of the student's emergency medical form, signed by the parent, in order to go on the field trip. All permission slips must be returned no later than three (3) days before the field trip. The only exception will be if the student was absent and therefore unable to meet the deadlines. All efforts will be made to secure a school issued permission slip prior to the field trip, by fax or having one dropped off in the morning. It will be the teacher's responsibility to pass out permission slips in a timely manner so as to avoid problems. Parents will find an extra permission slip on the last page of the handbook in case a child has lost his/her permission slip.

TEXTBOOKS AND WORKBOOKS

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

LOCKERS

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

Students will not be allowed back to their lockers except at recess/lunch and after school. If a teacher sends them to their locker for something, the student must sign out of the room on a form and have a hall pass from the teacher. This also applies to students being given permission to use the restroom.

LIBRARY

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

END OF SCHOOL DAY: DISMISSAL

All students will return to their homerooms at 2:40 P.M. and be dismissed at 2:45 p.m. Students riding buses will be called to the West Exit where a teacher will dismiss them to their bus as it arrives. All other students will remain in their homerooms and will be called to the front doors upon their parent's arrival. No student will be permitted to walk home unless a parent previously notifies the office. If someone other than a parent is to pick up a child, the parent must notify the school in advance. At 3:00 P.M. all remaining students will be assigned to the After School Care room where a charge will be incurred beginning at 3:00 p.m.

ATTENDANCE AND TARDINESS

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

If a student is absent for a partial or full day, the parent is to telephone the school at 399-8900 before 9:00 A.M. for each day of absence. When returning to school, the student is to bring from home a written, dated and signed excuse stating the days absent and the reason for the absences.

Each homeroom teacher is responsible for taking attendance daily. The maintenance of a cumulative attendance record for each student is the responsibility of each homeroom teacher.

Students are to be in the gym when the bell rings at 8:15 AM. Students arriving late MUST report to the office. Excessive tardiness will result in a conference with the parent and Headmaster. The student will bring a note from home dated and signed by a parent explaining the tardiness. Students must have a tardy slip from the office in order to enter the classroom.

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

EMERGENCY SCHOOL CLOSING

Ridgewood School closings will be announced on TV Channels 2, 7, and 22 and on radio stations WIZE (1340 AM) and WBLY (1600 AM) and WEEC (100.7 FM). It will be announced on the radio and TV as Ridgewood School. If we need to dismiss school before 2:45 P.M., no child will be dismissed until a parent has been contacted.

STUDENTS REMAINING AFTER SCHOOL

Parents must make arrangement with the office or with the after school supervisor for those students who are remaining after school. Parents will be billed on a monthly basis through the office. The fee is \$2.50 for the first hour or portion of an hour. Parents are billed if the child/children remain at school after 3:00 P.M., and the children are not involved in an after school activity. All students must be picked up by 5:30 P.M.

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

After-school charges are as follows:

3:00 - 4:00	1 hour	5:01 - 5:30	3 hours
4:00 - 5:00	2 hours	5:31 - 6:00	4 hours

Charges are accrued at \$2.50 per hour until 5:01 P.M., at which time the rate increases to \$2.50 per 1/2 hour. If you have any questions pertaining to your account, please feel free to call Mrs. Eaton (bookkeeper) at 399-8900.

Students who are in after-school activities must be picked up no later than 3:45 P.M. After that time, the student(s) will be sent to after-school care and parents will be billed accordingly. If a student is removed from an after-school activity, due to behavioral problems, the student will be sent to after-school care and the parent will be notified and billed.

TELEPHONE USAGE POLICY

Students will only be permitted to use the telephone with permission from their teacher and/or the office.

REPORT CARDS

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

GRADE AVERAGE

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

CONDUCT / BEHAVIOR IS

GRADED AS FOLLOWS:

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

HONOR ROLL

Criteria for honor roll for grades 2 through 8:

Headmaster's Honor Roll: No grade below an A in all subjects

Major subjects include:

Language Arts, Science, Math, Social Studies, and French (Upper Level)

PRESIDENT'S EDUCATION AWARD

Students in the eighth grade who have had an A- or better average for the past two years and received an 85 or above percentile score on the Stanford Achievement Test in math or reading are eligible for the President's Education Award. These students will be recognized and receive this award at the graduation ceremony.

SAR AWARD

An eighth grade student will be selected by vote of the eighth grade teachers to receive the Sons of American Revolution (SAR) Award, to be presented at graduation. This award recognizes positive citizenship qualities.

STUDENT DRESS

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

FIRE DRILLS AND SEVERE WEATHER DRILLS

Fire drills will be conducted in accordance with the Code of Ohio. Evacuation procedures are posted in each classroom. The teacher will give instructions on prompt and orderly compliance with the evacuation plan.

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

ADVANCED CLASSES

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

HOMEWORK

Students need the knowledge and self-discipline gained from doing homework to help them do well in our global and technological society. Students will need to be life-long learners. When homework is assigned, monitored, completed, and checked properly, teachers and parents to help students get the most out of the process of homework. homework has excellent benefits: increased achievement, better class participation, increased self-reliance and better grades. With all of these benefits, it makes sense for Homework will be given in moderation and have a meaningful purpose as preparation, practice or extension of the lesson. Each teacher will be reasonable in assigning homework and will coordinate assignments with other teachers. Homework not turned in on the assigned date will be handled by the classroom teacher.

1. Students will be given grade appropriate homework.
2. Homework assignments will be due by the next scheduled class time unless stated differently.
3. Homework not turned in when due will result in the following procedures:
 - A deduction of points per day until the assignment is turned in. The assignment must be turned in regardless of the final grade;
 - After two days late the student will be assigned to a homework room during recess until the work is completed in an acceptable manner;
 - The assigning teacher will notify the parent(s) of the assignment to the homework room;
 - If homework assignments are repeatedly not turned in prior to the student's reporting to the homework room, the student may have to spend the first 10 minutes of recess in the room.
4. Students who are absent will have two (2) days for every day of excused absence to turn in make-up work. Assignment sheets will be sent around for those students who are absent. If parents could make arrangements to have the books and assignment sheets picked up at school after 2:45 p.m. it would be appreciated. After the grace period students with incomplete work will be assigned to the homework room until the assignments are completed. Rule number 3 may apply to the overdue work
5. ALL upper level students shall have an assignment booklet supplied by the school (lower level students may use the assignment booklets upon need). The booklet will be completed every period even if they have finished the assignment. At the end of the day the homeroom teacher will remind every student about his/her assignment booklet as well as his/her book bag. Parents are encouraged to review the booklet daily. Students will bring the booklet back to school every morning.

TESTING

The following tests are administered at Ridgewood:

1. The Stanford Achievement Test - administered to all students grades first through eighth in the spring.
2. Students that are attending Ridgewood by Ed Choice (O.C.E.) will be taking the state proficiency test in April/May 2009.

CLASS TESTS

1. Students will be given advanced notice of tests.
2. Graded tests/papers will be sent home to the parent(s). Test/papers with a C or lower must be signed by a parent and returned.
3. Test papers with a C or lower not returned within two (2) days will result in the student forfeiting recess.
4. The teacher will call the parent to notify them of the problem as soon as possible.

CONFLICT RESOLUTION PROCESS

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

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

DISCIPLINE STATEMENT

Students are expected to behave in a manner that respects everyone's right to learn in a safe and encouraging environment. Teachers, through their individual classroom discipline plans, employ logical consequences to address inappropriate behavior and awards to enhance positive behavior. Teachers document incidents and communicate with parents concerning progress. Teachers refer continuing cases to the office. The administrators will be in direct contact with the parent in order to devise an effective intervention plan.

DISCIPLINARY PROCEDURES:

1. Students will be given a warning by the teacher for failing to follow behavioral expectations.
2. Further inappropriate behavior that day will result in disciplinary action taken by the teacher.
3. Continued failure to follow behavioral expectations will result in a referral to the Headmaster.
4. The Headmaster will have a conference with the student concerning his/her inappropriate behavior. The student may lose his/her recess

privilege for a period of time depending on the severity and/or frequency of the inappropriate behavior. Parents will be informed that their child has lost his/her recess privilege.

5. Students whose behavior is extreme may be sent home for the remainder of the day after the parent has been notified and a conference held to resolve the problem. Students who are removed for the day will have two (2) days to make up the missed work and homework Rule 3 (page 13) will apply.

INCENTIVES

Each day positive actions and examples are set by the teachers and Headmaster to inspire correct behavior on the part of the students.

Student Recognitions:

1. "Caught Being Good" cards will be awarded by teachers, staff and Headmaster to students throughout the week who exhibit good behavior. Cards are deposited in a box each day and a card is drawn at random from the box each week by a student. The winning student receives special recognition.

FIGHTING POLICY

Disciplinary action for fighting will be determined by the Headmaster. It may include parental contact, denial of privileges, suspension, and/or expulsion from school. This policy is in effect whenever a student is on school property or attending any school-related activity.

SUSPENSION

A student may receive out-of-school suspension at the discretion of the Headmaster.

EXPULSION

A student may be expelled at the discretion of the Headmaster and the Board of Trustees.

FOOD SERVICE PROGRAM

Ridgewood provides a nutritional lunch program for our children. The lunch menu is located on the monthly newsletter calendar and in the Sunday edition of the *Springfield News-Sun* and our website.

Price per lunch on a day by day basis is \$3.00. The price of milk is \$.40 and juice is \$.30.

Do not send money with your child for lunches. Lunch will be billed on the family's monthly school account. All lunches include milk and dessert. Extra food, milk and snack will be charged to your monthly account.

Kindergarten students will be provided with snacks. We will assess the need for snacks at the lower level grades during the year. Parents may send a healthy snack if they desire. There may be situations where we may need to give a snack to a particular student.

The kitchen fee is \$20.00 per student, per year, due the first week of school.

PLAYGROUND RULES

Students need to play in a safe manner. The following playground rules must be followed:

- Pushing, wrestling, name calling, tackling will not be tolerated.
- Students must stay away from the road.
- Students must remain seated in the swings.
- Students must go down the slide in a seated position only, legs must be on the slide.
- Students may only go up the slide using the ladder and must exit the slide at the bottom.
- Only two (2) people are allowed on a teeter-totter at a time.
- Permission is needed to re-enter the building for drinks, rest room, etc.
- Students need prior permission to bring equipment for playground use.
- All injuries, no matter how minor, must be reported to the playground supervisor immediately.

ELECTRONIC GADGETS, TOYS

Electronic gadgets and toys are not allowed at school. If students are bringing these items for use during the after school program they must remain in the book bag the entire school day. These items are not to be in book bags for use during study hall or recess. School personnel are authorized to confiscate these items if they are accessed during the school time. These items include but are not limited to walkmen, cd players, ipods, game boys, magic cards, Pokemon cards.

CELL PHONES

Unauthorized cell phone use during the school day is not allowed. If a student has a cell phone, it should be in the student's book bag in the off mode or position. Parents should contact students through the school during school hours. Cell phones are not allowed out of the school bag during school hours. School personnel are authorized to confiscate the cell phone if it is used during the school day without proper approval.

**CODE OF REGULATIONS
OF THE
RIDGEWOOD SCHOOL ASSOCIATION
(Adopted)**

Article 1 - Name

The name of the Association shall be Ridgewood School Association.

Article 2 - Membership

There shall be two classes of membership.

(i) Voting, which shall consist of custodial parent(s) or guardian(s) of all children currently enrolled at Ridgewood School. Each family unit, being the custodial parent(s) or guardian(s), shall be entitled to two (2) votes. In single parent family units the parent/guardian may exercise both votes. Otherwise, each parent/guardian may exercise only one vote, if both are present. If only one parent/guardian is present, that parent/guardian may exercise both votes. Families whose tuition and other fees are not paid up-to-date shall forfeit their voting rights. A Trustee who does not have children enrolled at Ridgewood will also be a voting member entitled to one vote.

(ii) Non-voting, which shall include:

- a) All graduates of the School and their parent(s) and/or guardian(s)
- b) All teachers, staff members, and other employees of the school

All members of the Association shall be entitled to attend Meetings of the Membership and be recognized and heard. Only voting members of the Association or employees of the school may serve on committees.

A roll of each class of membership shall be maintained by the Secretary of the Board of Trustees and the school secretary. The Board of Trustees may suspend or re-instate a member of the Association by the affirmative vote of 80% of the members of the Board of Trustees. Suspension of membership of a voting member will result in the removal of the student(s) from the school.

The membership of the Association may modify a suspension of a member of the Association, imposed by the Board of Trustees, by the affirmative vote of 80% of the membership present at an authorized meeting of the Association.

The membership of the Association may suspend or re-instate a member of the Association by the affirmative vote of 80% of the members present at an authorized meeting of the Association.

Article 3 - Purpose

To conduct and operate a private school for the instruction and education of children of elementary school age and to do all things and exercise all powers now or hereafter provided by the laws of the State of Ohio respecting not-for-profit corporations.

The management and administration of the affairs of Ridgewood School shall be carried out by the Headmaster under the general direction of the Board of Trustees representing the Association.

The objectives of the Association shall be to facilitate the fullest development of each student's academic and physical potential.

Article 4 - Meetings of Members

Annual Meeting

The annual meeting of members of the Association shall be held in April of each year at the date and hour designated in the notice therefore.

Election of Trustees

The election of members to the Board of Trustees shall occur at the annual meeting in April. New Trustees will assume office at a Board meeting convened within ten (10) days of the last day of school.

Special Meetings

Special meetings of the Membership of the Association may be held at any time upon call of:

- The President of the Association
- Three (3) or more members of the Board of Trustees
- Twenty-five (25) or more members of the Association signing a petition which states the purpose of the meeting

The purpose of the meeting shall be stated in the notice of any Association meeting and at the commencement of the meeting and only that business may be considered at the special meeting. Members of the Association shall be notified of the special meeting at least five (5) days before the meeting takes place.

Location of Meetings

All meetings of the Membership of the Ridgewood Association shall be held at Ridgewood School.

Notice of Meetings

Notice of all meetings of the Association shall be given at least five (5) days prior to the date of such meetings. The notice can be satisfied by sending notices home with students or mailing notices to all Association members. A notice must also be posted in a prominent location at Ridgewood School.

Quorum

A quorum of the Association exists when 40% of the family units are represented at a meeting of the Association.

Order of Business

The order of business for the annual meeting shall be:

- a) Roll call
- b) Reading of minutes of the previous annual meeting
- c) Reports of officers
- d) Reports of committees
- e) Old business
- f) New business
- g) Election of Trustees
- h) Adjournment

The order of business for special meetings will be as required.

Article 5 - Trustees**Nomination of Candidates**

At the Board meeting in December of each year the Trustees shall appoint a nominating committee consisting of three (3) Trustees and two (2) voting members of the Association. The nominating committee will nominate candidates for the Trustee positions to become vacant the following year.

The nominating committee shall submit their recommended list of candidates and resumes of those candidates to the Board of Trustees at the March Board of Trustees meeting.

Nominations from the membership of the Association shall be by typewritten petition by no less than five (5) voting members of the Association and shall include the name(s) and resume(s) of the candidate(s). Such petitions shall be submitted to the Secretary of the Board of Trustees no later than March 7 each year.

The Secretary of the Board of Trustees shall, no later than March 15 each year, mail names and resumes of the candidates to all voting members of the Association.

Number of Trustees

The Board of Trustees shall consist of nine (9) elected members and a maximum of three (3) Presidential appointees. Three (3) of the nine (9) elected members are to be elected each year for a three (3) year term of office. Presidential appointees shall be appointed for a one (1) year term and their appointment shall be ratified by a majority vote of the Board of Trustees. Nominations or appointments of individuals for Trustee will ensure that five (5) of the Trustees have students enrolled at Ridgewood School at the time the nomination or appointment occurs.

The Board of Trustees shall have the power to fill all vacancies in its membership by appointment and ratification by a majority vote of the remaining Trustees. Trustees appointed and ratified by the Board of Trustees must be ratified by a majority vote of the membership of the Association attending the next Annual Meeting. Trustees so ratified by the Association will complete the term of office of the individual they have replaced.

Powers of Trustees

The Board of Trustees shall be responsible for the control and management of the affairs of the Association subject only to the action of members present at an authorized meeting of the Association.

The Board of Trustees may adopt by-laws which are not inconsistent with these regulations and is responsible for promulgation and enforcement of rules governing the affairs of the Association.

Meetings of Trustees

The Board of Trustees shall hold at least six (6) meetings during the fiscal year. The first meeting shall be held within ten (10) days after the last day of the school year. At the first meeting the newly elected Board members will be seated and officers of the Board of Trustees elected. The Board shall determine the date and time of at least five (5) further meetings, including one meeting in August. The dates and times of all further Trustee meetings shall be posted in a prominent location in the school.

Special meetings of the Board of Trustees may be held at any time upon the call of:

- a) The president of the Association
- b) Three (3) or more members of the Board of Trustees

A notice of a special meeting shall be posted in a prominent location at the school at least five (5) days prior to the meeting and shall state the purpose of the meeting. Each Trustee shall be notified of the special meeting in writing. Emergency meetings of the board of Trustees may be held at any time upon call of the President and five (5) Trustees.

Place of Meetings

All meetings of the Board of Trustees shall be held at Ridgewood School. Meetings can be held at other locations provided notice of such meetings is posted at the school five (5) days prior to the meeting and the meeting is open to members of the Association.

Quorum

A majority of Trustees shall constitute a quorum for the transaction of business.

Trustee Term Limitation

A Trustee may be elected for two (2) consecutive three (3) year terms and then cannot serve as a Trustee for one (1) academic year before being nominated for or appointed to a Trustee position. (A Trustee may also have served as an appointed Trustee prior to being elected as a Trustee.)

Attendance at Meetings

Trustees shall attend all meetings of the Board of Trustees. In the event a Trustee fails to attend three (3) consecutive regularly scheduled meetings, his/her term of office may be terminated by a majority vote of the remaining Trustees.

Article 6 - Officers

Offices

The offices of the Board of Trustees (and Association) shall be:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer

The offices of Secretary and Treasurer may be filled by persons other than Trustees, but they will not have the authority to vote on issues addressed by the Board.

Election of Officers

The officers of the Association shall be elected annually by the Board of Trustees at its first meeting following the last day of school. Individuals may be nominated for office by one or more trustees and must be elected to office by a majority vote of the Trustees in attendance at the organizational meeting. A majority vote of the Trustees present at a meeting may end the term of office of the Secretary and/or Treasurer if the individual holding the office is not a Trustee.

Term of Office

All officers shall hold office for one (1) year, or until their successors are elected and seated. If the offices of Secretary and/or Treasurer are not held by Trustees the provisions of Article 6, paragraph 2 applies.

Limitation of Term of Office

The President and Vice-President may only serve two (2) consecutive one (1) year terms of office.

Vacancies

The Board of Trustees shall have the power to fill any vacancies in existing offices between the annual organization meetings, and create and fill any new office considered necessary.

Article 7 - Duties of Officers

President

The President shall:

- a) Preside at all meetings of the Association and at all meetings of the Board of Trustees.
- b) Be a member ex-officio of all committees.
- c) Perform such other and further duties as may be required of him from time to time by affirmative vote of the Association.
- d) Perform other duties usually incident to such office.
- e) Perform such other duties as may be assigned to him from time to time by the Board of Trustees.

Vice-President

The Vice-President shall, in the absence of the President, occupy and discharge the office of the President.

Secretary

The Secretary shall:

- a) Be custodian of the financial records of the Association.
- b) Keep an accurate roll on each class of membership.
- c) Attend to the serving of notices to members and trustees as required by law and by this Code of Regulations.
- d) Keep an accurate record of meetings of the Association and the Board of Trustees.

e.) Perform such other duties as are usually incident to this office, or as may be required by the Board of Trustees.

Treasurer

The Treasurer shall:

- a) Be custodian of the financial records of the Association.
- b) Ensure that all monies due the Association are received and all monies and property of the Association are safeguarded.
- c) Ensure accurate disbursement of the funds of the Association.
- d) Account for the transaction of his/her office to the satisfaction of the Board of Trustees at each meeting of the Trustees by the presentation of a written operating summary, balance sheet, and cash flow summary.
- e) Ensure payment of all monies to vendors, staff, etc. by check having two (2) authorized signatures.
- f) Ensure that accurate and current financial records are maintained to facilitate ready audit by the Board of Trustees and /or its nominee.
- g) Prepare a written operating summary, balance sheet, and cash flow summary for the present fiscal year for presentation to the membership of the Association at the annual meeting.
- h) Prepare a written draft of a budget showing estimated income and expenditures incident to the affairs of the Association for the coming fiscal year.
- i) Arrange for an audit of the financial records of the Association as deemed appropriated by the Board of Trustees.

Article 8 - Committees

There shall be such standing committees as the Board of Trustees shall designate and such other committees as shall be appointed by the President subject to approval by the Board of Trustees. Standing committees shall include Curriculum, Finance, Facilities, Personnel, Tuition Assistance, and Liaison. Chairmen of committees shall submit a report at each regular meeting of the Board of Trustees.

Article 9 - Fiscal Year

The fiscal year of the Association shall end August 31.

Article 10 - Repeals and Amendments

This code of Regulations may be amended or repealed by a two-thirds (2/3) affirmative vote by Association members present at an authorized meeting of the Association.