

UNION RIDGE ELEMENTARY

PARENT + STUDENT HANDBOOK

2022/2023



330 N 5th Avenue Ridgfield, WA 98642

360.750.7600 • ridgefieldsd.org

TABLE OF CONTENTS

WELCOME	1
TATER TOT 3 R's BEHAVIOR	2-7
VALUING DIVERSITY	8
SEXUAL HARASSMENT	9
COMPLAINT OPTIONS	10-11
BULLY PREVENTION	12
EMERGENCY PROTOCOLS	13-15
INCLEMENT WEATHER	15
HEALTH + ATTENDANCE	16
DAILY SCHEDULE, DRESS CODE, CELL PHONES + PERSONAL ELECTRONIC DEVICES	17
TRANSPORTATION	18
FOOD SERVICE	19
PARENT TEACHER ORGANIZATION	20
VISIT + VOLUNTEER	21

Welcome to Union Ridge Elementary

...HOME OF THE TATER TOTS!

The Union Ridge staff welcomes you to a fantastic 2022-2023 school year. At Union Ridge our team of dedicated teachers, support staff, para-educators, and volunteers are passionate about serving all our students' academic, social, and emotional needs. *Pursuing Premier* at Union Ridge means we are working with our students, families and community members to build a trusting and committed partnership that puts serving students at the center.

For students at Union Ridge, our staff focuses on meeting them where they are. We know each student comes to us with unique skills, experiences, and needs. To provide all students with intervention and/or enrichment, we have WIN (What I Need) built into the school day. Prioritizing WIN allows all students to receive the differentiated instruction they deserve.

Our staff is committed to building relationships with students and families. At Union Ridge, we believe it takes a village to help students learn how to be responsible, respectful, and resilient (The 3 Rs). Our staff teaches, models, and reteaches expectations so all students know what it means to be responsible, respectful, and resilient.

As a parent, you are the expert on your child and we value your collaboration and input to best serve your learner. Together we will create an educational experience for your child that is personal and meaningful.

Angie Gaub
Principal Union Ridge Elementary



DISTRICT GOALS

- 1. Achieve high outcomes through quality instruction, personalized learning, and continuous improvement resulting in success for every student.*
- 2. Provide safe, inclusive, and supportive environments that nurture the well-being of the whole child.*
- 3. Provide collaboration and communication opportunities with families, staff, and the community resulting in strong partnerships.*
- 4. Close the disparity gaps by ensuring high expectations, removing barriers and providing opportunities for all students.*

WELCOME

1

TATER TOT 3 R's BEHAVIOR

(a **P**ositive **B**ehavioral **I**nterventions and **S**upports program - **PBIS**)

GOAL: To create a social-culture in our school that will encourage positive behaviors and interactions, while discouraging problem behaviors. This social-culture will lead to a safe environment where students achieve academically and build positive relationships with each other and with adults. The foundation of the approach emphasizes teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, and correcting them when they do not.

PBIS DEFINED: PBIS is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

SCHOOL-WIDE RULES:



Having a few, simple, positively stated rules facilitates the teaching of behavioral expectations across school settings. By focusing on five simple rules, our message can be clear, consistent, and memorable for students. It is expected that all school staff will be active participants in the school-wide programming.

PARENTAL INVOLVEMENT: Teaching a behavior that schools expect to see works best when there is consistency across home and school settings. When a child has challenging behavior at school, a strong partnership between the school and family is important. Family involvement is a key feature when developing positive behavior support plans for students with special needs. School-wide positive behavioral interventions and support is a school-wide approach to helping all children learn to self-manage behaviors. However, parent involvement is really important in all aspects of PBIS. When parents are involved, outcomes for children are better.

Tater Tots 3 R's Behavior A Three Tiered Approach

As a school community, we are responsible for teaching both academic and social behavior skills. We will teach all of our students how to be safe, responsible members of the community in every setting. We will reinforce these behaviors through a system of positive reinforcement.

Tier One teaching and reinforcement of expected behaviors will be enough support for 80-90% of our students.

Tier Two is designed for the 5-10% of our students who may need further teaching and individualized supports. These students will be referred to the Student Intervention Team for further supports.

Tier Three is designed for the 1-5% of our students who continue to display behaviors of concern despite Tier Two interventions. Further supports and/or services will be implemented by the SIT Team.

Addressing Problem Behaviors

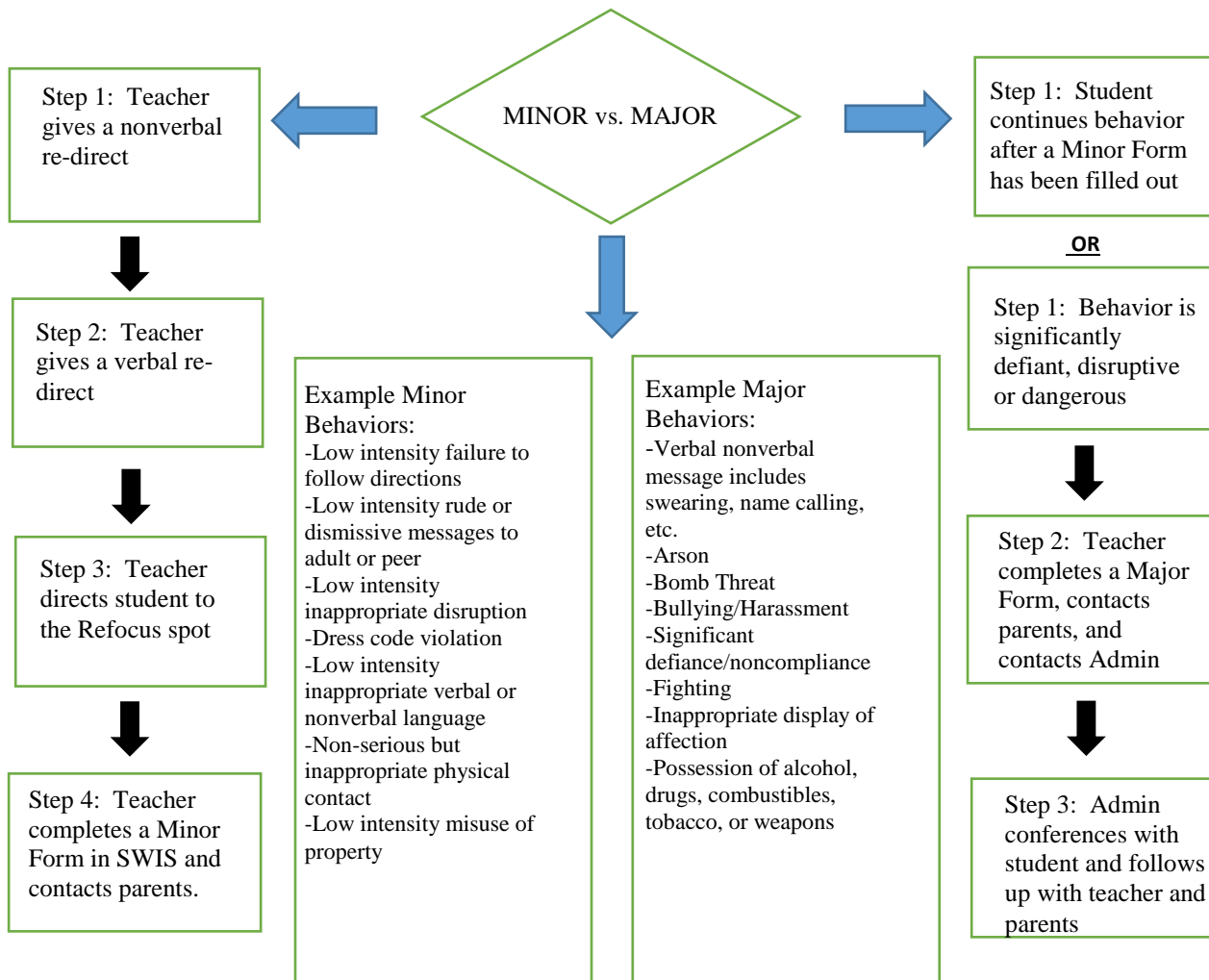
In order to address problem behaviors, we will change the way we look at behavior. We understand behavior is not good or bad. Repeated problem behaviors serve a purpose for the student. Problem behaviors provide attention or an escape from uncomfortable, difficult, or even boring situations.

Misbehavior is a form of communication. Our job is to use professional judgement to hypothesize the purpose, or function, of the behavior and how it is meeting the student's needs. We then work to find an alternate way to meet that need in a safe and respectful way.

Parents of children with behavior challenges are important in a system of school-wide positive behavior interventions and supports because they already know punishment does not teach skills. Parents already know what individual strategies may work with their own child. Parents are important contributors in developing school-wide PBIS in their child's school, because parents have a great deal at stake – the lives and futures of their children. By becoming involved, parents can have a vital role in improving school climate, safety, and instructional time. Most important, parents can have a role in helping their child to develop the positive behavior skills that are the foundations for a successful future.

Staff Deals with
Minor Behaviors

Office Deals with
Major Behaviors



EVERY DAY IS A NEW DAY!

- All behavior referrals need to be communicated to parent via phone, email, etc.
- The behavior flowchart is a framework; exceptions to following the process may occur
- Some behaviors may result in an immediate office referral; understand what types of behaviors result in a minor or a major referral
- 3 minor referrals of the same behavior in a week will be converted into a Major office referral

MAJOR REFERRALS WILL BE ENTERED INTO SKYWARD

Tater Tots 3 R's Behavior Management Process

We are committed to preventing inappropriate behavior before it occurs by intentionally teaching and reinforcing expected behaviors.

Tier 1 – Minor Behaviors: Behaviors handled in the classroom using intervention strategies and teachable moments including a verbal reminder, re-teaching, positive reinforcement (four positive reinforcements for every correction), and redirecting.

Tier 2 – Minor Behaviors: The student has been taught AND re-taught the expectation AND has received positive reinforcement to promote the expected behavior. However, the student continues to present escalating behavior and is not responding to interventions.

When a teacher determines a student's behavior should be documented, the following will take place:

- Fill out a Referral form and check the box for Minor Behavior.
- Student completes a Reflection sheet (in the classroom or a buddy classroom)
- Teacher reviews Reflection sheet with student
- Teacher contacts parent/guardian
- Teacher turns the completed Referral form into the office at the end of each day.
- If a student receives three Referrals for Minor Behaviors in a month-long period, the teacher will follow the procedures for a Major Behavior and the Assistant Principal will take action.

Tier 3 – Major Behaviors: The teacher has followed through with a Minor Referral forms, reflection sheets, teacher conference and parent contact, yet the student chooses to continue behavior that is not consistent with ROCKS and/or the student exhibits Level 3 behavior which requires mandatory office referral.

When a student exhibits a Major Behavior, the following will take place:

- Fill out a Referral form and check the box for Major Behavior.
- The referral is sent to the principals and the Assistant Principal will take action. If the Assistant Principal is not available, the Principal will take action. If the Principal is not available, the counselor will handle the situation until an administrator is available.



Union Ridge Common Area




Positive Behavior Expectations

<u>Area/Expectation:</u> <u>Zona/Expectativa:</u>	<u>Be Respectful</u> <u>Se Respetuoso</u>	<u>Be Responsible</u> <u>Se Responsable</u>	<u>Be Resilient</u> <u>Se Resiliente</u>
Assembly 	<ul style="list-style-type: none"> -Follow directions -Watch for silent signal -Use kind language -Sit so that everyone can see 	<ul style="list-style-type: none"> -Listen actively -Participate appropriately -Wait for dismissal instructions -Be a positive role model for others and the community 	<ul style="list-style-type: none"> -If it's too loud, cover your ears, take a <i>Mindful Minute</i>, and wait for it to pass
Bathroom 	<ul style="list-style-type: none"> -Wash hands -Flush toilet -Use walking feet -Quiet or zero voice -Give privacy 	<ul style="list-style-type: none"> -Clean up -Keep water in sink -Throw paper towel in trash -Quickly return to class 	<ul style="list-style-type: none"> -If something unexpected happens, think of two possible solutions, choose one, and take action
Bus 	<ul style="list-style-type: none"> -Use quiet voice -Respect property -Use kind language -Give personal space 	<ul style="list-style-type: none"> -Clean up your area -Take belongings with you -Stay in seat, facing forward -Follow bus rules -Keep aisles clear -Know your departure plan -Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> -If there are changes in your plan, be flexible -If there is a problem with the route/stops, wait for the bus to stop and calmly talk to the bus driver
Cafeteria 	<ul style="list-style-type: none"> -Use quiet voice -Follow directions -Give personal space -Include others -Use kind language -Use table manners 	<ul style="list-style-type: none"> -Stop, look, and listen when attention signal is given -Eat your own food -Follow traffic rules -Clean your area 	<ul style="list-style-type: none"> -If you drop your tray, clean it up, get a new lunch, and head to your table -If you are frustrated that you are not getting dismissed to recess, think of two possible solutions, choose one, and take action -If someone is sitting where you want to sit, ask them to make room for you, or choose a different seat
Classroom 	<ul style="list-style-type: none"> -Listen to speaker -Use materials purposefully -Give personal space -Include others -Think before speaking -Share -Follow Directions 	<ul style="list-style-type: none"> -Clean up your area -Keep hands, feet, and objects to self -Keep 4 on the floor 	<ul style="list-style-type: none"> -If you face a frustrating situation, take a <i>Mindful Minute</i> and try again
Dismissal 	<ul style="list-style-type: none"> -Follow Directions -Be patient and wait your turn in line 	<ul style="list-style-type: none"> -Stick to your plan -Go and stay in your pick-up or bus area -Use walking feet -Use crosswalks -Stay on sidewalks 	<ul style="list-style-type: none"> -If there are changes in your plan, be flexible



Union Ridge Common Area

Positive Behavior Expectations

<p>Arrival in Gym</p> 	<ul style="list-style-type: none"> -Use quiet voice -Follow directions -Include others -Give personal space 	<ul style="list-style-type: none"> -Bring appropriate activity -Clean your area -Take belongings with you -Use walking feet -Watch for silent signal -Sit with your class 	<ul style="list-style-type: none"> -If you face a frustrating situation, think of two possible solutions, choose one, and take action
<p>Pathways/Hallways</p> 	<ul style="list-style-type: none"> -Walking feet, especially on the stairs -Follow directions -Voices off 	<ul style="list-style-type: none"> -Give personal space -Eyes up and forward -Go straight to your destination -Keep up with your class -Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> -If something unexpected happens, think of two possible solutions, choose one, and take action
<p>Playground</p> 	<ul style="list-style-type: none"> -Use kind language -Take turns -Include others -Share equipment 	<ul style="list-style-type: none"> -Keep hands, feet, and objects to self -Exit and enter area safely -Stay within designated play area -Follow directions -Watch for opening doors -Use equipment appropriately 	<ul style="list-style-type: none"> -If you feel like a situation is unfair, review the rules and either try again or move on to a different activity -If you feel like you don't have anyone to play with, use the Buddy Bench -If you are feeling upset or frustrated, take a <i>Mindful Minute</i>

VALUING DIVERSITY

Ridgefield School District values the diverse ethnic heritage of the students we serve and believes to be prepared for today's global society and workforce, students must be able to understand, appreciate, work with and learn from people with cultures and backgrounds different from their own.

We understand educating our children requires a partnership. Students need support at home and from the community to succeed in school and life. Each student is unique and learning styles are different. We believe the diversity of our school community, which in simplest terms means the ways in which people are different, enhances the district's ability to implement our goals.

Education involves acknowledging and valuing what is comfortable and known and leading students to an understanding and appreciation of what is new and different. Encountering different perspectives, ideas, ways of thinking, and understandings is an essential part of this process. Through their experience with such differences students develop the ability to think critically, to make informed judgments, to imagine, to understand, and to grow. Helping students understand their connection to the world and to each other will enable them not only to achieve their highest potentials, but also to serve as strong and effective leaders. This principle is at the heart of our mission to foster unlimited possibilities.

Respect for diversity mirrors Union Ridge's commitment to character education. It is the school's goal that all students, school families, and faculty and staff feel welcome, valued, and respected at Union Ridge. The values that anchor our ROCKS program—respect, ownership, community, kindness, and safety — also characterize our attitude toward the diversity in our school community.

DISTRICT NON-DISCRIMINATION STATEMENT

Ridgefield School District No.122 complies with all state and federal rules and regulations and provides equal opportunity in programs and employment and does not unlawfully discriminate on the basis of race, color, national origin/language, marital status, HIV/Hepatitis C status, sex, sexual orientation-including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups. Ridgefield School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services, bilingual education or inquiries regarding compliance procedures, contact Chris Griffith, Title IX/Section 504/ADA Coordinator, 510 Pioneer Street, Ridgefield, WA 98642, (360) 619-1305, or by email at chris.griffith@ridgefieldsd.org.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

*<http://ridgefieldwa.apptegy.us/o/district/browse/4811>
(Policy 3210).*

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see complaint options).

For a copy of our district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <http://ridgefieldwa.apptegy.us/o/district/browse/4811> (Policy 3205).

COMPLAINT OPTIONS: DISCRIMINATION + SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

COMPLAINT TO THE SCHOOL DISTRICT

Step 1. Write Our Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

APPEAL TO THE SCHOOL DISTRICT

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

COMPLAINT TO OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us

Mail: PO Box 47200, Olympia, WA 98504-7200

Hand deliver: 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx or contact OSPI's Equity and Civil Rights Office at 360-725-6162 TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

OTHER DISCRIMINATION COMPLAINT OPTIONS

Office for Civil Rights

U.S. Department of Education

206-607-1600

TDD: 1-800-877-8339

OCR.Seattle@ed.gov

www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247

TTY: 1-800-300-7525

www.hum.wa.gov

BULLY PREVENTION: **STOP. WALK. TALK.**

Union Ridge is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all of its students and school employees. We will not tolerate unlawful bullying and harassment of any type.

School-wide PBIS begins with the premise that all students should have access to supports to prevent the development and occurrence of problem behavior, including bullying behavior. To avoid stigmatizing any student, school-wide PBIS emphasizes what a student does and where it occurs. Instead of negatively labeling a student as a bully, victim, perpetrator, or aggressor, the emphasis is on labeling what the student does, for example, name-calling, teasing, intimidation, verbal aggression, and cyber-harassment. Bullying behavior is always described in the context or setting in which it occurs, for example, cyberspace, hallway, dance, field trip, bus, or other "setting."

From a school-wide PBIS perspective, successful prevention of bullying behavior is linked directly to teaching adults and students (a) what bullying looks like, (b) what to do before and when bullying behavior is observed, (c) how to teach others what to do, and (d) how to establish a positive and preventive environment that reduces the effectiveness of bullying behavior.

Students are taught the Stop. Walk. Talk. approach to unwanted behavior. This empowering technique teaches students how to stand up to behavior they feel is offensive or not wanted. By promoting self-advocacy and self-determination we foster a more self-reliant, responsible, and safe climate.

PARENTAL INVOLVEMENT: Parents play a key role in preventing and responding to bullying. If you know or suspect that your child is involved in bullying, there are several resources that may help on our website including school counselor contact information and a form to report an alleged incident.



The safety of our students is priority #1. We review our safety and emergency procedures annually, looking for opportunities to refine and improve practice. We strongly encourage families to familiarize themselves with the district-wide SRP (Standard Response Protocols).

A critical ingredient in the safe campus recipe is the uniform response to an incident. Weather events, fires, accidents, intruders and other threats to student and staff safety are scenarios that are planned and trained for by campus administration.

STANDARD RESPONSE PROTOCOLS ARE BASED ON THESE FOUR ACTIONS

SECURE is followed by the Directive: “Secure the Perimeter” and is the protocol used to safeguard students and staff within the building.

LOCKDOWN is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep students quiet and in place.

EVACUATE is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.

SHELTER is always followed by a type and a method and is the protocol for group and self-protection.

In the event of an emergency, the action and appropriate direction will be called on the PA.

STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: "The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID. "

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

What if the Student Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name.

Bring ID to Check In

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will go to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

INCLEMENT WEATHER

In times of inclement weather or other emergencies, the Superintendent, in consultation with appropriate authorities, will assess the situation and determine a course of action if necessary. Information about all day closures and/or late starts will be broadcast over the local radio and tv stations beginning at approximately 6:00 am. Information about early dismissals will be broadcast as early in the day as possible.

Up-to-date information is available at **www.FlashAlert.Net**

IMMUNIZATIONS

State law requires a completed "Certificate of Immunization Status" form on file before attending school. Certified waivers are permitted if parents have medical, religious or personal objections, but need to be on file with the school.

Required Immunizations

5 doses of DTP or DTaP vaccine (the last dose at or after age four)

4 doses of Polio (OPV or IPV) vaccine (the last dose at or after age four)

2 doses of the MMR vaccine (first dose given on or after the 1st birthday and the 2nd booster given at least 28 days after the 1st dose)

3 doses of the Hepatitis B vaccine

2 doses of the Varicella vaccine for all students, only if students have not already had a documented case of the chickenpox disease.

1 Tdap booster (given after 11th birthday or prior to entering 6th grade)

ATTENDANCE

State law (RCW.28A 225) requires students to attend school daily, unless excused for illness, doctor's appointments or other family emergencies.

If a student is absent, you need to either call the office before 9:00AM, send an email to holly.andrews@ridgefieldsd.org, or enter an absence request in Skyward Family Access. If we don't hear from you within 3 days of your child's absence, the absence will be unexcused. 3 unexcused absences will result in a conference with the principal to enter into an attendance agreement. 7 unexcused in one month or 10 unexcused in one year will result in a truancy petition filing with Clark County.

WHEN NOT TO SEND YOUR CHILD TO SCHOOL

For the protection of everyone, students should not come to school with any of the following symptoms:

- fever
- vomiting
- diarrhea
- severe cough

Students with a known communicable disease (chicken pox, impetigo, strep throat, scarletina, scabies, ringworm, pink eye, etc.) **must have clearance from a doctor before returning to school.**

HEAD LICE: Students must be treated and free of live lice, and checked by a school health aide before returning.

DAILY SCHEDULE

Students who walk, ride bicycles or are brought to school by their parents, should arrive NO EARLIER than 8:50 AM (*9:50 AM on late start Wednesdays) and follow the SAFE SCHOOL ROUTE.

Students riding bikes or scooters to school are to enter school grounds on 8th AVE and leave school the same direction. If students arrive prior to the first warning bell, they will need to report to the gym to either assemble with their classmates or eat breakfast. Students will be excused from the gym at 9:00 (*10:00) to report to class.

8:50 AM *9:50 AM	Breakfast Available
8:50 AM *9:50 AM	Students may report to the gym
9:00 AM *10:00 AM	Warning bell
9:05 AM *10:05 AM	Class begins
11:05-1:30	Student lunches / Recesses
3:35 PM	Students dismissed
4:05 PM	End of teacher day
4:15 PM	Office closes

* indicates Wednesday late start for teacher collaboration

DRESS CODE

- Wear appropriate clothing at all times. Clothing must cover from the top of the chest (at the top of the armpit) to mid-thigh in non-see-through materials. In order to assure that clothing stays above the top of the chest, shoulder straps will be necessary.
- No clothing with questionable logos or messages
- Undergarments are not to be showing
- Hats are allowed with the expectation it does not disrupt the learning environment or impedes safety of student
- No sunglasses (unless medically necessary)
- Shoes are to be worn at all times. No "Heelies"
- Flip flops and heels are strongly discouraged. Participation in P.E. and other physical activities will be prohibited if flip flops or heels are worn.

CELL PHONES + PERSONAL ELECTRONIC DEVICES

We understand many parents provide cell phones for their children, but we require cell phones to be turned off and kept in backpacks until the child leaves school property. We have phones in the office for students to use should they need to make contact with a parent during the school day. Should a student violate this school policy, the phone will be taken and placed in the office until the end of the school day.

BUS TRANSPORTATION

The Ridgefield School District belongs to the KWRL Transportation Cooperative. This cooperative serves the local school districts of: Kalama, Woodland, Ridgefield and La Center. If your student will be transported by bus, you must register them with KWRL by going to www.kwrl.org and clicking on the Transportation Portal link in the center of the page. If you have questions regarding transportation services, please contact KWRL at **(360) 841-2023**, or visit them online at <https://sites.google.com/woodlandschools.org/kwrl>.

Find **SNOW ROUTES** on our district website - ridgefieldsd.org - under Departments/Transportation.

MORNING DROP-OFF

If parents choose to park and walk students, they must drop students off at the parent drop-off area.

AFTER SCHOOL PICK-UP

Students are to leave school promptly at the end of the school day to their normal destination. The school must have written permission from a parent/legal guardian to allow the student to go to a different destination.

If parents choose to pick up students after school they may park in the parking lot and walk to basketball court on the south side of building B for their student(s). Parents may also wait in the vehicle pick-up line. Parents are not allowed to leave their vehicles when in the car pick-up line and must slowly proceed to the pick-up area moving forward or stopping as directed by designated traffic coordinators.

BREAKFAST - A GOOD START

Did you know that breakfast is the most important meal of your child's day? It provides the nutrients and energy they need to concentrate in school. Research even shows that kids who eat breakfast get better grades, pay more attention in class and behave better. Help your youngster begin their day on the right foot. Ridgefield School District offers your child a daily balance breakfast which includes fresh fruits and whole grains.

EXERCISE - IT ALL ADDS UP

Exercise doesn't have to be done all at once. Encourage your youngsters to be active throughout the day---small amounts of time will add up!

In general, school-age children should get at least an hour of physical activity each day. *Remember:* Regular exercise will not only make your child healthier—it will help kids sleep better at night and be in better shape to learn and play all day.

Chartwells Food Services provides a nutritious school lunch program that is USDA approved, meeting the NSLP (National School Lunch Program) guidelines. Students are required to eat lunch every day, either one packed from home or purchased from school. The procedures for payment of lunches are as follows:

1. The on-line payment program provides you with a fast, secure, and simple way to put money on your child's account, maintaining parental control. You may accomplish that through the Ridgefield School District website using the Skyward Family Access Link. Individual user names and passwords are available from the school office.

Students may also bring cash or checks to the office before school begins. Money is credited to the student's account. If payments need to be allocated to more than one student, you must notify the office or the food service director immediately.

2. Notices are sent home via email and/or an automated message when a student's account reaches \$3.00 and again if the balance reaches \$0 and once again when or if the student has a negative balance of \$1.00 or greater. Notices will continue to go home regarding negative balances until the balance due is paid.

3. To ensure students are provided access to nutritious meals, students that arrive on campus without a lunch will be permitted to charge a complete meal to their account. Parents are responsible for the cost of any meal charges on their student's account. The District will follow its collections process for any outstanding fines or charges on student accounts. Students with a negative balance on their account will not be permitted to charge any ala carte items (snacks, beverages, etc.), or additional (second) meals to their lunch account.

*Notices are sent home if the student has a negative balance in their account.

For information regarding the National School Lunch Program/ School Breakfast Program visit our website or stop by the front office.

PLEASE JOIN THE UNION RIDGE PTO! MEMBERSHIP IS FREE!

As a Parent Teacher Organization, our primary goal is to encourage interaction between family and school. We are a non-profit organization that serves as a source of support for the teachers, staff and the community to enrich our children's educational experience. We fundraise to provide support in many ways throughout our school. With reduced state level funding, our PTO is essential in filling in the gaps to provide continued quality educational experiences for our children. Here are just a few examples of how Union Ridge PTO provides funding to our school:

- Field Trip Transportation
- Classroom Funds
- Extra Curriculum and Resources for Teachers
- Library Books
- Art and Music Enrichment
- Grade Level Grants

In addition to fundraising, we host a number of family focused events to help bring our school community closer together. We also take time to celebrate our teachers and everyone that makes Union Ridge a great school! Just some of our annual activities include: Back to School Night, the Book Fair, son and daughter events, Holiday Bazaar, Movie Nights, Spring Carnival, Teacher Appreciation Week and the End of the Year Student Showcase.

Please consider volunteering to help our PTO. Our volunteers are vital to our school. Volunteering is always on your terms, with no pressure to participate more than you are able. Even if you are not interested in volunteering your time, we encourage you to become a member and stay connected to our upcoming events.

Membership forms are available at the front office and on the school website. You can also find us on Facebook! Search for Union Ridge Elementary PTO.

VISIT

The most important aspect of parent involvement is knowing what your child is doing at school. You may call anytime for an appointment with your child's teacher. Our staff is willing to answer your questions or address any concerns you may have. Staff are available from 8:35-8:50AM (9:35-9:50AM on Wednesdays) and 3:50-4:05 PM daily. Our staff directory is located on our website.

The school year is organized into trimesters and report cards are sent home with the students at the end of each 12-week period. Parent conferences are held in early December. However, you may call for an appointment with your child's teacher or the principal anytime during the year.

Classroom visits are welcome, but must be pre-arranged with the classroom teacher. All parents and/or visitors **MUST** sign in at the front office, **show ID** and wear a visitor's badge. You must also sign out when leaving the building. Signing out is important so that all visitors can be accounted for in the event of an emergency.

Celebrations are to be kept to a minimum to decrease disruption to the learning environment. Homemade treats are **NOT** allowed. Please do not send flowers, balloons or party invitations to school for students. In lieu of sending birthday treats for your child, please consider donating a book to our library.

Due to increasing allergies and liabilities, animals are not allowed at school, unless authorized through the office.

VOLUNTEER

Volunteering at the school is a great way to get involved. Many parents chaperone field trips, support teachers as a room parent, classroom helper or assist with special events. Volunteers are to be fully present while at school. Phone calls (unless an emergency) and conducting business while volunteering is not allowed. Volunteers need to follow student dress codes and be appropriate role models.

Volunteer applications are available at the District Office and are good for 5 years. Please allow 7 days for processing.

Please remember as a volunteer it is critical to respect the privacy of students and staff. Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees.

PARENT + STUDENT HANDBOOK SIGN-OFF

After reading the Parent + Student Handbook on the Union Ridge Elementary website, please sign below and return this page to school with your child.

If you need a paper copy of the handbook, please let your child's teacher know so that one can be sent home with your student.

DATE: _____

I have read and understand the Union Ridge Elementary School Parent + Student Handbook 2022/2023.

**STUDENT
SIGNATURE:** _____

PRINT NAME: _____

**PARENT/GUARDIAN
SIGNATURE:** _____

PRINT NAME: _____

PLEASE INITIAL:

_____ It is the responsibility of the parent/guardian to provide the school with any legal documentation or court orders that apply to the student and are relevant to the child's education experience.

_____ Students may not be dropped off at school prior to 8:45 AM (*9:45).

_____ I will follow the school's arrival and dismissal procedures.

_____ If a child is absent, I will call the school before 9:00 AM (*10:00).

_____ I will follow the school's celebration rules. No homemade treats. No flowers, balloons or party invitations to minimize disruptions to the learning environment.

Thank You!

Union Ridge Elementary
www.ridgefieldsd.org/o/union-ridge-elementary

