

# Ridge Road Elementary School

## School Handbook

### 2018-2019



4601 Ridge Road

North Little Rock, AR 72116

(501) 771-8155, Fax: (501) 771-8157

<http://www.nlrzd.org/o/ridge-road-elementary>

<https://www.facebook.com/RREnlrsd/>

# Welcome

On behalf of the RRE family, I would like to welcome you to Ridge Road Elementary School. My name is Matthew How, and I will be your principal. This is our fourth year serving students from the Levy and Park Hill neighborhoods. I personally have had the privilege of working with students and their families in this area for 12 years. Our caring and dedicated staff can hardly wait to work with your children in an environment with 1 to 1 technology, the highest diversity in the district and facilities that are second to none. If there is ever anything that I can assist you with, please do not hesitate to contact me. I am at your service.



Matthew How  
(501)771-8155  
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Welcome back students, families, and stakeholders! My name is Kyla Lawrence and I am serving as your assistant principal. I am truly honored to join the Ridge Road Wolves! I am confident that together we will create strong relationships that will impact us all in a positive way. I am a native Arkansan, and a proud product of public schools. I graduated from the University of Arkansas at Little Rock with a bachelors in Early Childhood Education, and from Harding University with a masters in Educational Leadership. I have proudly served the North Little Rock School District for the last 5 years. It has been my pleasure to work with and for this great community of people. It is my vision to ensure that all children receive a quality education, and that we educate students on purpose for purpose. We have a lot of work to do, but I have no doubt that together we will get it done! I look forward to a successful school year and equipping students with the most powerful weapon they will ever encounter. Education.

*"Education is the most powerful weapon which you can use to change the world." -Nelson Mandela (Madiba)*

Kyla Lawrence  
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# Staff

<b>Staff Member</b>	<b>Grade/Position</b>
Arendt, Robin	Kindergarten
Emison, Amanda	Kindergarten
Peoples, Emeri	Kindergarten
Porter, Jami	Kindergarten
Wax, Julie	Kindergarten
Gilbert, Rhonda	Paraprofessional
Smith, Diane	Paraprofessional
Johnson, Alicia	First
McRae-Miller, Edwina	First
Stamp, Maria	First
Thompson, Stephanie	First
Beamon, Victoria	Second
Russenberger, Cynthia	Second
Sewell, Karla	Second
Stane, Dawn	Second
Dodson, Sherrie	Paraprofessional
Barton, Elaine	Third
Penland, Tracy	Third
Watson, Peggy	Third
White, Paige	Third
Williams, Sheila	Third
Key, Monica	Paraprofessional
Lewis, Rosetta	Paraprofessional
Allensworth, Hollie	Fourth
Botterweck, Alaina	Fourth
Folen, Nikita	Fourth
Harrison, Lisa	Fourth
Cooper, Laura	Fifth
Dunnagan, Anne	Fifth
Hofford, Cassie	Fifth

Mitchell, Lisa	Fifth
Johnson, Tonia	Paraprofessional
Waymire, Sandi	K-2 Teacher
Ellis, Cynthia	Paraprofessional
Nowling, Christina	Paraprofessional
Swafford, Tori	SpEd
Thompson, Lindy	SpEd
Blagg, Susan	OT
Collins, Jan	PT
Shipman, Meredith	ESOL
Gladwin, Marla	Counselor
Bissett, Melinda	Gifted/Talented
Parmer, Samantha	Speech Pathology
Kilbury, Brad	PE
Shimek, Becky	PE
Phelps, Anna	Interventionist
Spory, Lisa	Literacy Coach
Mahan, Ranell	Media Specialist
Giles, Linda	Media Clerk
Robuck, Sheri	Reading Recovery
Taylor, Lian	Art
Greenfield, Debra	Music
Gordon, Sissy	Child Nutrition Manager
Alexander, LaTanya	Child Nutrition Assistant
Caldwell, Deborah	Child Nutrition Assistant
Hadley, Melissa	Child Nutrition Assistant
Taylor, Charita	Child Nutrition Assistant
Rogers, Tikeia	Child Nutrition Assistant
Green, Wanda	Paraprofessional
Toombs, Robert	Human Service Worker
Maher, Jimmy	Technology Technician
Davenport, Liz	Computer Lab Manager
Hess, Carma	Principal's Secretary
Trinidad, Analisa	General Secretary
Horton, Jonté	Lead Custodian

Brown, Kenneth	Day Custodian
Dillard, Cassandra	Night Custodian
Wright, Tansandra	Night Custodian
Woods, Andrea	Campus Supervisor
Gardner, Kathie	Lunch Aide/Crossing Guard
Taylor, Joyce	Lunch Aide/Crossing Guard
Thomas, Marquita	Lunch Aide/Crossing Guard
Lawrence, Kyla	Assistant Principal
How, Matthew	Principal

## School Hours

Breakfast                      7:10-7:50AM

Classes Start                7:50AM

Tardy Bell                    7:55AM

Classes Dismiss            2:30PM

**\*Students are not permitted to be checked out between 2:00-2:30pm unless there is an emergency or a doctor's appointment. This must receive administrative permission.**

# Dress Code

## Blouse/Shirt

- Any solid colored collared shirt (long or short sleeve)
- Any solid colored undershirt
- Official school shirts may be worn on Fridays only on elementary campuses.
- Needs to be tucked in

## Skirt, Skort, or Jumper

- Must be solid khaki or navy
- No shorter than 3 inches above the knee

## Pants/Shorts

- Must be solid khaki or navy
- Shorts – no shorter than 3 inches above the knee
- No leggings or jeggings unless worn with skirt or shorts
- Must be appropriately sized to eliminate any bagging or sagging.

## Sweater or Sweatshirt

- May be any solid color
- Must be worn with a collared uniform shirt

## Belts

- Solid color – no color preference
- No large buckles
- Must be worn if belt loops are on the garment.

## Socks

- Solid color – no color preference
- Socks must be worn at all times.

## Shoes

- Open-toed shoes, sandals, and slides are prohibited

## Coats

- Coats or jackets will be removed once inside classroom and put in the appropriate place during the day

No visible labels or logos on any article of clothing are allowed.  
Please write your child's name inside of all clothing.





# Attendance

Excused absences (Needs a parent or official note within 5 school days of the event)

- Illness
- Death or serious illness of family member
- Recognized religious holiday
- Government appointment
- Doctor or dentist visit
- Other absence approved by principal or assistant principal

Unexcused absences

- Anything not listed above
- Any event that did not have a note within 5 school days
- Illness (after 3 handwritten notes)
- Out-of-school suspensions
- Being tardy (Entering class between 7:55am and 10:30am or being checked out between 1:30pm and 2:00pm); 6 times = 1 unexcused absence

Truancy

The following may result in a report to the prosecuting attorney:

- 10 tardies in a semester
- 7 or more unexcused absences in a semester

# Drop-Off

- **Parents in vehicles need to drop off students using the back loop.** Please follow the directions of all staff.
- Please do not drop off students in the parking lots.
- Walkers need to use the front entrance.
- Students having breakfast may enter at the bottom entrance. This is for students only.
- At 7:55am, the back loop will be closed. Parents must park in the parking lot and check their student into the office. All other doors will be locked.
- All adults must enter using the front entrance and sign in at the office.
- Adults are not permitted to walk students to class after the first week of school. If a parent or guardian needs to speak with a teacher, he or she needs to set up an appointment in the office.



# Pick-Up

- Parents in vehicles need to pick up students in the back loop. If you arrive early, please pull all the way around.
- Students are not permitted to be picked up in the parking lots. Please park and wait in the front of the building. Students are not permitted to wait in front of the building to be picked up.
- Stopping on Ridge Road to pick up a student may result in a traffic violation.
- Walkers will leave the building through the front doors.
- For the safety of our students, we will send students home the same way every day, unless we receive a handwritten note or a personal visit. We do not allow changes in plans over the phone.
- In order not to interrupt class time, we will not prepare students for your arrival if you call to tell us you are coming early to get them.

# Visiting

- All visitors must sign in at the office and wear a name tag.
- Visitors may visit a classroom for no more than 15 minutes.

# Breakfast and Lunch

- Breakfast and lunch are free for all students.
- Parents are welcome to eat with their students. Please enter the office and check in.
- Adults will be charged \$2.10 for breakfast and \$3.75 for lunch.
- Students can eat breakfast when they arrive. However, if they are not in their classroom by 7:55am, they will be counted tardy.

# Parties

- We have two main parties: Christmas and Valentine's
- Unfortunately, we do not celebrate birthday parties.
- Cupcakes, pizza, and other food items are not permitted on days that are not official parties.
- Gifts such as balloons and flowers will not be delivered to students.

# Recess and Lunch Schedule

Grade	Teacher	Lunch Recess	Lunch
K-2	Waymire	10:00-10:30	10:45-11:05
K	Wax	10:30-11:00	11:00-11:20
K	Peoples	10:30-11:00	11:00-11:20
K	Arendt	10:30-11:00	11:00-11:20
K	Emison	10:35-11:05	11:05-11:25
K	Porter	10:35-11:05	11:05-11:25
1	Thompson	10:45-11:15	11:15-11:35
1	Miller	10:45-11:15	11:15-11:35
1	Stamp	10:50-11:20	11:20-11:40
1	Johnson	10:50-11:20	11:20-11:40
2	Stane	11:05-11:35	11:35-11:55
2	Beamon	11:05-11:35	11:35-11:55
2	Russenberger	11:10-11:40	11:40-12:00
2	Sewell	11:10-11:40	11:40-12:00
3	Watson	11:20-11:50	11:50-12:10
3	Williams	11:20-11:50	11:50-12:10
3	Barton	11:20-11:50	11:50-12:10
3	White	11:25-11:55	11:55-12:15
3	Penland	11:25-11:55	11:55-12:15
4	Harrison	11:40-12:10	12:10-12:30
4	Folen	11:40-12:10	12:10-12:30
4	Allensworth	11:45-12:15	12:15-12:35
4	Botterweck	11:45-12:15	12:15-12:35
5	Hofford	11:55-12:25	12:25-12:45
5	Mitchell	11:55-12:25	12:25-12:45
5	Cooper	12:00-12:30	12:30-12:50
5	Dunnagan	12:00-12:30	12:30-12:50

# Day Care/After School Care

The following providers offer transportation and have vehicles that pick students up from the school:

Ark of Safety

5624 MacArthur

phone: 319-7188

Mama Myrtles

4609 Camp Robinson

phone: 246-5720

Bright Beginnings

900 W 36th

phone: 771-0114

Bright Ideas

2400 Wildwood

phone: 835-5802

Carmell's Quality Daycare

4416 MacArthur Dr.

phone: 541-4305

The district also provides a bus that drops students off at the Boys and Girls Club, as well as the North Heights Recreation Center