

RIDGEVIEW COUGARS ARE...

Proud students

Always respectful

Willing to work hard

Smart and successful



RIDGEVIEW ELEMENTARY SCHOOL STUDENT – PARENT HANDBOOK



Dear Parents and Students:

Welcome to the 2017-2018 school year at Ridgeview Elementary School. We have prepared the school handbook to provide you with the information and guidelines to set you up for a great school year.

Parental involvement and input is vital to the success of your student and our school. Please take time to review the contents of this handbook with your child and emphasize the responsibility that goes with being a team player. We urge students to participate fully in the activities offered at this school so that they will be prepared to fully accept and handle effectively the responsibilities and obligations of good citizenship in a complex society.

Our services as administrators are always rendered happily and eagerly as our professional lives are dedicated to the education of children. We are equally interested in seeing happy parents and are, therefore, hopeful you will speak to us freely and openly about any problems your child may be having concerning his/her education.

Tracy McLaughlin, Principal
Judith McHugh-Clark, Assistant Principal

ATTENDANCE POLICIES

Research shows that the single greatest factor contributing to student achievement is school attendance. The School District of Clay County takes pride in offering quality education to all students, and believes that regular school attendance is a very important part of educational success. Although missed school assignments can be made up, missed instruction cannot.

Florida Law requires all children between the ages of 6 and 18 to attend school regularly. We encourage you to monitor your child's attendance, and contact us with any questions or concerns.

Excused Absences – Student illness with a note, death in the immediate family of the student, or as approved by the administrator.

Unexcused Absences – All absences other than “excused” or “permitted” shall be considered “unexcused”. In addition, accumulated unexcused tardy and early departure time equivalent to one full school day may be counted as one unexcused absence in the total number of unexcused absences required for possible legal action.

If excused absences become excessive, medical documentation may be required by the principal to excuse further absences. A doctor's statement is required if your child has a chronic medical condition that may lead to his/her absence from school on a regular basis.

Students with 5 or more unexcused absences in a month or 10 unexcused absences in 90 calendar days must be referred to the school's Attendance Team. The school will attempt to set up a meeting with the parent or guardian to try to resolve the attendance problem. When a parent or guardian does not participate in activities requested by the school to improve students' attendance, the filing of a Truancy Petition with the court or referral to the State Attorney's Office (F.S. 1003.24) may result.

The following policies regarding attendance are in effect county-wide:

- Following an absence, a note must be received from the parent or guardian no later than the 3rd day following return to school. Notes will not be accepted after the 3rd day and the absences will be considered unexcused.
- The note should be given to the teacher. The note should contain the following information:
 - Student's first and last name
 - Teacher's name
 - Date written
 - Date(s) of absence(s)
 - Reason for absence
 - Home or work phone numbers
 - Parent signature
- It is at the discretion of the principal whether absences for family emergencies or extended absences are considered excused or unexcused.

- Any student who arrives after 8:30 a.m. (unless due to a late bus) is considered tardy. Tardy students will be checked in by the front office and receive a tardy pass. Chronic tardiness will result in letters from the school and/or a referral to the Social Worker.

- **AWARDS**

Ridgeview Elementary School is proud to present deserving students with various awards.

At the end of each grading period, students in Grades 3-6 will hold an awards ceremony in the cafeteria, parents are invited to attend. Parents will be notified if their child is receiving an award.

HONOR ROLL –There will be two honor rolls for Grades 3 through 6. These represent grades in academic and resource areas.

- For “A” Honor Roll, all A’s are required in academic areas and O’s or S’s in resource classes.
- For “A-B” Honor Roll, all A’s and/or B’s are required in academic areas and O’s or S’s in resource classes.
- Students who are working below grade level will receive a certificate of merit for A/B work.

- **BALLOONS-** Due to allergies, balloons are not allowed in classrooms. If balloons are delivered to school, they will be kept in the front office for pick up at the end of the day. Balloons may not be taken on the bus.

- **BUS PERMISSION SLIP**

Any student wishing to ride home with another bus riding student must present a written note to the front office in the morning. The written note must have the name of the student wishing to ride home, the name of the student who is the regular bus rider, and must be signed by the parent and offer a contact number in the event the bus pass cannot be issued. Requests cannot be submitted after 10:00 a.m. Permission is granted based on space available on the bus.

- **CAFETERIA**

Breakfast

- Breakfast is served in the mornings between 8:00 a.m. and 8:20 a.m.

Cafeteria Behavior

- All students will sit at tables assigned to their class and stay in their assigned seats during the lunch period.
- Moderate conversation will be permitted.
- There is to be no talking with peers while in the serving line.
- Students may not share food.
- Students who forget their napkin/spork when exiting the cafeteria line can raise their hand for a cafeteria assistant to provide them with the needed item.
- We will use the following dismissal system:
 - 1 = pack up and pick up
 - 2 = stand up, hands up
 - 3 = walk (leave) under supervision of classroom teacher

Free Lunch and Breakfast Program

All students at RVE receive free lunch and breakfast.

Individual accounts

- The cafeteria is on a computerized point of sale system that allows each student to have his or her own account.
- A la carte items are available for purchase if a student has money in his/her account.
- Pre-payments can be made before school in the morning by sending in cash or check. When paying by check, please make check payable to RVE. You may write one check for the whole family and put the student(s) name and account number(s) on the **lower left corner** of the check.
- Parents need to be aware that if they deposit money to their child's account, the child may purchase items such as extra milk, cookies, ice cream or juice from their account. If parents do not want their child to do this, simply do not deposit money in the account. Cafeteria personnel cannot monitor parental requests for restrictive purchases.
- Online meal account prepayment system: This convenient, easy and secure service will allow you to deposit money into your school meal account at any time. You are also provided the ability to view your account balance through the website www.MyNutrikids.com

To access these services:

1. Go to <https://www.mynutrikids.com/login.asp>
2. **From this site you will create your account and add money to your school meal account. All you need is your name, Cafeteria ID number and school zip code.**

Lunch from home

Students may bring a lunch from home. We ask that lunches are appropriate in content and that the items are easy to open and manage, (especially for younger children). We ask for your support in teaching children about healthy food choices by not sending in candy or carbonated drinks.

LUNCH WITH YOUR CHILD

- We welcome parents to eat lunch with their children. Please sit at the designated parent table in the cafeteria or at the picnic tables outside.
- **If your child would like to invite a classmate to join you for lunch inside or outside, the child must have a note from his/her parent giving permission, as well as the teacher's permission.**

● **CELL PHONES**

- Student cell phones must be turned off and out of sight while on campus or school transportation.
- Use of cell phones during school will result in disciplinary action, which may require a parent to pick up the phone.

● **CLASSROOM INTERRUPTIONS/ MESSAGES TO STUDENTS**

Classroom interruptions interfere with the learning process; therefore messages to and from students will be limited. Phone calls will not be forwarded to classrooms during student contact time.

Deliveries, such as flowers, balloons, etc. will not be allowed in the classroom. These kinds of deliveries to school are discouraged. If such a delivery does come to the school, it is to remain in the front office until the end of the school day. Balloons and breakable items are not allowed on school buses.

● **CLINIC**

Students who become ill shall obtain a pass from their teacher. To minimize the loss of instructional time, students will be returned to class as quickly as possible. Clinic visits shall last no longer than 20 minutes unless it is necessary to send the student home. The nurse will notify parents of habitual visitors to the clinic.

For the safety of all students, the nurse does not provide medication of any kind, including aspirin or cough drops. Students who have prescribed medicine to take must have a parent bring it with a note from the doctor or parent, to the clinic and leave it with the nurse.

Students with a fever should not be sent to school. Any child with a fever will be sent home. A fever is a temperature of 99 degrees Fahrenheit or higher. **Per County regulation, students may not return to school until they are fever free for 24 hours.**

Students with head lice will be sent home for treatment. These students may not return to class until the nurse checks their hair and clears them for readmittance. Students with recurring head lice will be referred to the Clay County Health Department and/or Social Worker.

Any student with health problems should have a letter on file stating the problem. **Emergency numbers should be kept current at all times!**

● **DISCIPLINE PROCEDURES**

Ridgeview teachers have a standard discipline procedure to deal with behavior problems. Classroom rituals and routines are listed and discussed at the beginning of and throughout the year. If a student interferes with the learning process of other students, it will be necessary for the teacher to find effective ways to correct that student. These methods may include in-class discipline, student-teacher conferences, or parent-teacher conferences.

Each classroom has rewards and consequences built into their classroom management plan. As part of a school-wide consequence program, teachers are encouraged to use a time out system.

A time out may be used before a referral is written, if the infraction warrants one. This would involve a student having "time-out" in the room and, then if needed, in the front office. After repeated time outs, teachers may be encouraged to write a referral.

Any student sent to the office on a discipline referral will receive a consequence aligned with the Clay County Code of Student Conduct.

● **DRESS CODE**

All students shall be properly groomed and attired when on school property or participating in school activities. Outfits should be tailored in such a manner that because of fit, design, color, texture, or inadequate coverage of the body does not create school disruption as determined by the administration. Students shall be dressed so they will not present a clear danger to health and safety. School officials reserve the right to determine if the county dress code or school dress code is being violated. Administration reserves the right to establish rules during the school year regarding new fashion in dress. In the event of a dress code referral, students will be sent to the clinic. Parents may be called to bring more appropriate clothing so the student can be allowed to return to instruction.

Specific rules apply to the following:

1. Pants should be worn or fall at the student's natural waistline without any support (belt, by the individual, etc.).
2. Shorts for boys and girls should be approximately 3 inches from the top of the knee.
3. Dresses and skirts will follow the same guidelines as shorts.
4. Leggings may be worn under approved dress code garments only.
5. Bedroom slippers and/or sleeping garments are not allowed during school hours.
6. Sleeveless shirts are acceptable as long as undergarments are covered. Tank tops and/or spaghetti straps are not allowed unless when worn with a cover shirt. Backless shirts or dresses, and shirts that expose the midriff are not allowed.

7. The neckline of any shirt must limit exposure of the body or undergarments as determined by school officials.
8. Students should not wear clothing, jewelry, buttons or other items that are offensive, suggestive, indecent, or associated with gangs, that encourage the use of drugs, tobacco, alcohol, or violence, or that support discriminatory practices against a particular group.
9. Caps, headwear and sunglasses must be removed upon entering the school building (except for religious observance or medical reason).
10. Acceptable footwear must be worn. Student shoes must have a back.

● **EARLY CHECK OUT**

We ask that you try to schedule outside appointments after school hours so the student's day is not interrupted; however, we know that this is not always possible. **No checkouts are permitted after 2:10 p.m.** Parents, or authorized persons, should report directly to the front office to sign a student out with picture identification.

Parents will not be permitted to go directly to the classroom; your child will be called by telephone.

● **FIELD TRIPS**

All students are required to return a signed permission slip. All school rules, including the dress code, will be enforced on field trips.

Refunds may not be available for field trips after deposits have been made to charter buses or reserved admissions to activities.

● **GRADING SCALE:**

The grading scale for Kindergarten and Grades 1 and 2 will follow these standards :

M=Mastery

P=Progress toward Mastery

I=Insufficient progress

The grading scale for Grades 3-6 is as follows:

A = 90 to 100

B = 80 to 89

C = 70 to 79

D = 60 to 69

F = below 59

GUIDANCE

- Parents may request a guidance appointment by leaving a note with the front office secretary or calling the counselor directly.
- Students may request a guidance appointment by leaving a note with the front office secretary or asking the teacher for a guidance referral. The student will be seen as soon as possible. If continued counseling appears to be needed, a time will be scheduled that is the least disruptive to the student's curriculum.
- School guidance counselors' area of expertise centers around school related difficulties. Students requiring more intensive counseling will not be seen by school counselors.

- **HARASSMENT/BULLYING**

Our primary focus is education, conducted in a safe learning environment. The Staff and Administration of Ridgeview Elementary will not support any student who partakes in harassment or bullying of others. Ridgeview students will be free of harassment based on sex, race, color, sexual orientation, national origin, or disability. Likewise, students may not use power (physical, verbal or psychological) in a willful manner that is repeated over time with the aim of hurting, intimidating, or frightening another person or group (bullying). See the Clay County Elementary Student Code of Conduct for examples and disciplinary procedures.

Any student who feels they are a victim of harassment or bullying should immediately speak with a school adult about their concern.

- **LOST AND FOUND**

All articles that are found should be taken to the front office immediately. Articles and clothing left unclaimed will be donated to charity at the end of each semester.

To help us return found items quickly, all articles should be labeled.

- **MAKE-UP WORK POLICY**

Assignments given prior to an absence are expected upon the student's return to school. If a test is scheduled and announced prior to a student's absence, the student will be expected to take the test upon return with his or her teachers as soon as possible.

A student has one day for each day absent to submit missed work assigned from when they were absent. It is the student's responsibility to complete make-up work and turn it in as outlined above.

Teachers can provide assignments when given 24 hours notice. Make-up work will be available to be picked up at the front office.

When an absence is unexcused, it is up to the teacher as to whether the assignment is counted.

- ** MONEY – PAYABLE TO THE SCHOOL**

- **CHECK POLICY:** Your check is welcome! We accept checks under the following conditions: If your check is returned or rejected for any reason, you expressly authorize your account to be electronically debited for the amount of the check plus a processing fee of \$25.00 or the maximum amount allowed by law. The use of a check for payment is your acknowledgment and acceptance of this policy and its terms and conditions. We reserve the right to refuse checks from anyone who has issued the school a check that has been returned due to non-sufficient funds, closed account, etc. [Insuracheck (866) 268-0030]
- Monies paid by check to the school should be made payable to *Ridgeview Elementary School* unless otherwise noted.
- Refunds may not be available for field trips after deposits have been made to charter buses or reserved admissions to activities.

● PARENT PICK-UP PROCEDURES

Students will remain seated in assigned areas until called. Students then proceed to a second holding area to be escorted to the car when their ride reaches the front of the cafeteria. Students will only be picked up in this area. Cars are to move up five (5) at a time for loading. Please help us speed up this process by using the rearview mirror tag provided.

In order to keep the students safe around moving vehicles and to minimize your time waiting to pickup your child, we ask that you follow the directions of the school staff. We will call the students to come to you. Once all the students have been safely loaded into their respective cars, you will be waved to exit the parent pick-up loop and the next grouping of vehicles will pull up to load their children.

At no time will students be permitted to cross the path of cars to meet parents who have parked their car and walk up to retrieve them. This is for everyone's safety.

If you wish to park and walk up to collect your child, we ask that you not park in the Staff Parking lot and that you use the walkways and/or crosswalks provided. Students will be kept at tables until the duty teacher releases them to the individual parent/guardian.

● PARENT - TEACHER CONFERENCES

Routine conferences are held throughout the school year. We feel both parent and teacher will benefit from conferencing since it is the responsibility of both to serve the needs of the child. Also, it is hoped that conferences will strengthen the relationship between school and community. Either teachers or parents may request a conference. The primary intent of a conference is to help the student adjust and respond to the school atmosphere. If you, as a parent, feel a need for a conference concerning your child, do not wait for the teacher to call you. You are encouraged to call the school to arrange a meeting with the teacher.

Teachers make an effort to meet at a time that is best for the parent. However, teachers are not available for conferences during student contact time. Parents should always discuss concerns with the teacher first. If after discussion with the teacher and a conference with an administrator is necessary, please contact the front office to schedule the meeting. Annually, every parent and student has the opportunity to evaluate the effectiveness of instructional employees by completing annual school improvement climate surveys. Additionally, parents and students may submit concerns or commendations relative to performance directly to the school principal or supervisor. Results are reviewed by school administration and assist supervisors in recognizing performance or identifying growth opportunities.

Due to the teachers' schedule, they can accept/return calls during the working hours of 7:45 – 8:20a.m. and 2:50 - 3:15 p.m. In order for all students to receive the maximum instruction, and to abide by contract guidelines, teachers cannot take calls during instructional time.

PARENTS VISITING CLASSROOMS

- ALL VISITORS MUST SIGN IN AT THE FRONT OFFICE
- Parents must request to visit the classroom at least 24 hours in advance of the visit per contract guidelines. The request can be made directly to the teacher, via the guidance counselor or via administration.

- **PARENT VOLUNTEER PROGRAM and PFA**

Parents are invited, and strongly encouraged, to become Ridgeview Volunteers and/or become a member of our PFA. Members work closely with the school in order to strengthen the school's programs and to facilitate communication. Upon arrival, volunteers must sign in at the main office and secure the appropriate means of identification.

Volunteers cannot be accompanied by children not enrolled in Ridgeview Elementary School.

As a result of our large number of volunteer hours, Ridgeview has received many Golden School Awards for volunteerism. Please help us by signing the volunteer book to show all hours worked (including time spent on tasks at home and chaperoning field trips). There is a book located in the main office for this purpose.

- **PHYSICAL EDUCATION**

Physical education is required for every student and is an integral part of the curriculum. Students are graded on participation and skill. For their safety, health and comfort, students are required to wear adequate footwear. Tennis shoes are suggested as adequate footwear.

If a student cannot participate in physical education due to illness or injury, he/she must bring a note from home. He/she will be excused for up to three days; after that a note from a physician is required.

- **RELEASE FOR VIDEOTAPING / DISPLAYING STUDENT WORK/SOCIAL MEDIA**

Many students at Ridgeview Elementary have the opportunity of being photographed or videotaped at school or at school activities. Some of these tapings may eventually air on Clay Cablevision Channel 29, or may be utilized at local, state or national conferences or workshops, or be shown on the school's CCTV (Closed-Circuit Television).

If you have an objection to your child's name, photograph or videotape being used for the above purposes, you must notify the school in writing within 48 hours of your child's enrollment at Ridgeview Elementary.

Teachers will sometimes display student work / artwork in the classroom, cafeteria or other locations (including some local businesses).

If you have an objection to your child's work being used for the above purposes, you must notify the school in writing within 48 hours of your child's enrollment at Ridgeview Elementary.

- **SAFETY**

ALL VISITORS TO THE CAMPUS MUST SHOW PROPER IDENTIFICATION AND SIGN IN AT THE FRONT DESK AND OBTAIN A VISITOR'S PASS.

Younger students who must leave the classroom will do so in pairs using the "buddy" system.

- **SCHOOL ADVISORY COUNCIL (SAC)**

An advisory council was formed in February of 1992 for the purpose of assisting in the implementation of the Florida Accountability Act.

Its purpose is to assist the principal in the following areas:

- the development of a school improvement plan
- the development of the school budget

- the development of the annual report

In addition, the SAC is to provide assistance and advice as requested by the principal in the following areas:

- Public Relations
- Communication between the public and the school

Membership is composed of parents, business partners, teachers and non-instructional employees. Please contact the Assistant Principal if interested in joining SAC.

● **SCHOOL HOURS**

- Students may enter campus at 8:00a.m. No supervision can be provided until this time, for safety reasons, students **should not be dropped off before 8:00.**
- School begins at 8:20 a.m.
- Students are tardy if they arrive in the classroom after the 8:30 a.m. bell.
- Dismissal time is 2:42.

The main office hours are 7:45 a.m. to 3:15 p.m. during the school year, excluding holidays.

● **WITHDRAWAL PROCEDURES**

Students withdrawing from school must inform the school office at least 24 hours in advance of the last day of attendance. Before withdrawal, we need the following:

- all books (library and textbooks) must be returned
- date of withdrawal
- city and state to which student is moving

With proper 24-hour notice, the student will bring home a copy of his/her immunization record and completed withdrawal form on the last day of attendance. Official school records will be forwarded to the student's new school upon written request from the school to which the student has transferred.