



Ridgway Elementary School  
Parent and Student Handbook  
2015-2016

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# Ridgway Elementary Staff 2015-2016

<b>Principal</b>	<i>Trish Greenwood</i>	<b>Office Manager</b>	<i>Stephanie Bartschi</i>
<b>Superintendent</b>	<i>Steve Smith</i>	<b>District Administrative Asst.</b>	<i>Autumn Lettau</i>
<b>Pupil and Staff Coordinator</b>	<i>Robbie Unruh</i>	<b>Business Manager</b>	<i>Colleen Love</i>
<b>Transportation Director</b>	<i>Maggie Graff</i>	<b>Food Service Director</b>	<i>Marilyn Younie</i>
<b>Maintenance Director</b>	<i>Dwayne Collins</i>	<b>Custodial Staff</b>	<i>TC Moore</i>
<b>Technology Director</b>	<i>Rich Willis</i>	<b>Technology Asst.</b>	<i>Kevin Rogers</i>
<b>Preschool Director</b>	<i>Amy Rutherford</i>	<b>Preschool Teacher</b>	<i>Sarah MacCraiger</i>
<b>Preschool Paraprofessional</b>	<i>Barbara Louer</i>	<b>Preschool Paraprofessional</b>	<i>Lisa Richardson</i>
<b>Kindergarten</b>	<i>Jenny Burdick</i>		
<b>First Grade</b>	<i>Tawnya Voytko</i>		
<b>Second Grade</b>	<i>Jim Benny</i>		
<b>Third Grade</b>	<i>Julie Furstenfeld</i>		
<b>Fourth Grade</b>	<i>Christy Sabo</i>	<b>Fourth Grade</b>	<i>Krista Javoronok</i>
<b>Fifth Grade</b>	<i>Abbie Mahlin</i>	<b>Fifth Grade</b>	<i>Quentin Stand</i>
<b>Resource</b>	<i>Dee Dee Deever</i>	<b>Math Interventionist</b>	<i>Jim Unruh</i>
<b>Resource Paraprofessionals</b>	<i>Lynn Andrews</i>		<i>Barb Lee</i>
<b>Title 1 Reading</b>	<i>Chery Bradley</i>	<b>Enrichment/GT</b>	<i>Chery Bradley</i>
<b>Art</b>	<i>Melissa McKay</i>	<b>Music</b>	<i>Meghan Mobley</i>
<b>Library</b>	<i>Melissa McKay</i>	<b>Physical Education</b>	<i>Ben Sandy</i>
<b>Spanish</b>	<i>Heather Platte</i>	<b>Counselor/ School Psychologist</b>	<i>David Canady</i>
<b>Nurse</b>	<i>Tammy Clifton</i>	<b>RES Nurse</b>	<i>Barb Lee</i>
<b>Kitchen Staff</b>	<i>Pat Willis</i>	<b>Kitchen Staff</b>	<i>Jeremiah Richardson</i>

**Ridgway Elementary School**  
**Important Dates for the 2015-2016 School Year:**

**AUGUST**

August 12— New Student Registration  
August 13— Returning Student Registration  
August 27— RES Meet and Greet 4:00-5:00  
August 31— First Day of School. All School Gathering in gym 8:00 am

**SEPTEMBER**

September 2-3—Kindergarten Assessments (no school for kinder students)  
September 24—Parent Open House 4-6:00 pm  
September 28-29—Skippy Dental Screening  
September 30—Picture Day

**OCTOBER**

October 14-15-16—Fifth Grade Trip to Camp Cross Bar X, Durango  
October 16-17—Ridgway SKI SWAP, Eagle's Nest  
October 22— Grades 3-4-5 Fall Concert. 6:00 pm, Eagles Nest  
October 29—End of first trimester  
---Halloween Celebration in the afternoon  
October 30— No School-Report Card Workday

**NOVEMBER**

November 4-5 —Parent-Teacher-Student Conferences. 1:00 Dismissal.  
2:30-7:00 pm conferences  
November 6—No School  
November 23-27—Thanksgiving Break

**DECEMBER**

December 3—Student Concert, grades Pk-K-1-2. 6:00 pm, Eagles Nest  
December 18— No School- Teacher Workday  
December 21-January 31 —Winter Break

**JANUARY**

January 4—No School-Teacher Professional Development Day  
January 18—Martin Luther King, Jr. Day, No School  
January —Learn to Ski Day for grades 3-5 TBD

## FEBRUARY

February 12—Valentine's Celebration in the afternoon  
February 15—President's Day, No School  
February 18—End of 2<sup>nd</sup> Trimester  
February 19—No School, Report Card Workday  
February 24-25—Parent-Teacher-Student Conferences. 1:00 Dismissal.  
2:30-7:00 pm conferences  
February 26—No School

## MARCH

March -April—PARCC Testing, Grades 3-4-5

## APRIL

April 4-8—Spring Break  
April 11— No School, Teacher Professional Development Day  
April 28—Music Art Showcase. Grades 3-4-5 Spring Concert 6:00 pm, Eagles Nest  
Art Show 5:00 pm

## MAY

May 4—FORS Fun Run, 9:45-11:45 am.  
May 9— All Library Books Due!  
May 13—Fun Run Celebration 2:30 pm, playground  
May 20—Field Day  
May 23—Final All School Gathering 8:15 am, Eagles Nest  
Pk-K-1-2 Spring Concert 8:15 am, Eagles Nest  
May 27—Kindergarten Celebration 10:00 am, Eagles Nest  
May 27—Last Day of School, 11:20 am dismissal  
May 31— Teacher Workday





## ***WELCOME TO RIDGWAY ELEMENTARY SCHOOL!***

### ***OUR MISSION***

Surrounded by some of the most spectacular peaks in Colorado, Ridgway Schools aims to inspire students to climb to their potential. Our K-12 programs consistently produce students who exceed in both the classroom and in life as we place an emphasis on:

- A Rigorous Standards-Based Curriculum
- Individualized Instruction
- Creative Problem Solving
- Experiential Education

### ***OUR MISSION STATEMENT***

As a highly individualized public school, our mission is to prepare all students for success in a changing world by teaching them critical and creative thinking skills, inspiring their imaginations and talents, and empowering them to contribute as local and global citizens.

### ***INTRODUCTION***

The official policies and procedures of the school are located in the District Policy Book. District policies are the legal and official policies of the District. Policies can be found on the district website in the About section. This handbook is an easy reference guide and clarifies some district policies and procedures. It is important that students and their families become familiar with the contents of this *Handbook*, including additions and revisions as they are distributed.



## ***CHAIN OF COMMUNICATION***

When parents or their children have concerns that are school related, they need to talk to the teacher *first* by making an appointment. If the concern is still not addressed, then the second step is to talk to the principal. The superintendent is the third step, followed by the Board of Education, which is the last resource.

If parents have concerns that are related to busing, they need to talk to the bus driver *first* by making an appointment. If the concern is still not addressed, then the second step is to talk to the transportation director, the third step is to talk to the principal, and the fourth step would be to take it to the superintendent, and the last resource would be to take it to the Board of Education.

## ***RIGHTS AND RESPONSIBILITIES***

### **Rights of Students...**

- To attend school unless removed under due process as specified in the Education Code.
- To attend school in a warm and safe academic and social climate, free of fear, shame and violence.
- To benefit from their educational efforts, without disruption from other students.
- To be informed of school rules and regulations.
- Equal Education Opportunity- Every student shall have equal education opportunities regardless of race, color, sex, religion, national background, disability or handicap.

### **Responsibilities of Students**

- To attend school regularly.
- To be at school on time every day.
- To be prepared for class and ready to actively participate in all learning activities.
- To understand and follow school rules and regulations.
- To demonstrate respect for staff, students and volunteers.
- To demonstrate pride in the appearance of school buildings and grounds and the care of school property.

### **Rights of Parents**

- To expect that their children will spend their time at school in a safe environment, engaged in learning activities under the care and direction of a dedicated and qualified staff.
- To expect that their children are provided a grade level appropriate curriculum based on the Colorado Academic Standards.
- To have assurance that school personnel will work cooperatively with parents.
- To be informed of District policies and regulations and school rules.
- To review their child's record with a certificated staff member providing assistance.

### **Responsibilities of Parents**

- To assure that their children arrive at school on time, well-rested and prepared to work.
- To participate in fall and spring conferences with their child and teacher(s) to learn about the academic and behavioral status of their children.
- To treat school staff with respect.
- To provide a quiet place at home for nightly homework 3-4 days a week.
- To provide 15 minutes a night to read to/with their children.
- To maintain consistent and adequate discipline with their children and support reasonable discipline measures as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered to students.
- To provide the school with current information regarding legal address, phone, medical data, and other facts, which may help the school to serve their children.
- To become familiar with District policies and school rules and regulations.

### **Rights of Teachers**

- To expect and receive respect and participation of the students attending their classes.
- To have parental and administrative backing when enforcing school rules and policies.
- To teach with minimum interruptions.
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.

### **Responsibilities of Teachers**

- To provide a safe and nurturing educational environment.
- To provide grade level appropriate lessons based on the Colorado Academic Standards.
- To recognize the personal worth of each individual student.
- To attempt to equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To treat parents and students with respect.
- To hold students and themselves responsible for their actions at all times.
- To keep parents and students informed with timely or periodic reports, including all pertinent data related to the student's school experience.
- To critique their own performance in an ongoing effort to increase their professional expertise and stature.
- To help ensure the correct treatment of classroom equipment and materials.
- To initiate and enforce individual classroom and playground rules consistent with school policies.

### **Rights of Administrators**

- To initiate such measures as needed to establish and promote an environment in which optimum learning and teaching conditions prevail.
- To make decisions on the basis of what is best for all students.
- To hold students accountable for their conduct and to take prompt and appropriate action.

- To expect that all school employees recognize and fulfill their roles in terms of supporting and maintaining a positive and productive school climate.

### **Responsibilities of Administrators**

- To provide leadership that will establish, encourage, and promote and facilitate effective teaching and learning.
- To establish, publicize, and enforce school rules and promote attitudes and habits of good citizenship among the students.
- To provide annual teacher evaluations based on teacher performance and student growth according to the Colorado Professional Teacher Standards.
- To request assistance from District's support services, community agencies, and resources in all cases indicating such action.
- To be sensitive to the concerns expressed by students/staff/parents/community.
- To provide and maintain open communication with all staff and parents.



### ***ADMINISTERING MEDICINES TO STUDENTS***

**Medication (prescribed or over the counter) may be given legally at school only by trained school personnel.** The school nurse or other school designee shall not be permitted to administer any prescription or nonprescription medication at school without the following requirements being met:

1. Medication shall be in the **original properly labeled container**. If it is a prescription medicine, the student's name, name of the drug, dosage, time for administering, and name of physician shall be printed on the container.
2. The school shall have received **written permission from the doctor** to administer the medication.
3. The school shall have received written permission from the parent/guardian to administer the medication. These forms are available in the front office.

### ***BICYCLES, SKATEBOARDS, SCOOTERS, AND OTHER THINGS WITH WHEELS***

**Bikes:** Students who ride their bikes to school are expected to follow all the same rules of the road that cars follow. For safety reasons, we ask that all bicyclers wear an appropriate bicycle helmet. Once on campus, students need to walk their bikes to the designated area on the roadside of the preschool building. Students are expected to keep the bicycle area organized in such a way that they are not blocking walkways.

**Skateboards, scooters, and other things with wheels (such as shoes with wheels):** Riding skateboards, scooters, and other items with wheels will not be allowed on the elementary campus during school hours or during school sponsored events.

## *ATTENDANCE GUIDELINES*

### **Ridgway Elementary Student Attendance**

#### **According to State Law (State Statute 22-33-104-Compulsory School Attendance)—**

It is the obligation of every parent to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school.

#### **Ridgway Elementary Philosophy:**

The Ridgway Elementary staff and administration believe regular, punctual attendance is essential for a student's success. We aim to have students maintain a 90% average attendance rate at all times. When attendance drops below 90%, the principal will inform families of this via phone, email or a formal letter.

Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular, punctual attendance is of utmost importance for school interest, social adjustment, and scholastic achievement. No single factor may interfere with a student's progress (and with a classmate's progress) more quickly than frequent tardiness, frequent checkouts, or absence.

When absences occur, it is impossible to completely make up everything that is missed at school. A typical school day is filled with learning that is not limited to books, i.e. group projects, discussions, and lab work. Paper work can be made up, but the hands-on learning opportunities cannot. When frequent tardies and/or numerous checkouts occur they can become disruptive to the school and most importantly to the student's classroom environment. Students often feel uncomfortable arriving late or missing out on sequential lessons and activities.

#### **Elementary School Procedures:**

Attendance is recorded twice each day: once in the morning by the classroom teacher and again in the afternoon by office personnel. Teachers or office personnel mark students as present, absent, tardy, or checkout. Students are marked as a ½ day absence if they are absent for 25% of the morning session or 25% of the afternoon session.

- We ask **parents to call the elementary school office (626-5468) before 8:30 a.m.** to report an absence. If parents do not call by this time, the office manager will attempt to make contact with the student's parent to check on the status of the child.
- For various safety reasons, we also ask the parent to communicate any changes in their child's "normal" school day routine to their child *before* school begins, i.e. if the student is walking home instead of riding the bus, etc. Please make all after school arrangements at home. Messages called in after 2:45 pm may not always get to the child on time, due to other demands placed on the elementary office manager.

**Tardies and Checkouts:**

Tardies are defined as the appearance of a student after the scheduled time that school begins. Checkouts are defined as the appearance of students leaving after the scheduled time that school begins and before the scheduled time that school ends.

- A student who arrives to school after the scheduled beginning time will be recorded as tardy for the day. Tardies are recorded by the classroom teacher on the computer up to 15 minutes after the official start of the day. Students who arrive 15 minutes after the start of school are expected to stop by the office to get an admit slip before going to class. This is so that the office has a record that the student has arrived and can therefore change the recorded attendance on the computer.
- A student who is checked out before the school day is officially over will be declared a “checkout”. Students are not allowed to leave school during the day unless a parent has stopped by the office to get a slip indicating that the student has been officially signed out. Checkouts are recorded in the school office.
- A student who appears to be developing a pattern of being habitually tardy or a pattern of having constant checkouts will be referred to the school principal or designee to determine what supportive action might be deemed necessary or helpful.
- Tardies, checkouts and absences are all part of the Ridgway Elementary Attendance Policy; therefore, all attendance records will be transferred along with other school records.

**Make-up work:**

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the principal or principal designee. Parents may call the office to request missed assignments if the child is out due to an excused absence. However, teachers will have the discretion to provide the work before, during, or after the absence. It is the responsibility of the student to pick up any make-up assignments no later than on the day he/she returns to school. There shall be up to two (2) days for one (1) day absence allowed for the completion of make-up work. To help ensure that students do not fall too far behind, we strongly recommend that students complete all make-up work within a 5-day window.

**Absences:****Excused Absences:*****The following shall be considered excused absences:***

- Religious instruction and/or religious holidays
- Sickness, injury or other medical condition
- Family emergencies or crisis
- Other academic classes or programs
- School leave-school approved trips such and instructional field trips, club events, athletics, etc
- Educational trips—when requested by parents, trips for educational purposes may be granted.
- In-school and out-of-school suspensions
- Funerals
- Medical or legal appointments (verification of appointment may be required)

**Unexcused Absences:**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions.

- At four days of unexcused absence in one month parents will be contacted by the principal or principal designee to determine circumstances and possible need for additional support.
- After 10 unexcused absences during the school year, the principal or principal designee will consult with the Board about serving a petition to enforce the Colorado Compulsory Attendance Law (State Statute 22-33-107-Enforcement of Compulsory School Attendance.)

***BREAKFAST/LUNCH PROGRAM***

A breakfast and hot lunch will be available to students on a daily basis. Breakfast is served from 7:40-7:55 each morning and costs \$1.25 for students and \$2.00 for adults. Hot lunch is served between 11:20a.m.-12:25p.m. and costs \$2.25 for elementary children and \$3.00 for adults. Meals can be purchased in advance at the office or pain online through the district website. Free or reduced meals are available to families who meet the guidelines of the federal Child Nutrition Program. Information and an application for free/reduced meals are available at the front office.

- **Breakfast--\$1.25 for students; \$2.00 for adults**
- **Lunch--\$2.50 for students; \$3.50 for adults**
- **Milk--\$0.35**

Parents are always welcome (*and encouraged*) to visit the school and have breakfast or lunch with their child. Sign in at the office first for a “visitor” pass. We ask that students indicate if they’ll have hot lunch or sack lunch during the morning lunch count in their classroom.

## ***BULLY PREVENTION AND EDUCATION***

### What Is Bullying?

- Bullying happens when individuals or group of people continues to hurt, frighten, threaten, or exclude another person on purpose. It's often (but not always) a repeated activity, with a particular child singled out over and over again.
- Bullying involves an imbalance of power, where the child who bullies has more power (due to factors like age, size, or higher social status) than the targeted child.
- There's not just one profile of a child who is bullied—any child can be singled out for any reason.
- Bullying is also defined as any written or verbal expression, physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school environment.

Our school environment includes school buildings, grounds, vehicles, bus stops and all school-sponsored activities and events. A student who engages in any act of bullying is subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

To prevent bullying on school grounds, the RES staff will continue...

- To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.
- To send a clear message to students, staff, parents and community members that bullying will not be allowed.
- To train staff and students in taking pro-active steps to prevent bullying from occurring by using an evidence based and research based program such as Steps to Respect.
- To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
- To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate consequences.
- To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
- To support victims of bullying by means of individual and peer counseling.
- To help develop peer support networks, social skills and confidence for all students.



### ***BUS GUIDELINES & EXPECTATIONS FOR STUDENTS***

The privilege of riding a school bus is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at bus stops and on-board buses.

These rules are designed for and will be enforced to help ensure the safety of all students and the driver while they are on the school bus. These rules apply to riding a route bus or field trip bus. **Remember, riding the bus is a privilege not a right!**

- The driver is in charge. Students should obey the driver's instructions promptly and respectfully.
- Standing, changing seats or moving about while the bus is in motion places the student in an unsafe situation and will not be allowed.
- Head and arms are to be kept inside the bus. Throwing objects out the window is dangerous to pedestrians and other vehicles and is not allowed.
- Large objects, band instruments or class projects need to be held in the student's lap to prevent problems for the other passengers. If these items are too large to be held you should make other arrangements for transportation.
- GLASS and heavy metal objects can cause serious injury and should not be brought on the bus. This includes class projects.
- Skateboards, skis & poles, scooters, etc. are not allowed on school vehicles that transport students.
- ANIMALS, WEAPONS or replicas of weapons are not permitted.
- The use of any form of tobacco, alcohol or drugs is not permitted.
- Eating and/or drinking on the bus are at the discretion of the bus driver.
- Vandalism to the bus will be repaired and the cost of repairs billed to the parties involved.
- Profane language or gestures have no place on a school bus and will not be allowed.
- Yelling or loud talking is very disruptive. Students need to be quiet while the bus is stopped at or crossing railroad tracks.
- Students shall board and depart from the bus only at their OWN school or at their designated stop unless WRITTEN permission from the parent, guardian, or the school is presented to the driver.
- Students shall sit in their seats facing forward with the aisle kept clear at all times.
- The driver may assign any or all students a designated seat.
- Radios, stereos, CD players, iPods and similar devices are okay to play while on the bus with the permission of the driver.
- Any activity or behavior not listed but which endangers the bus or its passengers may result in a misconduct notice or suspension.

**Failure by a student to follow these rules may result in the suspension of bus riding privileges.**

Should a student's behavior cause a problem on the bus that places the passengers and driver in an unsafe situation, the student may receive a Bus Misconduct Notice. In the event this occurs, the following procedure will need to be followed.

**First Notice:** Parent/Guardian must call the transportation director. If you are unable to call during regular school hours, please leave a message. The misconduct notice must be signed by a parent or guardian and returned to the bus driver before the student will be allowed to ride the bus again. Should the student continue to cause a problem while on the bus, the driver may issue a second notice.

**Second Notice:** The student will be suspended from riding the bus for three school days. A suspension notice will either be sent home with the student or forwarded in the mail. The misconduct and suspension notice must be signed by the parent and returned to the driver AND a telephone call made to the transportation director before the student resumes riding the bus after the suspension period is over. Continued misbehavior may result in the issuance of a third misconduct notice.

**Third Notice:** The receipt of a third notice will result in the suspension of the student from riding all school buses for the remainder of the current school year. Notice of this suspension will be sent home with the student and forwarded to the parent in the mail.

A copy of each and every misconduct notice will be given to the school principal and transportation director. After due warning has been given to the student and to parents/guardians, the principal and/or transportation director may withhold from the student the privilege of riding the school bus. The student also may be denied admission to school, suspended or expelled, in accordance with established policies including discipline of habitually disruptive students, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

***CELL PHONES***

The RES staff believes that it is important to teach students appropriate use of technology; this includes the use of cell phones on campus. Students' cell phones should be silent during the regular school day and used only for emergency situations. Failure to follow the acceptable use procedures will result in a loss of cell phone privileges for an amount of time to be determined by the principal.

## ***CODE OF CONDUCT FOR ALL STUDENTS***

The principal may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
- Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
- Violation of criminal law that has an immediate effect on the school or on the general safety or welfare of students or staff.
- Violation of District policy or building regulations.
- Violation of the District's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school, administration, or school district, unless the student has delivered the firearm or weapon to a teacher, administrator or other authorized person in the district as soon as possible upon discovering it, in accordance with state law.
- Violation of the District's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
- Violation of the district's tobacco-free schools policy will result in suspension or 10 hours work detail.
- Violation of the district's policy on sexual harassment.
- Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
- Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
- Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
- Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Lying or giving false information, either verbally or in writing, to a school employee.
- Scholastic dishonesty that includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
- Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a reasonable request by a member of the school staff.
- Behavior on or adjacent to school property that is detrimental to the welfare, safety or morals of other students or school personnel.

## ***CRISIS MANAGEMENT***

In the event of other emergencies, students are to go to their next class if between classes, or to any available classroom as may be necessary. Students are to follow the instructions of school personnel and remain quiet for instructions either through the public address system or from staff members.

In the case of a lock down drill an alarm will sound and/or announcement will be made over the intercom system. All students are required to immediately get quiet and move to the teacher determined location within the classroom. All doors will be locked and windows covered until an administrator unlocks the classroom door.

Should evacuation ever become necessary, students will evacuate to a staging area at the State Highway Maintenance Station, south of the campus, where they will be sent to the Ridgway Community Church or The Town Hall.



## ***DISCIPLINE***

Conduct anywhere on school property, at any time, must be orderly and show respect for other students, the school staff, and property. Students are responsible for following school-wide expectations at all times while on school property and/or on other school sponsored activities. Each staff member or activity sponsor has the final authority to assure proper behavior is occurring. Consistency is absolutely essential for an effective school. Students are required to demonstrate the same respect to substitutes, volunteers, and visitors as regular teachers and staff. The discipline procedures apply in all cases as described below.

The staff member who witnesses the rule infraction will handle minor problems. The method of disciplining students is left up to the teacher, with the exception of corporal punishment, which is prohibited. Students with a more serious incidence of behavior, needing the attention of the administration, should be sent to the principal. Teachers will complete an "Office Referral Form" when students participate in a major problem. The Principal will follow up with all individual students upon receiving the "Office Referral Form". All efforts will be made to meet with the student during the same day of the infraction. The principal will follow up with parents and teachers upon completion of student meeting. At times, parents will be asked to come to the school for a meeting regarding the specific situation. For progress monitoring purposes, all major disciplinary action, will be documented and records kept for one year only.

The goal of disciplinary actions is to prevent students from repeating inappropriate behaviors or actions. A variety of strategies will be used to help the child understand the consequences of his/her actions. The staff member will take the time to try and

understand if there were any motivating factors that impacted the student's misbehavior. Parent support of disciplinary actions is needed so that students understand that parents and teachers work together to hold positive behavior expectations *at home and school*.

Formal suspensions and detentions or any disciplinary action, which removes the student from a class or academic responsibility, must also be administered by the administration. This does not include short-term (5 minutes or less) removal from class by the teacher.

### ***DISCIPLINE OF STUDENTS WITH DISABILITIES***

Students with disabilities are neither immune from a school district's disciplinary process nor entitled to participate in programs when their behavior impairs the education of other students. Students with disabilities who engage in disruptive activities and/or actions dangerous to themselves or others will be disciplined in accordance with their Individual Education Plan, any behavioral intervention plan and according to policy JK-2.

### ***DISCRIMINATION/GRIEVANCE PROCEDURES***

Any student shall have a ready means of resolving any claim of discrimination on the basis of sex (Title 9) or handicap (Section 504) in the educational programs or activities of the District. The Board of Education has designated an individual called a Compliance Officer who will help any student believing such discrimination has occurred.

Any student who believes that he/she has been discriminated against on either the basis of sex or handicap shall deliver to the Compliance Officer a written statement setting out the alleged violations in specific terms, describing the incident or activity involved, the individuals involved and the dates, times, and locations involved. The Compliance Officer shall provide the individual filing the written statement an opportunity to discuss the matter personally, if requested. The Compliance Officer shall report to the superintendent of schools, after further investigation, the finding and recommendations regarding resolution of the matter. The matter shall be reported to the Board at its next regular meeting for its review and action if it deems further action necessary. If the student submitting the written statement of an alleged discrimination is not satisfied with the handling of the matter by the superintendent, he/she may appear before the Board of Education and present the matter directly to the Board.

## ***DRESS CODE***

District-wide standards of student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. RES staff realizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

### **Standards for appropriate dress code:**

- Garments or hats with writings or drawings that advertise drugs, sexual content, alcohol, tobacco or violence are prohibited.
- No hats or sunglasses are to be worn in the building.
- No inappropriately sheer, short, tight or low-cut clothing (midriffs, halter tops, backless clothing, muscle tops, etc) that bare or expose traditionally private parts of the body
- Garments with spaghetti straps must be 1.5 inches in width
- No underwear will be visible on any part of the body.
- Pants should fit properly and not have to be held up in order to walk or participate in the activities of the school day.
- Ridgway Elementary School prohibits the presence of any jewelry, accessories, or manner of grooming that could be considered a disruption to the educational process.
- Shorts, skirts, and dresses shall be at fingertip length. We also highly encourage shorts to be worn under skirts while students play on the playground and/or participate in gym.

## ***EQUAL EDUCATIONAL OPPORTUNITIES***

Every student shall have equal educational opportunities regardless of race, color, sex, religion, national background, disability or handicap. Further, no student shall on the basis of sex be excluded from participating in, be denied the benefits of, or be subject to discrimination under any educational program or activity conducted by the District.

## ***FIELD TRIPS***

The staff and administration believe in the providing experiential education learning opportunities to all RS students. Field trips that connect classroom learning to events, studies or activities beyond school property can have a lasting impact on the depth of student learning about a topic. Day trips and overnight trips are encouraged as an educational means of meeting class goals and standards. The RES staff member who is organizing the field trip is responsible for the smooth operation of the trip including these measures and any other necessary component:

- If the trip requires the use of a bus, passengers shall remain seated. Standing or walking in the aisles of a moving bus is unsafe, against Colorado Bus Transportation law, and therefore not permitted. Bus drivers may terminate a trip and return to school if violation occurs.

- The bus driver shall determine acceptable/unacceptable noise levels. If the driver believes the noise level creates an unsafe condition (for hearing sirens, horns, train whistles, etc.), the driver will ask the sponsor of the trip to take steps to lessen the noise.
- RES staff members will ensure that passengers clean the bus (remove all cans, wrappers, and debris, etc.) prior to departing the bus.
- Unacceptable behavior will be reported to the RES staff member or chaperone of the misbehaving student for appropriate action. RES staff will be responsible with regards to seating arrangements, acceptable food, and drinks, etc. Chaperones of field trips will likewise be responsible.

For school-sponsored activities, the school insists that all students ride with their class and teacher on the bus. RES will only allow students to ride home with their own parents or guardians if arrangements have been approved prior to leaving on the school activity. A written and dated note provides the best documentation for school staff. During the activity/field trip, etc. no student may leave the site without being accompanied by a supervising teacher.



### ***FIRE DRILLS***

Fire drills are practiced once a month beginning in September. When the fire alarm sounds, teachers or substitute teachers must remove students, in an orderly fashion, out the designated door of each classroom or an alternative safe route to their selected area and all doors must be shut. The entire class must remain clear of the building until given permission to return to the classroom by the administration.

### ***LOCKDOWN DRILLS***

Lockdown drills are practiced throughout the school year. When the lockdown alarm sounds, All students are required to immediately get quiet and move to the teacher determined location within the classroom. All doors will be locked and windows covered until an administrator unlocks the classroom door. Lockdown drills will be held when students are in classes and during lunch and recess times.



### ***HEALTH SCREENINGS***

The school nurse will provide health screenings for all students. The health screenings include vision, hearing, height, weight, and a body mass index (BMI). Parents have the right to opt out of the height, weight, and BMI screenings. (*See school nurse for forms*).

The Elementary and Secondary school nurse (Tammy Clifton, RN) works in our schools one day a week. When the nurse is not here, the elementary school health aide (Billie Greenfield) will perform the duties of the nurse.



### ***IMMUNIZATIONS***

Ridgway Elementary School diligently strives toward providing a safe environment for students and staff members. To this end, ***it is vitally important that all children are up-to-date with State mandated immunizations and inoculations.*** All students are required to present proof of immunizations, or exemption from immunization forms, upon entering school. Our school nurse in conjunction with the elementary office manager will facilitate the documentation of immunizations at the start of each school year.

It is important to note that Ridgway Elementary School is required by state statute to insure that all students have the proper immunizations. Students without the required immunizations may be barred from attending school until those inoculations are current or exempted.



### ***LIBRARY/MEDIA CENTER***

The Ridgway Elementary School Library/Media Center is the academic hub of our school. The library provides all types of print and computer media to support our students and instructional program.

The Ridgway Elementary School Library/Media Center is open to students during all regular hours of the school day. Melissa McKay, our Librarian, is readily available to help students select books and literature. She also regularly teaches classes to strengthen literacy and information technology skills. Library materials are checked out for two weeks and can be renewed for another two weeks (unless an item has been reserved).

No late fees are assessed for students in preschool through fifth grade, although a student must pay to replace lost or damaged items.

### ***PLAYGROUND RULES***

- Students must follow all school wide playground expectations.
- Two staff members will be supervising the playground at each recess.
- The adult on duty is the final authority.
- Students may not exclude others from joining in play.
- Students should only be on the playground if there is adult supervision.

### ***POSITIVE CHARACTER EDUCATION***

Character education is taught through the MTSS program at Ridgway Elementary School. MTSS or Multi Tiered Systems of Support is a school-wide program to promote pro social behavior amongst all RES students. Ridgway Eagle PRIDE behaviors clearly define acceptable behavior in all locations of the school.

Students exhibiting PRIDE behaviors will be recognized with a PRIDE ticket. Tickets will be collected in each classroom. During All School Gatherings, the principal will randomly draw 20+ PRIDE tickets to provide additional student recognition.

The school counselor is available to support teaching lessons on specific behaviors that students commonly struggle with. The goal of MTSS is to teach, implement and reward specific behaviors by all teachers in all settings of the school. When children know what behaviors are expected, they are better able to find success in exhibiting these behaviors and making them a good habit.

## ***SCHOOL HOURS***

**For Kindergarten-Fifth grade**, our school day begins at 8:00 a.m. and finishes at 3:25 p.m. Monday, Tuesday, Thursday, and Friday. On Wednesday, school begins at 8:00 a.m. and dismisses at 2:20 p.m. for teacher collaboration meeting.

### **Preschool:**

- **Morning class** begins at 8:00 a.m. and ends at 11:15 a.m., Mon—Friday.
- **Afternoon preschool class** begins at 12:00 noon and finishes at 3:25 p.m. . Mon., Tues., Thurs. and Fri. Wednesdays are an early release day for preschool- fifth grade students with preschool ending at 2:20 p.m.
- **Full day preschool class** begins at 8:00 a.m. and ends at 3:25 p.m., Mon., Tues., Thurs., Fri. Wednesdays are an early release day for preschool- fifth grade students with preschool ending at 2:20 p.m.

**Parents are asked *not* to drop off their children at school prior to 7:45 a.m. each morning, as there is little or no supervision.** Children who arrive to school before the 8:00 a.m. bell are asked to wait in the cafeteria. When available, students are allowed to run or walk laps in the gymnasium. Supervision will be provided in the cafeteria and gymnasium. **Students are not permitted to stay on campus after regular school hours without adult supervision. (3:25 p.m. M, T, TH, F; 2:25 p.m. W)**

## ***SEARCH OF THE STUDENT'S PERSON***

The principal or his/her designee may search the person of a student, or that student's locker, if the school official has reasonable grounds to believe that the student is in possession of contraband.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse or backpack, and/or a "pat down" of the exterior of the student's clothing.

Searches of the person shall be conducted by a person of the same sex, out of the presence of other students, and as privately as possible. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible. Searches of the person, which require removal of clothing other than a coat or jacket, shall be referred to a law enforcement officer. No strip-search shall be carried out by any school employee.

## ***SEXUAL/PHYSICAL HARASSMENT***

Sexual harassment may include, but is not limited to:

- Sex-oriented verbal "kidding," abuse or harassment.
- Pressure for sexual activity.
- Remarks to a person with sexual or demeaning implications.
- Unwelcome touching, such as patting, pinching or brushing against the body of another.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

Students are encouraged to report all incidences of sexual harassment to a teacher, counselor, principal, or superintendent in their school building and file a formal grievance. All student reports and reports and indications from district employees or third parties shall be forwarded to the grievance officer. If the alleged harasser is the person designated as the grievance officer, an alternate grievance officer will be appointed by the superintendent to investigate the matter. All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the district from responding effectively to the harassment or preventing future harassment. Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

## ***SPECIAL SERVICE PROVIDERS***

### ***Speech / Language Specialist, Sarah Lyons***

Works with children having problems with speech and language development or auditory processing.

### ***School Psychologist, Mike Canaby***

Provides testing to evaluate the presence of learning disabilities. Also helps individuals as well as small groups of students on solving social/emotional concerns.

### ***Occupational Therapist, Lindsey Hepp***

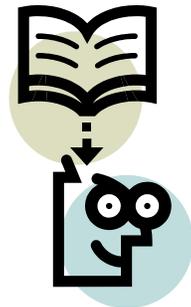
Works with students needing development of fine and gross motor skills, coordination, etc.

### ***School Counselor, Mike Canaby***

Will provide counseling services and social skills training to students in classrooms and small groups. Also supports our teachers, student and families.

### ***Behavior Team***

A team of teachers meet on a weekly basis to discuss students who have been referred to the Behavior Team. Strategies to implement in all classrooms are discussed to help diminish any problems the child may be experiencing at school. When a child continues to struggle after multiple interventions have been in place, a referral for special education testing may be suggested. Behavior Team referral forms are available from the principal. Teachers generally refer children who have learning problems, behavioral issues, and social/emotional problems.



## **REPORT CARDS**

Standard based grades are provided to students in kindergarten through fifth grade each trimester as part of an ongoing assessment of student progress. Report cards will be generated through Power School and emailed to parents at the end of each trimester. Teachers maintain student data through individual grade books. When report cards are completed parents are requested to attend two conferences with their child(ren). During conferences each student will have an opportunity to share their strengths and discuss individual goals. Conferences allow parents, teachers and students to better understand the marks on the report card and to understand the challenges and successes children experience each trimester. There are no conferences held at the end of the school year. Parents are welcome to request a conference at any time.

***Preschool teachers provide their own form of assessment which is based on The Creative Curriculum.***

### **Standards Based Report Cards**

A standards-based report card lists the most important skills students should learn in each subject at a particular grade level. Standards based report cards let parents see exactly which grade appropriate skills and knowledge their children have learned. Letter grades, on the other hand, do not tell parents which specific skill their children have mastered or whether or not they are working at grade level.

Students receive numerical marks (1-4) which show how well they have mastered the grade level skills. These grade level skills are based directly on the Colorado Academic Standards for each grade level.

The marks show whether the student is exceeding the grade level standards (4), regularly meeting the grade level standards (3), inconsistently meeting the grade level standards (2), or not meeting the grade level standards(1). On Ridgway Elementary report cards, students will receive separate marks for social development and work habits.

## ***SUSPENSION/EXPULSION OF STUDENTS***

The Board of Education shall provide due process of law to students, parents and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

As an alternative to suspension, the principal or designee at personal discretion may permit the student to remain in school with the consent of the student's teachers if the parent, guardian or legal custodian attends class with the student for a period of time specified by the principal or designee. If the parent, guardian or legal custodian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the accompanying regulations.

Upon expelling a student, district personnel shall provide information to the student's parent, guardian or legal custodian concerning the educational alternatives available to the student during the period of expulsion, **including the right of parents to request that the District provide services during the expulsion.** If the parent, guardian or legal custodian chooses to provide a home-based education program for the student, district personnel shall assist the parent in obtaining appropriate curricula for the student if requested by the parent or guardian.

## ***TOYS, TRADING CARDS, GUM AND ELECTRONIC DEVICES***

Unless special arrangements have been made with a Ridgway Elementary Staff member, all toys, trading cards, gum, and electronics (Gameboys, iPods, iPads etc.) need to be left at home.

## ***USE OF TOBACCO, ALCOHOL, AND ILLEGAL DRUGS***

In order to promote the general health and well being of students and staff; the use of any tobacco products by staff, students, or members of the public is prohibited from all school property. Any violation of the tobacco, alcohol or drug regulations will mean immediate disciplinary action that may include, but not limited to, detention, suspension, or expulsion.

### **Use of Tobacco**

No student may use or possess tobacco in any form on school property anywhere at any time. This includes playgrounds, athletic field, or while a student is under the supervision of school personnel at any school sponsored activity, including off-campus.

### **Use of Alcohol**

The use, sale, possession, or being under the influence of alcoholic beverages anywhere on the school property at any time is strictly forbidden. This applies to the school building and property, school sponsored activities on campus or off. It should be noted that in addition to the penalties listed, any violation of Colorado State Law would be reported to the legal authorities. This would include under age drinking or sale of alcoholic beverages to minors.

### **Use of Illegal Drugs**

No student shall possess, consume or be under the influence of any illegal drugs while on the school grounds or in the school building at anytime. This includes school-sponsored activities either on or off school property.



### ***USE OF THE INTERNET AND OTHER TELECOMMUNICATIONS TECHNOLOGY***

The Internet has vast potential to support curriculum and individual student learning. We believe that the Internet and other telecommunications technologies should be used in schools as learning resources to educate and to inform. Use of technology resources demands personal responsibility and understanding of the acceptable use procedures for the Internet and other telecommunications technology (see File: JS). **Student use of the Internet is a privilege; not a right.**

General rules for behavior and communications apply when using the Internet and other telecommunications technologies. Failure to follow the acceptable use procedures will result in the loss of the privilege to use this educational tool. **Students will receive a copy of an Acceptable Use Policy (pgs. 32-33).** The student and his/her parent/guardian must sign the agreement before a student will be issued an Internet or other telecommunications account and before a student will be allowed to use such technology, whether or not an account has been issued.

### ***VOLUNTEERS***

Volunteering at Ridgway Elementary School is an excellent way to support the numerous goals our teachers strive to achieve each year. Spending time in a classroom supporting an individual or small group of students is a powerful way to ensure all students meet the required grade level standards. We encourage and appreciate the support we receive from all of our volunteers and we welcome your continued support. Volunteers need not be parents of students; we welcome any and all community volunteers.

Below are the requirements for school volunteers.

***Volunteer Requirements:***

- Complete volunteer application (available at district office).
- Complete fingerprint processing a local authority and pay fee
- Additional documentation may be requested. Background check must be returned and meet the approval of site administration. Principal or Superintendent must approve the application.

Cost of the background check should be incurred by the volunteer candidate. Cost currently range from \$5 to \$40.00.

**Definition:**

Volunteer = someone who does not receive goods in exchange for services rendered/somebody who works without being paid.

***Status as a volunteer for Ridgway Elementary School can be revoked at any time.***

***WEAPONS IN SCHOOL***

The District determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district and carries mandatory expulsion in accordance with RSD policies and state and federal law.

Carrying, bringing, using or possessing a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular even without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

The principal shall investigate the facts and initiate expulsion proceedings immediately for students who carry, bring, use or possess a dangerous weapon in violation of this policy.

The District determines that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district and carries mandatory expulsion in accordance with RSD policies and state and federal law.

Carrying, bringing, using or possessing a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular even without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

*This form must be completed and will be kept on file in the school office.*

**Ridgway Elementary Handbook 2015-2016**

My parent/guardian and I have gone over the Ridgway Elementary Handbook. I also understand my rights and responsibilities as a student of Ridgway Elementary School.

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Student's Signature

Date

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Student's Signature

Date

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Student's Signature

Date

I acknowledge that I have shared this handbook with my child. I have read the handbook as well and I understand the information therein. I also understand my rights and responsibilities as a parent of a student of Ridgway Elementary School.

---

Parent/Guardian's Signature

Date

**RIGHTS AND RESPONSIBILITIES**

**Rights of Students...**

- To attend school unless removed under due process as specified in the Education Code.
- To attend school in a secure academic and social climate, free of fear and violence.
- To benefit from their educational efforts, without disruption from other students.
- To be informed of school rules and regulations.

**Responsibilities of Students**

- To attend school regularly.
- To be at school on time every day.
- To leave the school campus immediately at the end of the day unless prior arrangements have been made with the school.
- To be prepared for class with the appropriate materials and work.
- To know and obey school rules and regulations.
- To respect school personnel, fellow students, and the public in general and their rights.
- To demonstrate pride in the appearance of school buildings and grounds and the care of school property.

**Rights of Parents**

- To expect that their children will spend their time at school in a safe environment, engaged in learning activities under the care and direction of a dedicated staff.
- To have assurance that school personnel will work cooperatively with parents.
- To be informed of District policies and regulations and school rules.
- To review their child's record with a certificated staff member providing assistance.

**Responsibilities of Parents**

- To assure that their children arrive at school on time and prepared to work.
- To visit school periodically to participate in conferences with teachers, counselor, or administrators regarding the academic and behavioral status of their children.
- To treat school staff with respect.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition, and appropriate clothing before coming to school.
- To maintain consistent and adequate discipline with their children and approve of reasonable discipline measures as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered to students.
- To provide the school with current information regarding legal address, phone, medical data, and other facts, which may help the school to serve their children.
- To become familiar with District policies and school rules and regulations.