



## CLASSROOM VISITATION

Parents are always welcome to visit their child's classroom. In order to make your visit as worthwhile as possible, we would appreciate having you call or send a note to the teacher in advance. This way you will be able to find out the time of the class that you would like to observe and you won't walk into the room just as it is time to go to recess or as the class starts to take a test.

We hope that you will cooperate with us by using the following procedures when you visit.

- Please do not bring other children with you.
- If you have called ahead of time, please go to the office, **sign in, and receive a visitor's pass**. The office will then contact the teacher to inform them you are on your way to the classroom.
- We do not allow pupils from other schools to visit our school without pre-approval from the administration.
- Please plan to visit prior to the final few weeks of school. This is a time of review, testing and clean up, and not a very normal situation. It is also very difficult for the parent and teacher to work on improvement at this time of year.

## COLD and INCLEMENT WEATHER

Our policy regarding cold and inclement weather varies according to the degree of the conditions. Provisions are made to let students into the building when conditions would be adverse to their health. We believe that fresh air and outdoor activity are necessary throughout the day, to keep learning conditions at their best. We try to use our best judgment considering precipitation, wind chill, temperature, and playground conditions in making our decisions.

Please dress your children appropriately for winter conditions. Boots are a necessity, even for older children. If your child wears the type of boots that require no shoes, he/she should bring a pair of shoes to wear in the classroom. Sometimes an extra pair of jeans to change into would be handy.

## COUNSELING PROGRAM

The River Ridge elementary counseling program is designed to serve all students in kindergarten through fifth grade. Age appropriate classroom guidance lessons are taught at each grade level to aid our students in their social, emotional, academic, and career development. Small group instruction and individual counseling are also important components of the program. Parents and staff who feel a student would benefit from small group or individual counseling should refer the student to the school counselor for consideration.

## DETENTIONS

Common problems that occur at school that require disciplinary action are incomplete homework assignments, arriving at school late, and misbehavior during recess or on the bus. When problems arise the parents of the student(s) involved will receive a written warning and/or a telephone call. The second time the student(s) is involved in the same problem he/she will be assigned an after school detention and parents will be notified through a telephone call. The detention will be served from 3:00-3:30 on the day following the second infraction or if the detention is assigned on Friday it will be served the following Monday. It will be the responsibility of the student's parents to make sure the child is picked up after the detention has been served.

## FIELD TRIPS



There are occasions throughout the year when certain classes take educational trips by bus when studying certain curriculum areas. Policy requires that you sign a permission slip before your child can attend. A *blanket* permission slip will be sent home at the beginning of the school year. This permission slip will cover all field trips taken during the school year. Your child's teacher will notify you when there is a field trip so you are aware of when your child will be out of the building. A student will not be allowed to attend a trip without the signed permission slip.

## HOMEWORK GUIDELINES

There will be occasions when a student will bring schoolwork home. Homework is one strategy for extending the school day and increasing the amounts of time students spend learning. It is an integral part of the educational program that contributes to good study habits, self-discipline, personal initiative, independence, and responsibility as well as providing a vital cooperative link between the teacher, child and the home. The ultimate outcome of homework should be positive in nature through increased academic achievement and an enhanced self-concept.

### Responsibilities:

**Teacher:** Assign reasonable amounts of homework which are a completion/review of class work.  
Inform parents of what is expected.  
Provide feedback concerning homework.

**Student:** Write down assignments  
Take home appropriate homework materials.  
Complete work on time.  
Return homework to school on time.

**Parent:** Provide a place for the student to work.  
Provide atmosphere conducive to working.  
Exercise unobtrusive, patient support.  
Assist with homework after all work has been attempted.



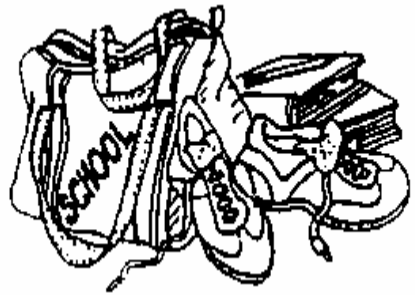
## **Makeup Work**

There is a lot of instruction by the teacher that just cannot be made up, so it is important that students be in school. Teachers are happy to provide make-up work for a child who has been absent. It is important *that parents call early in the day to request homework rather than just dropping by for it*. It takes quite a bit of time to pull together appropriate work and instructions for an absent student. *The time to pick up make-up work* (after calling ahead in the morning to arrange for it) is at the end of the day IN THE OFFICE.

## **PHYSICAL EDUCATION**

All children in grades kindergarten through fifth will participate in the physical education program. We must insist that students have tennis shoes before they are allowed to take part in the program. Any clean, low-cut or regular tennis shoes will be satisfactory.

All children are required to participate in Physical Education class, unless excused by a physician. A written excuse from the physician is needed in such cases.



## **PLAYGROUND DISCIPLINE**

### **Misbehavior on the playground is dealt with in several ways**

1. Using a time-out area by requiring a student to stand in a defined area on the playground.
2. Loss of playground privileges or other privileges.
3. After two playground infractions the child will be given an after school detention.

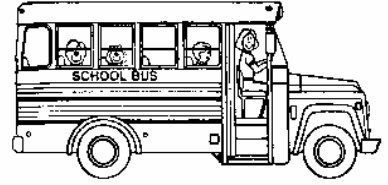
## **RECESS**

We believe that fresh air and outdoor activity are important to the academic and social growth of our students. Therefore, there are two recesses scheduled daily for students in grades K-5. Except when weather conditions are inclement enough to be a threat to the safety and/or health of our students, recesses are held outside on the designated playground area and students are expected to go out. Students are required to wear a coat, hat, gloves, boots and snow pants or a second pair of pants to play in the snow. Please be sure your child comes to school with appropriate attire for the current weather.

# SCHOOL BUS POLICY

## Student Conduct On The School Bus

The privilege of riding a school bus carries with it some responsibilities on the part of the student. Drivers are expected to keep order and discipline on the bus. Therefore, students are expected to cooperate with the following regulations.



1. The school bus driver is in charge of the students while they are on the bus. Obedience and respect are expected of the students on the bus and at the bus stop.
2. Students are expected to be at their designated bus stops prior to their assigned times.
3. Students are to be seated immediately upon entering the bus and are to remain in their seats until they arrive at their destination.
4. Students are not to hang on the sides or back of the bus, or throw objects at others and are not to hang heads, arms, legs, bodies or hands out the windows of the bus.
5. Vulgar language and loud talking, are not permitted on the bus.
6. Students will be held financially responsible for damage to the interior and exterior of the bus, including the seats.
7. Students being disciplined will be assigned seats by the driver.
8. Students will be dropped only at designated stops in the afternoon.
9. Each passenger is expected to help in keeping the bus clean, by removing all paper and other objects. Each student's footwear should be as free of mud as conditions will permit before entering the bus.
10. No beverages may be brought into the bus, except on activity trips, with approval of the coach, teacher, chaperone, or bus driver.
11. Each student will be expected to ride the bus to and from school unless the elementary school office has a note or phone call from the parent(s) requesting a change.
12. If your child is going to be picked up please wait for your child in the elementary office or outside by the back doors.

## Violation Of The Rules Of Student Conduct

The driver of the bus is responsible for the safety of the bus passengers and their orderly conduct. The driver has authority to warn, reprimand, and report students who violate the rules. More serious punishment of a student violating the rules is the responsibility of the school principal. In the case of student misconduct that threatens the safety of the remaining passengers, the driver has the authority to immediately remove the student(s) guilty of the misconduct.

Ordinarily, students who do not conduct themselves according to the rules shall be subject to a progression of discipline. Depending upon the degree of misconduct, the progression of discipline shall be as follows:

- 1<sup>st</sup> written warning – oral reprimand
- 2<sup>nd</sup> written warning – after school detention
- 3<sup>rd</sup> written warning – 2 days of after school detention
- 4<sup>th</sup> written warning – suspension of riding privileges for 3 days
- 5<sup>th</sup> written warning – suspension of riding privileges for 5 days
- 6<sup>th</sup> riding privileges revoked for the remainder of the school year

It is necessary each student understands the bus rules, the proper behavior expected, and have an opportunity to tell his/her version of an incident. ***It is also necessary that alternatives to punishment be considered in special circumstances.***

## STUDENT DISCIPLINE

Gallup Polls on education have listed discipline as a major concern of parents regarding public schools. We want you to know that we share your concern.

School is a place where boys and girls become educated. We think they should be able to learn in a school that is safe and orderly, where youngsters respect their teachers, themselves and their classmates. In fact, we insist on this kind of attitude. We ask you to support us in this endeavor.

Discipline is not solely a school problem. Any effort to improve pupil behavior needs support from the home. When parents work cooperatively with teachers to solve behavior problems, students emerge self-disciplined individuals with a sense of responsibility.

Most boys and girls will never have serious discipline problems. In order to protect the rights of all our children to learn it is important that parents and students understand what is expected and what the consequences can be.

If your child has chronic discipline problems, you may expect phone calls at home or at your place of employment. We need your cooperation and suggestions in dealing with major problems.

## STUDY BUDDY PROGRAM

The Study Buddy Program is an after school tutorial program that helps students in grades three through five who need extra academic support. Our "Study Buddies" are community volunteers who donate approximately 45 minutes of their time each week to work with a student who has been assigned to them. The teachers of students who are in the program supply the volunteers with the academic work they are to work on with the student.

### TOGETHER WE CAN DO JUST ABOUT ANYTHING!

#### Volunteers

We encourage and welcome parent volunteers to help in the classrooms. You can be a source of special skills, personal attention, and an extra pair of hands—if you become a school volunteer.

The days and the hours are up to you. If you can share some time with us, please give us a call. We know lots of parents work during the day, but we want you to feel welcome to help whenever you can, however brief your visit with us may be.

If you can't be here, perhaps you can ask a grandma, a grandpa, a friend or neighbor to volunteer. More volunteers mean more people to help our kids, and that makes a better school.

