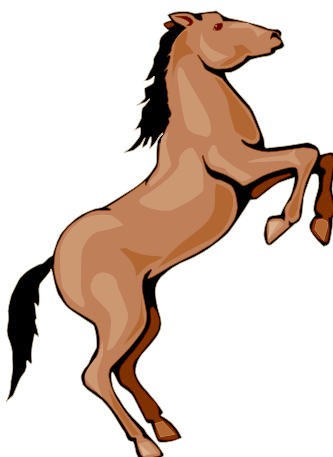


Student Handbook

2018-2019

Ridglea Hills



ELEMENTARY

MISSION STATEMENT

The mission of Ridglea Hills Elementary School is to provide rigorous instruction in a nurturing environment in which all students are actively engaged to become problem-solvers, well-rounded citizens, and life-long learners.

Crenesha Cotton, Principal

Ellie Starr, Assistant Principal

6817 Cumberland

Fort Worth, TX 76116

Phone: 817-815-1700 Fax: 817-815-1750

Ridglea Hills Elementary School

Parent / Student Handbook

2018-2019

This handbook shall assist you in the effective and uniform operation of our school. The following should be read carefully and then kept for easy and quick reference.

Welcome to the new school year!!!!

The Fort Worth Independent School District envisions a high performing learning organization in which all students achieve proficiency in rigorous standards of intellectual thought and knowledge.

FWISD

District Motto: Singleness of Purpose!

Mission Statement: Preparing students for success in college, career, and community leadership!

District Vision: Igniting in Every Child a Passion for Learning!

FWISD Strategic Goals

- **Goal 1:** Increase Student Achievement
- **Goal 2:** Improve Operational Effectiveness and Efficiency
- **Goal 3:** Enhance Family and Community Engagement
- **Goal 4:** Develop a Workforce that is Student and Customer-Centered

Dear Students and Parents:

We, the faculty and staff of Ridglea Hills Elementary, want to welcome you to school year 2016-2017. Teachers and other school staff members want this year to be an especially good one for each child. For this to happen, we all have to work together.

The Ridglea Hills Elementary Student Handbook contains information that both students and parents are likely to need during the school year. The handbook is divided into three sections:

- The first, especially for parents, with information all parents will need about assisting their child and responding to school-related issues;
- The second, for students and their parents, to provide valuable information about programs, extracurricular and other activities; and
- The third, general information regarding school operations and requirements.

Parents and students should also become familiar with the Fort Worth Independent School District's Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

Please review the entire handbook with your child and keep it as a reference during this school year. If you or your child have questions about any of the material in this handbook, please contact a teacher, counselor, assistant principal or the principal. Also, please complete and return the acknowledgment form, so that we have a record that you have received a copy of this handbook.

Please note that references to policy codes are included so that parents can refer to current policy. A copy of the District's Policy Manual is available in the school library.

We thank you in advance for your cooperation regarding the education and safety of your child.

Sincerely,

Crenesha S. Cotton
Principal

SPECIAL NOTE: *After you have read the handbook, please acknowledge this by signing the last page and return it to your child's teacher.*

PTA Letter....

Rachel Harris
President, Ridglea Hills PTA 2018-2019

Nondiscrimination

Fort Worth Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

- Title IX Coordinator, for concerns regarding sex discrimination:
(817) 871-2474
- Section 504 Coordinator, for concerns regarding disability discrimination:
(817) 871-2803

Notice of Section 504

It is the policy of the Fort Worth Independent School District to provide a free appropriate public education to all students who reside in the district without regard to handicapping condition. Inquiries concerning application of this policy may be referred to the school counselor, teacher, and/or principal, or you may contact June Davis, coordinator of Section 504 responsibilities at 100 N. University Drive or call (817) 814-2733.

SECTION I YOUR INVOLVEMENT AS A PARENT

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (817) 815-1700 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.
- Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Removing your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level requirements as determined by the school and by the Texas Education Agency.
- Becoming a school volunteer. For further information, see policy GKG and contact the PTA President Rachel Harris.
- Participating in campus parent organizations. Parent organizations include: the Ridglea Hills PTA monthly meetings or accessing the www.RHPTA.com to get the latest PTA updates.
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB.
- Attending Board meetings to learn more about District operations. Board meetings are held on the second and fourth Tuesday of each month, unless otherwise provided by the Board. [See policies BE and BED for more information.]

GRADING GUIDELINES

A student must be present at least eleven days in a six-week reporting period in order to receive grades for the current six weeks. Prekindergarten and Kindergarten reports to parents are also sent home every reporting period and do not consist of numerical grades.

Grade reports for grade levels one through five are based on the following numerical breakdown:

91-100	Outstanding Progress
81-90	Good Progress
70-80	Satisfactory Progress
69 & Below	Failing

*If a child receives one or more discipline referrals during a six weeks reporting period, the child's citizenship grade will be impacted.

Please refer to the Guide to Grade Reporting for Fort Worth ISD grading policies.

MEDICINE AT SCHOOL

Certification by the physician or dentist that the medication is necessary is required in order for the student to remain in school. In the absence of such necessity as certified by the physician or dentist, no medication of any kind shall be administered to any student.

Medication brought to school must be in a labeled container and delivered to the school nurse. A child may not keep the medicine in his/her possession. It will be kept in a locked cabinet. Medicine is given in the nurse's office only. If desired, the parent can bring the medication to school and administer it to the child. *COUGH DROPS, ASPIRIN, ETC. ARE CONSIDERED MEDICATION AND MUST MEET THE ABOVE REQUIREMENTS BEFORE THEY CAN BE ADMINISTERED TO THE CHILD.*

STUDENT OR PARENT CONCERNS

Usually student or parent concerns can be addressed simply—by a phone call or a conference with the teacher and/or principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG(LOCAL) in the District's policy manual.

Student Emergency Information

Student Emergency Information must be on file in the school office for every child. Please note items concerning custody, restraining orders, and releasing children. Students shall be released only to the person or persons designated by the parent. If a court order is in effect, we must have it on file in order to enforce the requirements in the order. Parents must supply the information. Be sure to spell out each person's name (MiMi and Papa doesn't give us the information needed.) In order to change or add information, the parent must come to the front office. *It is vital that we have a telephone number where someone can be reached in case of an emergency. This phone number must be kept up-to-date. Please let us know immediately of any home or job number changes.*

State Assessment

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in the following subjects:

- Mathematics, annually in grades 3–5 without the aid of technology
- Reading, annually in grades 3–5
- Writing, including spelling and grammar, in grade 4
- Science in grade 5

Test results will be reported to students and parents; parents may review any assessment test that has been given to their child.

RELEASE OF STUDENTS FROM SCHOOL

Early Dismissals

Early dismissal of students is discouraged because students miss valuable instruction time. However, for those occasions when an early dismissal is unavoidable, students must be dismissed from the office rather than parents taking the early dismissal slip to the classroom.

Early dismissals must be obtained prior to 2:30 pm. *This is due to the high volume of activity in the office at this time and because students are still engaged in the learning process.*

For your child's safety, no early dismissals are given over the phone. Identification with a picture (i.e., driver's license) is required and checked against the student's emergency information.

Since active learning takes place the entire day, it is important for students to be in the classroom.

Students will not be allowed to wait in the office for an early dismissal, so parents need to allow time for a staff member to retrieve your student.

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Late Arrival to School

Students are tardy if they are not in their seats at 7:50am. If your child arrives after 7:50, he/she must obtain a Tardy Pass before going to class. If you arrive before the tardy bell rings, you are welcome to walk your child to class. *If the tardy bell has already rung, you will not be permitted to walk your child to class.* Expect morning delays due to a high traffic volume in the carpool lane. It is important to be in class on time to receive the instruction for the day. *Records of excessive tardies are maintained.*

Absences

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

The district will no longer distinguish excused and unexcused absences. ALL absences will be documented, regardless of the reason for the absence. It is not necessary to send a note documenting the reason for the absence. Any absence, excused or unexcused, results in missed instruction and important learning opportunities.

State law mandates that students be in attendance 90% of the possible school days to receive credit for the school year. Any student who is absent more than 18 days during the 2018-2019 school year will be required to provide documentation of extenuating circumstances to the attendance committee.

Parents will receive an attendance notification after 3 absences. Please refer to district policy regarding attendance guidelines.

Make-up Work

A student will ordinarily have one day for each day's absence to make up work missed.

A six weeks "Incomplete" ("I") grade due to absences must be made up within the next reporting period, or the missing work will be given zero ("0") credit and will be averaged with the other work. To pick up student's work while they are absent, please call the office by **11:00 AM** to request that work be gathered. It may be picked up in the office between 3:00 and 3:15 PM.

Arrival and Dismissal

Cumberland Road and Stonedale in front of Ridglea Hills are one-way from 7:30-9:30 AM and from 2:00-4:00 PM. Please be aware that if your car is parked the wrong way during the posted time you are in violation of the law and may be issued a ticket. Also, during these times, there is **NO PARKING** anywhere on the school side of Cumberland Road.

Students may not arrive before 7:20am because we do not have any supervision provided for this time.

The area from the front indented curb to Stonedale Street is bus loading only. Drivers are to remain in their cars, and Safety Patrol students will unload students in the carpool lane in the morning.

At 3:00 PM dismissal time, bus students will be dismissed to buses parked in the rear parking lot.

Carpool Procedures

- * The carpool line forms along Angus on the far right side of the road.
- * Angus is a two way street, but now will have double ***no crossing lines so that the flow of traffic will ensure efficiency and safety of the carpool process.***
- * Remain in your car and refrain from "cutting" in line. Both of these items will result in delays.
- * Follow to the end of the loading zone toward Stonedale.
- * Continue to pull forward and stop in the loading zone when directed to do so or in a case of

an emergency.

- * Safety patrol students will assist your child while loading and unloading your vehicle.
- * We CANNOT load children in double-parked cars.
- * We CANNOT escort children across the street to a parent.
- * Students will be allowed to board only those cars waiting in the carpool lane.
- * Remember - cell phones are NOT permitted in school zones.

Please watch out for students and encourage your child to cross only at the crosswalk with the Safety Patrol. Please use the crosswalks when crossing Cumberland Road.

Parties

Three classroom parties (Winter Holiday, Valentines, and End of School) are scheduled each year. The teacher and the homeroom parent coordinate plans. School district policy prohibits the serving of any food items not made in commercial kitchens. No homemade food may be served at school.

No younger siblings or other children may attend school parties. Parties are only for students enrolled in the particular grade level or group for which the party is being given.

Birthday parties may not be held at school. If a parent wishes to bring individual food items to share with each child in the room, these food items should be given to the child's teacher. The teacher will hand out the treats at the end of the day. *Again, no homemade food may be served at school.* Mustang Mesa and the outdoor picnic tables are available at lunchtime for parent and child to dine together.

Birthday invitations shall not be given to select/individual students. Birthday invitations shall be given to all students in the class.

Student Use of Phone

Students are allowed to use the office phone only in the case of an emergency. Students must have a note from a teacher in order to use the office phone. Decisions on friends visiting, transportation home, forgotten books, or homework, etc., all need to be taken care of before the student comes to school. Students are not allowed to receive phone calls during the day.

Progress Reports

After the 3rd week of the reporting period, a Progress Report is sent to the parent if the student:

- Is making below 72 in any subject,
- Is making an "N" or "U" in citizenship, or
- Has a significant drop in grades from one reporting period to the next that warrants a report to parents.
- Midway through the six weeks reporting period, parents are encouraged to schedule a conference during the teacher's planning period. Please call the school office at (817) 815-1700 to arrange an appointment.

- Parents must be notified within a grading parent as soon as a grade drops 10 points or a letter grade.

Care of School Property

Students or their parents are responsible for school property that is damaged by the child. A fair assessment is made for the loss or damage of any school building, equipment, or books.

All textbooks and library books are loaned to the students for use during the school year. Textbooks are to be kept clean, free of pen or pencil markings, and covered at all times. Students' names should be written inside the textbooks and on the book covers. **Students are required to pay for all lost or damaged textbooks and library books.**

Visiting Classrooms/Teacher Conferences

Parents are welcome to walk their child to class before 7:50. After 7:50, students must walk to class themselves with a tardy pass. Younger students and students in portable buildings will be escorted by a staff member.

Parents are encouraged to visit the school throughout the school year. Please do not “conference” with teachers in the morning when dropping off your child, as teachers are monitoring and preparing for the day. Please make an appointment. Making an appointment with the teacher at least one day in advance is, not only a courtesy, but it also enables you to schedule the visits for maximum benefit. “Pop-in” visits take away from instructional time. Teachers cannot take their attention from the students to conference with parents. Conferences should be scheduled, when possible, during the teacher’s planning period. Conference time should be limited to thirty minutes; younger children should be left at home. *Visitors must sign in and show your driver’s license at the office before going to the classroom or conference room for any reason.*

Daycare

If you need to make arrangements for day care, the Westside YMCA offers after school day care at Ridglea Hills. Their phone number is (817) 244-4544. Other day care providers deliver and pickup by van. *Students are not to arrive at school before 7:20 am, as there is no one to supervise them prior to that time.*

When each child arrives at school, he/she should either go to the cafeteria (if the child eats breakfast at school) or go the designated place in the hallway for his/her homeroom. Students are to sit in the hallway and read a book until the first bell rings.

SECTION II CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities.

DAILY SCHEDULES

PreKindergarten

7:50AM– 2:15PM

Your child's teacher(s) will provide you with your child's daily schedule. Should you need a conference with your child's teacher(s), we ask that you email the teacher and set up a conference during the teacher's planning/conference time. Conference period for teachers in pre-kindergarten is 2:15-3:00 PM daily. Teachers in grades Kindergarten – 5th will notify parents at the beginning of the school year of their conference period time.

Pre-Kindergarten Program

Students who will be four (4) years old on or before September 1 of the school year may attend our all-day four-year-old class free of charge.

No transportation is provided for the Pre-Kindergarten Program.

Gifted and Talented Program

Gifted students are "those who perform at or show the potential for performing at remarkably high levels of accomplishment when compared to others of the same age, experience, or environment." Any student may be nominated for assessment by parents, community members, and/or school staff.

Assessments are conducted each spring.

Accelerated Reader Program

Every student has the opportunity to participate in the Accelerated Reader Program. Accelerated Reader is a computer interactive program that motivates the student to read books on his/her level, while improving the student's reading comprehension.

Library/Media Center

The library/media center offers computerized check-out of library books and materials, as well as access to the INTERNET. The librarian offers instruction in library and information resource skills and assists with student research projects.

Special Education

Our Special Education Resource Rooms are staffed with a full-time teacher and teaching assistant, who provide both primary and supplemental instruction in academic areas. Other Special Education classes include PPCD Early Childhood (staffed with a full-time teacher and teaching assistant) and LINC (staffed with a full-time teacher and one teaching assistant). A speech therapist is also available for any student qualifying for this service.

Computer Resources

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. [For additional information, see policy CQ.]

Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues that impact the learning process. The counseling program includes test-taking skills, conflict management, self-esteem building, and other focused topics. You can reach our school counselor Mrs. Rogers by calling (817) 815-1715.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

University Interscholastic League (UIL)

Students in grades 2- 5 may participate in UIL contests in a variety of skill areas.

Academic Fairs

Students may participate in Invention Convention, History and Science Fairs, and Spelling Bee.

Safety Patrol

School Safety Patrol membership is an honored position. Students from our fifth grade classes are selected as members of our Safety Patrol to help maintain a safe environment for all students and to promote good citizenship. They assist by raising and lowering the flags, acting as crossing guards, and assisting younger children in and out of cars during arrival and dismissal times.

HOMEWORK

PURPOSE OF HOMEWORK

Homework is extended independent practice for the reinforcement of basic skills and/or special projects designed to extend the student's classwork. Homework is not mandated daily in all subjects, but reinforcement and practice are encouraged. Homework in the form of special projects may be graded.

Meaningful homework assignments serve several purposes: 1) to help students learn better and faster, 2) nurture the development of self-discipline and organizational skills, 3) to foster the

use of independent research skills, 4) to communicate the high expectations that schools hold for their students, and 5) to help families become involved with education.

TYPES OF HOMEWORK

- Independent practice assignments are an important extension of classwork. These assignments are appropriate when students have demonstrated sufficient understanding of the material. The length of the assignment should be no longer than necessary to develop the skill or concept or to accommodate the learning outcome.
- Preparation assignments help students benefit from subsequent lessons: for example, reading new material or reviewing and studying material previously covered in class. Preparation assignments are frequently followed by a daily activity that enables the teacher to evaluate student's ability to participate fully in the classroom learning experience.
- Extension assignments or special projects should require students to use newly learned skills or concepts in a new situation: for example, synthesizing information and producing a unique written or other product—a research project, a model or a writing assignment.

GUIDELINES FOR ASSIGNING HOMEWORK

Time needed on homework may vary depending on the specific needs of individual children and the type of homework assignment. Suggested time guidelines for primary grades' (K-2) homework should not exceed 30 minutes. Suggested time guidelines for upper grades' (3-5) homework should not exceed 45 minutes. Homework assignments will usually be assigned Monday through Thursday and generally will be omitted on weekends. Homework assignments will be checked for completeness and correctness as a means for monitoring progress. Failure to complete homework will result in lowered grades. Your child will have one day for each day's absence to make up missed work.

Please refer to Fort Worth ISD's Guide to Grade Reporting for specific guidelines regarding homework.

TEACHER RESPONSIBILITIES REGARDING HOMEWORK

During the first two weeks of school, teachers will inform the parents in writing of their personal homework routine. The teacher will explain the purpose of the homework to the students and make sure that the homework assignment is understood. The teacher will inform parents when the student's homework responsibility is not maintained.

STUDENT RESPONSIBILITIES REGARDING HOMEWORK

Students should write down homework assignments and carry home necessary books and materials for completion. Students will complete homework carefully and return it on time. When students are absent, they will check with the teacher upon return to get homework assignments. If students know ahead of time that they will be absent, attempts may be made to get the assignments for the time to be missed.

PARENT RESPONSIBILITIES REGARDING HOMEWORK

Parents should provide a quiet place and a regular time to study. Parents should supervise and assist their child but allow their child the responsibility of completing the assignment sheet and

returning it to school. Parents should check the assignment sheet and be sure that homework has been completed. Parents should ask questions about the homework to check for understanding. Parents should sign and return papers when requested by the teacher.

Parents should request a conference with the teacher if questions arise concerning homework or assignments. Your children need your interest, support, and encouragement in homework practice exercises. Praise your children when they are diligent in doing homework daily and encourage them to establish better work habits when they do not do as well as they should.

RETENTION

Students who have not made satisfactory progress in reading, composition and language, math, science, and social studies (average of 70 or above) may be retained. Students who are absent more than 10% of the school year may also be retained. Parents will be notified early in the Spring semester if there is a possibility that their child might be retained.

[For further information, see policies at EHBC, EI, and EIE.]

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A parent with questions about these programs should contact the principal.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Textbooks are issued and used within the classroom. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher immediately. *Damaged and lost textbooks must be paid for by the students.*

SECTION III OTHER GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements.

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with head lice will be sent home. The student and parent are required to report to the nurse's office upon returning before returning to class.

[Further information may be found at policy FFAD.]

Bacterial Meningitis

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is

safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.
- **Ridglea Hills School-Wide Rules**
- Keep hands, feet, and objects to yourself
- Follow directions
- Use appropriate school language
- Keep your school environment safe and clean
- Walk quietly in the halls
- Respect the authority of the teachers, other staff members, safety patrol, and parent volunteers
- Toys are not allowed at school without the specific written consent and permission of the teacher. This includes cards (Pokemon, Yu-gi-oh, sports, etc.) books, hand-held games, etc.

Classroom Consequences

- First Offense-Warning
- Second Offense-Time Out
- Third Offense-Phone Call to Parents
- Fourth Offense-Written Office Referral
- Other consequences deemed appropriate by the teacher and/or the Campus Behavior Coordinator

Possible Office Consequences (subject to the consideration of intent and severity)

- First Referral-Conference, Parent notification/conference, lunch detention
- Second Referral-detention, in house suspension, parent conference, counselor referral

- Third Referral-More Days In-House Suspension or One Day Suspension at Home(4th and 5th grade only), counselor referral
- Fourth Referral (or more)-Increased Number of Days of Home Suspension; Possible Central Conference or Central Disciplinary Hearing
- Severe Behaviors / Immediate Office Referrals
- Possession of a Weapon-Weapons include, but are not limited to, guns, knives, and explosive devices.
- Vandalism or destruction of school property, fighting, or abusive remarks
- Possession of a weapon or violence toward other students or staff will result in suspension from school and a Central Disciplinary Conference or Hearing at the FWISD Student Affairs Office, with parent attendance required. Toys or other “weapons” that look real but are not, can cause serious disciplinary action for students. Laser light “pointers” are considered to be weapons since they can cause vision damage. These serious offenses may result in suspension from the school campus and possibly a Central Disciplinary Hearing to consider removal of the student to an alternative setting.
- * If a child receives one or more discipline referrals during a six-weeks reporting period, the child’s citizenship grade will be impacted.

Please refer to the Student Code of Conduct for additional information.

Applicability of School Rules

To achieve the best possible learning environment for all our students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student:

- During the regular school day and while a student is going to and from school on District transportation.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

Personal Equipment

Personal belongings such as game devices, iPads and other electronic devices and games are not allowed on the school campus. The school is required to confiscate such materials and take them to the office.

Phones can be brought to school, but must be turned off and concealed in their backpacks.

*Phones must not be used during school hours. **Confiscation of phones will result in a \$15.00 fee for return.***

Playground equipment is supplied by the school district, and personal equipment such as footballs, baseballs, etc. should not be brought to school. The school cannot be responsible for lost or damaged items. Any disciplinary action involving personal equipment will be in accordance with the Student Code of Conduct.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, sexual orientation or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the teacher, counselor, or principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

DRESS AND GROOMING

To teach grooming and hygiene, prevent disruption, and minimize safety hazards, and to establish a consistent learning climate among the students in our school, a standardized dress code has been instituted by the FWISD School Board.

Standardized dress is **REQUIRED** for all students at Ridglea Hills Elementary School. Standardized Dress will be worn *daily*. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Shirrtails must be tucked in at all times
- Baggy/ sagging pants and tank tops are not allowed
- Rubber-soled shoes are the most appropriate so students will not have to change for physical education and recess. Sneakers or tennis shoes are required for PE in the gym. Boots and open-toed sandals are discouraged because they make physical education and recess activities difficult
- No wind or athletic shorts
- Walking shorts, skirts, skorts, and jumpers must be no shorter than four inches above the knee.
- Blue jeans/denim pants and shorts are allowable. However, jeans and shorts must be free of embellishments (rhinestones, designs, etc.) Also, rips, tears and holes are strictly prohibited.
- Hairstyles must not cause distraction or disruption to the learning process. Hair color must be natural with no coloring or highlighting. (Ridglea Hills policy)
- A copy of the Fort Worth ISD Standards of Dress is available in the office or online at www.fwisd.org.

School “spirit shirts” and “college shirts” may be worn on Fridays ONLY. No other “writing” is allowed on these shirts.

Contact the school counselor at (817) 815-1715 for assistance with the standard dress code if needed. All pieces of clothing may be purchased at any discount or retail store.

A formal academic atmosphere will be the norm at Ridglea Hills Elementary School. This goal should be kept in mind when dressing your child. Distractions that result from a student's dress will be addressed.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubella (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health.

Accident Insurance

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information.

Emergency School-Closing Information

Parents should ensure that the school has the most up to date emergency contact information. This information will be used to contact parents and emergency contacts in the event of an early school closing due to weather or other circumstances.

Weather

It is not often that school is closed due to bad weather, but occasionally, school will be cancelled or start late due to inclement weather. If very bad weather arrives during the night, you will need to wake up and check one of the radio or TV stations to find out whether school will be closed or delayed. *No announcement will be made when school will be open as usual.* It is extremely rare

for schools to close in the middle of the day due to weather but that would also be announced on the stations and you need to arrange to pick up your child. (KRLD 1080 AM, WBAP 820 AM, WOLF 99.5 FM are some radio stations).

SCHOOL FACILITIES

Office Hours : 7:30 am to 3:30 pm.

Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school beginning at 7:40AM..

NO STUDENTS SHOULD ARRIVE PRIOR TO 7:20AM

- Designated place in the hallway for the student's class to sit and read a book
- Cafeteria, if the student is eating breakfast at school.
- ALL STUDENTS SHOULD LEAVE THE CAMPUS AT DISMISSAL TIME

Students who are not picked up at the appropriate time MUST wait in the office for an adult to pick them up. If a student remains on campus at 3:30 pm, the office personnel is required to call the Area Advisor or the local police department to pick up the student. An adult would have to pick up the student and speak to the appropriate authorities. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

Unless involved in an activity under the supervision of a teacher, students must leave campus immediately after school is dismissed.

Cafeteria Services

The District participates in the National School Meal Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential.

Breakfast is served beginning at 7:30 AM and no later than 7:55 AM. Lunch is served from 10:30 AM until 1:00 PM daily. A menu will be provided monthly. Lunch and breakfast prices may change for the 2015-2016 school year.

		Breakfast	Lunch
Your child may:	Full Paid	\$0.75	\$1.50
• Buy lunch at school	Reduced	\$0.00	\$0.40
• Bring lunch from home	Adults	\$2.25	\$3.50

- We encourage parents to prepay for lunches by the week or month. This may be done by paying in advance to the cafeteria manager or paying on-line.
- We encourage you to visit our school and eat lunch in the cafeteria with your child. Please do not sit at the table with your child's class, because of limited space. There are tables on the west side of the cafeteria to sit at with your child or you are welcome to go outside to the Mustang Mesa to eat. Guests must check in at the office, present a driver's license, and obtain a visitor's pass.

- If your child forgets his/her lunch money or loses it, she/he will be given a lunch that must be paid for by the end of the six-weeks grading period. Please bear in mind that any child owing money at the end of the school year will not receive a report card until all outstanding loans have been paid.

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent. In this case, only the parent's child, not any other students, may ride in the car. Sometimes, parents are asked to chaperone field trips. In these instances, parents may not bring siblings along. This is a safety and liability issue. Field trips are only for the students involved in that particular school activity.

*Parents chaperoning a field trip **MUST** submit and pass a criminal background check through the district. Background checks must be submitted online. Parents who have not been cleared through a background check and decide to meet their child at the field trip location will only be allowed to interact with their child and not with the group.*

Field Trips

FWISD selects one field trip for each grades 1st through 5th each year. There is no cost to parents for this field trip. Classroom teachers may choose to participate in additional field trips during the year.

No teacher will permit a student to participate in a field trip or other activity unless the parent has given written permission. At the beginning of the school year, parents are requested to sign the form PARENTS RELEASE FOR FIELD TRIPS. Additional FIELD TRIP PERMISSION FORMS will be sent home for each field trip, containing specific information. The teacher will send home an information letter before any field trip is taken.

Field trips and extracurricular activities are excellent opportunities to enrich students' learning. All students are encouraged to participate in these activities. However, since these activities may involve large numbers of students from more than one school, they may require additional safety measures. We expect students to display appropriate behavior as defined in our school-wide discipline plan, prior to and during these activities. Therefore, if a student has had one (1) or more office or bus referral in the same six weeks reporting period that such an activity is scheduled, it will be up to the teachers and administrators to decide whether or not the student's parent will have to accompany him/her. If it is a safety hazard for the student to attend due to behavior, then the student may have to remain on campus. If a student misbehaves on a field trip, it may become necessary for the parent to be called to the field trip location to pick up their child.

Buses

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.

- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

Riding the bus is a privilege, not a right. Bus riding privileges may be suspended if the safety and welfare of the other riders are in jeopardy.

Any vandalism costs will be paid by the person who is responsible for the vandalism. If damage is not paid for, the student will not be allowed the privilege of riding the bus.

The Transportation Department is directly responsible for the bus and its drivers. Parents may call the department directly at (817) 815-7900 with any questions and/or concerns.

Students must ride only the designated bus to their home stop. They must not ride different buses or ask other students who are visiting their home to ride their bus with them.

VISITORS TO THE SCHOOL

Parents and others are welcome to visit our school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office, present a valid driver's license or other state issued ID, sign in, and receive a Visitor's Pass.

DIRECTORY INFORMATION

General information about district students is considered directory information and may be released to anyone who follows the school district's procedures for requesting it. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized sports and other activities, date of attendance, awards received in school, most recent previous school attended, and other similar information.

If you, as the parent or guardian of a minor student, object to the release of directory information concerning your child, you must notify the school, in writing, or designate your request on the emergency card within ten (10) days. *No response is required unless you refuse to allow this information to be made public.*

Prior to the release of information, office personnel will review the student's emergency information and contact you about the request for information.

**APPENDIX I
ACKNOWLEDGMENT FORM**

PLEASE SIGN AND RETURN TO STUDENT'S TEACHER

My child and I have received and read a copy of the Ridgley Hills Elementary Student Handbook for 2018-2019. I understand that the handbook and compact contain information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Ridglea Hills Elementary School
6817 Cumberland Road
Fort Worth, Texas 76116
OFFICE 817.815.1700 FAX 817.815.1750



Student Arrival and Dismissal Procedures

Dear Parents or Guardians:

Safety is the first priority for our students! Below, please see the map of the front of our school and a guideline for how dismissal works best for our school. Please adhere to these guidelines for the safety of the children.

- The carpool line forms along Angus on the **far right side of the road**.
- **Please do not block the road** so others may pass. Often, school personnel need through.
- “Cutting” in line is not permitted. We will redirect these cars to re-enter the carpool line.
- Please remain in your car while in the carpool lane.
- Follow to the end of the loading zone toward Stonedale.
- Please do not stop in the carpool loading zone until directed to do so, or for safety reasons.
- Safety patrol students will assist your child while loading and unloading your vehicle.
- **PLEASE DO NOT BLOCK DRIVEWAYS.**
- We DO NOT load children in double-parked cars.
- We DO NOT escort children across the street.

Please assist us with a safe and smooth arrival and dismissal. We appreciate your cooperation.

Sincerely,

Crenesha Cotton
 Principal

