

Student/Parent Handbook



Ridgeview Elementary School
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Springfield, Oregon 97478
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Principal- Lacey Macdonald

Welcome to Ridgeview Elementary School.

We are so glad you are here!

We are a community of lifelong learners recognizing our potential in a nurturing and challenging environment, rich with diverse opportunities. We are committed to ensuring a well-rounded education for all of our students. With a full-time music specialist, innovative technology projects, and a team of dedicated educators, Ridgeview students have access to a world-class education.

This handbook provides important information about rules, policies, and procedures to increase safety and efficiency at Ridgeview Elementary. We ask that you and your student(s) become familiar with and abide by the expectations and rules outlined here.

This handbook summarizes Springfield School District policy and contains general guidelines and information. Please refer to official district policy and regulation documents for specific details by visiting <http://policy.osba.org/sps/>. Please contact your student's principal with any questions regarding this handbook or the policies outlined. Thank you for upholding the safety and well-being of our students, staff, and volunteers!

RIDGEVIEW ELEMENTARY SCHOOL Daily Schedule

8:00-8:35	Breakfast is available in Cafeteria
8:25-8:35	Doors open, students arrive and report to class
8:35	Classes begin
2:50	Dismissal for all grades

Office Hours 8-4

Hours for Early Release are 8:35-12:30 (Fridays)

Check the district calendar for early release dates:
<https://www.springfield.k12.or.us/families/academic-calendar>

Ridgeview Staff Directory

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Traci Vaughan	Instructional Coach	traci.vaughan@springfield.k12.or.us
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Academics

English Language Development

The English Language Development (ELD) program provides services to students who require assistance in gaining English proficiency.

Program activities include instruction in learning English, content area classroom support, curriculum development, assessment, staff training, bilingual communication with families, and parent involvement.

Field Trips

Field trips within Oregon, and to nearby points of interest, are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the curriculum and introduce students to community resources. Parents will receive notices of field trips in advance of the scheduled trip date. Field trip permission slips are included in the school registration packet at the beginning of each school year and must be signed by a parent, or guardian, before a child may participate in the field trip. A notice explaining the trip will be sent home before the activity. Note: Only students enrolled in that grade may attend field trips. No siblings may attend field trips. If you are volunteering you need to go through our regular process through Raptor.

Health

We currently use The Great Body Shop as our health curriculum. There are four required units in the state of Oregon but we receive ten months of issues. If you would ever like to preview any materials please reach out to the classroom teacher or the principal.



10 Issues mailed monthly

The following units are REQUIRED to meet Oregon State Statutes:

Injury Prevention and Personal Safety: Month 5

Human Growth and Development: Month 6

Substance Abuse and Prevention: Month 7

Disease and Illness Prevention: Month 8

Homework

We believe that it is the teachers' primary responsibility to provide high-quality learning opportunities in the classroom during the day. One focus will be to teach children to lead balanced lives that nurture the whole person. As part of that focus, we recognize that students and families enjoy the benefits of engaging in recreational opportunities such as sports, music, and a variety of other hobbies and activities for emotional, spiritual, and physical enrichment.

The amount and type of homework varies from grade level to grade level, but if teachers are assigning homework we believe that homework reinforces daily learning, helps teach students responsibility, and provides a helpful tool for communication between school and home.

As facilitators of your child's education, teachers need feedback when you feel that homework is not meeting your child's needs. This can easily be accomplished through a Seesaw message, email, or prearranged conference with your child's teacher.

If your child is ill, you may request homework from the teacher. The request must be made before noon so that the teacher has time to prepare adequately. Teachers are not expected to prepare homework for any student missing school due to vacations.

Library/Computer Lab

Ridgeview has a library and a computer lab. Classes are scheduled to use the library and lab regularly to check out books and receive technology instruction.

Math

Our math curriculum is through Ready Math. There are two parts. The first is an instructional part that offers teacher editions and student workbooks. The second part is called IReady and is fitted for the individual student and is an online resource.

Multi-Tiered Systems of Support

MTSS is a multi-level, instructional framework aimed at improving academic and behavior outcomes for ALL students. MTSS's preventative framework provides immediate support to students who are at risk.

MTSS models typically consist of three "tiers."

- **Tier 1** is the core, general education curriculum where schools monitor student progress using benchmark assessments and identify struggling students. The majority of students typically remain within Tier 1.
- Students not progressing adequately in Tier 1 are placed into **Tier 2**, which monitors and supports struggling students through more frequent assessments and data-driven interventions delivered via small groups. If students demonstrate improvement after receiving Tier 2 instruction, they will either remain in Tier 2 or return to Tier 1.
- If students continue to be unresponsive to Tier 2 instruction, they will be placed in **Tier 3**. This tier consists of intensive, often individualized, interventions to address struggling students' unique needs. For some students who do not respond to tiered interventions, schools may determine the child's eligibility for special education services.

Music

Our educational approach values music, developing music literacy, and performing and creating music. Ridgeview's music program, taught by a music specialist, emphasizes elements of music, such as melody, harmony, rhythm, form, and timbre. Students are exposed to a wide variety of music from throughout the world in addition to taking field trips to local productions. A variety of instruments, including xylophones, guitars, recorders, and rhythm instruments are utilized during instruction. Each grade level has an evening musical performance during the year as well.

Physical Education

Ridgeview offers a well-balanced physical education program taught by the PE teacher. The school has a full-size gymnasium with a tile floor. Clean gym shoes are **required** so students can participate in safe and comfortable physical activities. Open-toed and/or strapless sandals are not suitable choices for PE.

Progress Reports

Report Cards are formal reports set up by the District to share student progress. Progress reports will be sent home in December, March, and June of the school year. We report progress towards the end of the year grade-level standards.

Reading

Our school district uses the Wonders curriculum for reading. This curriculum offers books, anthologies, and workbooks for each grade level.

Special Education Services

Special education services staff work with students who have a variety of needs. Members of the Special Education staff support classroom teachers to promote the success of all students. Learning Specialists work with students in the areas of reading, math, writing, and emotional/behavioral challenges. The Speech and Language Specialist provides services to children with expressive/receptive processing challenges or articulation difficulties. The School Psychologist completes diagnostic testing and classroom observations.

Student Records

Schools are required, by the Oregon Department of Education, to follow specific procedures in maintaining permanent school records for all students. These records are available for parent viewing.

Talented and Gifted

The Talented and Gifted Program (TAG) has a coordinator who works with classroom teachers to provide consultation and support for TAG-identified students. These students are identified as academically talented in reading or math and/or intellectually gifted. The TAG coordinator, along with the parents, provides input on yearly Student Instructional Plans (SIP's) written by the classroom teacher to outline how the student's needs will be met.

Technology

Students are issued a device when they enroll in Springfield Public Schools. Students in grades kindergarten through first grade will have an iPad and second through fifth-grade students will be issued a Chromebook. Families are asked to keep devices charged and take care of them. Classroom teachers will also teach students how to take care of their devices. Please do not have students add or take off stickers on the devices.

Testing

The Springfield School District uses computerized assessments (easyCBM/iReady) for grades K-5. Students are not required to study for these tests. These benchmark assessments help inform how your child is progressing and how the classroom teacher can better serve each student's needs. Students in grades 3 – 5 are given state tests in the spring in the areas of English Language Arts and Math, 5th graders take a Science test as well.

Animals

Children are proud of their pets and want to share them with their classmates. Teacher approval must be requested and received by parents before pets may be brought to school.

A friendly reminder that dogs are not allowed on campus during school hours except documented service dogs. According to Springfield School Board policy (district policy ING, KGB), dogs are not allowed on school grounds without prior administrative approval. Parents are permitted to bring their leashed dog onto Ridgeview's campus when picking up students at the end of the school day under the following conditions: The adult dog handler and dog must not be brought into the school building and must remain away from loading busses, the school's entrance, and walkways. It is recommended that you and your child have an agreed-upon meeting spot well away from the main entrance.

Attendance

Attendance is recorded daily. When a child is late, he/she must check in at the office to get an admit slip before going to class. If your child will not be attending school or will be late, **please call 541-744-6308** and let the office know or leave a message on the voice mail between 4:00 p.m. and 8:00 a.m. Absences due to an illness or appointment will be excused if called in by a guardian. The school district will call to verify any absence not called in by the parent or guardian through an electronic system.

Medical Appointments

You are encouraged to make every effort to schedule children's medical and dental appointments outside school hours. To ensure the safety of every student, parents are required to check in at the office to sign out their child, at which time the teacher will be asked to send your child to the office, where they will meet you. To avoid disruption, parents are not permitted to walk down to the classroom to pick up their child during the school day.

After-School Plans

Please make after-school plans with your child before he/she comes to school. We ask that you call the office with changes that are a result of an emergency. Due to high call volumes toward the end of the day, we request that after-school plan changes be phoned into the office by 2:00 pm (11:30 a.m. on early release Fridays), whenever possible. Please ensure that your child knows where to go after school BEFORE you send him/her to school in the morning.

Communication

A key to a successful school/home partnership is communication. Parents who wish to contact their student's teacher may contact the teacher by email or Seesaw. Parents may also phone the office and ask to leave a message.

If you ever have a concern, question, or desire to give input about the education your child is receiving or the operations of the school please get in touch with the principal by email or phone.

Electronic Newsletters and Updates

Ridgeview sends updates to keep families abreast of current happenings in the classrooms, the school, the district, and the community. These communications come every Friday through email. Your child's teacher may also send home newsletters through email or Seesaw.

Meeting with Your Child's Teacher

The staff puts a high value on responding to parents, but “drop-in visits” are not encouraged because they do not allow staff members to prepare properly for the meeting. A pre-arranged meeting time will allow the teacher to gather his/her thoughts, eliminate possible distractions, and give parents the time and focus they desire. Please call the school, or send an email to make an appointment with a teacher. If the teacher is not available, the principal or another staff member will help you.

Email

Email is available for parents to communicate with any member of the Ridgeview Staff. Any message that needs more immediate attention should be phoned into the office. Email addresses are located on our [website](#). You'll also find them on the inside front cover of this handbook.

Dress Code

Dress and Appearance shall not be disruptive to the learning process:

1. Shoes and shirts are to be worn at all times.
2. Students are to wear clothing that is covered by the midriff. No undergarment clothing or spaghetti straps should be showing.
3. Hats, hoods, and caps are not to be worn inside the building, except for classrooms/offices of teachers who explicitly permit them. Costume pieces like masks, tails, and ears shall not be allowed unless it is a spirit day.
4. Displays, including wording on clothing and jewelry that is sexually suggestive, drug, alcohol, or tobacco-related, gang-related, vulgar, insulting, or ridiculing a particular person or group, are prohibited.

Lost and Found

To prevent the loss of personal items, the school encourages marking all items with a permanent ink pen – particularly jackets, sweaters, hats, backpacks, and sweatshirts. Lost articles should be turned in to the Lost and Found. If your child is missing something please check the lost and found area in the cafeteria. Unclaimed clothing is given to a charitable agency for those in need.

Food

All students have access to free breakfast and lunch every day.

Food brought for student snacks to be shared in the classroom should be **STORE BOUGHT**. Home-cooked items are not allowed because of possible hepatitis outbreaks and related food preparation issues. Please check with the front office about possible food allergies in your child's classroom before purchasing and bringing in food items.

Health and Wellness

Illness at School

Students becoming ill or injured while at school are sent to the office. Within approximately 15–20 minutes, their physical health is again assessed. If improvement is noted, the student is returned to the classroom. If a student continues to feel poorly, parents are called to arrange for someone to pick up the student. The office must have up-to-date telephone numbers of parents and emergency contacts.

Please do not send a sick child to school. Here are some broad guidelines for deciding when to keep your child home:

- Any child with a fever (100.4° or greater) may not return to school until they have been fever-free for 24 hours
- Any unexplained or undiagnosed rash
- Vomiting or Diarrhea within 24 hours of school
- Severe cough
- Untreated head lice

If a student goes home sick, they cannot return to school later in the school day.

Immunization Requirements

State laws require proof of immunization against diphtheria, tetanus, polio, measles, rubella, Hepatitis B, varicella, and mumps for all children ages five through eighteen entering an Oregon school. Exemptions are allowed for medical and religious objections. All transferring students will have a thirty-day grace period to document required immunizations.

Medication at School

Oregon law governs the administration of medicine to children at school. At the elementary level, all prescription or non-prescription (over-the-counter) medications must be administered to students by school personnel; the only exception is noted in #3 below. Students and parents must follow these procedures when bringing medication to school:

1. **Prescription or non-prescription** medication must be brought to school by the parent and delivered to the school office. The medication must be in its original container and the student's name, dosage, route (how the medication is taken or applied) and frequency must be shown on the container.
2. An "Authorization for Medication Administration by School Personnel" form must be completed and signed by the parent. This form is available in the health room.
3. Self-medication may be allowed in circumstances where potentially life-threatening illnesses require immediate access to medication. In addition to meeting requirements #1 and #2 above, a "Self-Medication Agreement" (available in the school office) must also be completed and signed by the parent, principal, and in the case of prescription medications, by the physician. The student will then be allowed to possess and manage his/her medication as needed. Trained staff members at each school will administer student medications and are available to answer any questions you may have.

Parties and Celebrations

Holiday Policy

According to Federal, State, and District laws and policies, public schools are prohibited from encouraging, discouraging, or celebrating any religion. Over many years we have developed a holiday policy that takes into account the law.

At Ridgeview, we teach about religious holidays only insofar as these occasions relate to history, cultures, and traditions. We encourage teachers to include a diversity of cultures in their interdisciplinary curriculum. It is entirely appropriate for teachers to include instruction in the cultural background and the historical significance of the world's religions and their respective holidays. However, such instruction may not constitute the endorsement of the beliefs and principles of any particular religious group.

Room Parties

With this in mind, and understanding that holidays are an important part of children's lives, we have established two times a year for room parties.

Students can gain social awareness from experiencing structured gatherings or parties. Teachers plan parties and work in conjunction with parent volunteers to produce events during the school year.

At Ridgeview, teachers will celebrate students' birthdays in a variety of ways. Please do not send your child with treats, such as cupcakes, cookies, etc..on their birthdays.

Party Invitations

Teachers and the school cannot be responsible for the distribution of party invitations. However, if you have no other way to get party invitations to students, teachers will do their best to facilitate the distribution of party invitations during a non-instructional time during the school day. Office staff may not give out addresses and phone numbers for personal use.

PBIS

Positive Behavior Intervention Support

Be Safe, Be Respectful, Be Responsible

- A broad range of systemic and individualized strategies for achieving important social and learning goals while preventing problem behavior with all students.
- NOT a specific curriculum...it is a general approach
- NOT limited to any particular group of students...it is for all students
- NOT new...it is based on a long history of behavioral practices and effective instructional strategies
- A program that increases the number of positive interactions between students and staff

What does PBIS look like in practice?

- Explicit teaching of appropriate behaviors throughout the school environment, along with acknowledging and reinforcing good behavior across the school

- Responses to inappropriate behavior are consistent throughout the building
- Redirection and explicit instruction is used to help students improve their behavior

Personal Items

Cell Phones

Cell phones and other electronic devices are to be turned off and kept in backpacks during school hours. While at school, parents are asked to silence cell phones so that classes and offices are not disturbed. The school telephone may be used for urgent calls with permission from the child's teacher. A request asking permission to go home with a friend is NOT considered an emergency. Please have your child make such arrangements before coming to school.

Toys and Other Items

Toys and sports equipment should not be brought to school. They can be lost, stolen, or broken, causing disappointment to your child, and they may cause disruption. Fidgets are not permitted to be taken out or used during school time, even at recess. Certain items are prohibited on campus. Prohibited "nuisance items" include matches, lighters, laser pens, shocking devices, rubber bands (when used to shoot or snap), spit wads, squirting devices, aerosol sprays, and other such items. These items will be confiscated, and disciplinary action may result from the possession or use of these items.

PTO

The Ridgeview PTO is a non-profit organization of parent volunteers and staff members that serves the greater good of Ridgeview. The PTO raises funds for field trips, special events, educational technology and software, capital improvements, and classroom needs not otherwise funded. The PTO also hosts family events to enrich the educational experience for students and their families while promoting goodwill between our community and school.

Release of Students

1. For the safety of our students, no one will be able to pick up your child unless you have listed them in our student information system.
2. Complete the Student Enrollment Form or online registration (one form per child) and return it to the school office by Friday of the first school week in September. The enrollment form contains information about family contacts and emergency contacts. If we were to experience an early school closure (due to weather or other emergency), we must have current information as to who we can release your child(ren) to, if you are unable to come and pick them up.
3. Notify the school immediately of any changes in your phone number, email address, physical address, and/or emergency contacts.

Safety

Our number one priority at Ridgeview is student safety. Ridgeview Elementary is located in the middle of a very special neighborhood. Many of our students can walk or bike to school. An easily accessible school has many positives, but to ensure the safety of everyone, we must adhere to district and school-wide procedures.

Securing the School Building

Doors that provide access to the school will be locked once the classes have begun (8:35 am). Once doors are locked, all visitors must enter through the front office. Access to the front office will be given using a push-button entry system. Gates that provide access to the campus will also be locked during the school day. To ensure the safety of students and staff, parents/visitors must check in at the office before going to the classroom.

Visitor, Staff, and Parent Identification

If you are coming in to visit, volunteer or go on a field trip you must go through our raptor system first. All visitors and volunteers must be able to pass a background check through our Raptor system. Please see the district website for further information.

Staff needs to be able to easily identify visitors and volunteers to the school. All visitors/volunteers to Ridgeview must report to the office, sign in, and wear an identification tag that identifies who they are. For safety's sake, all visitors and volunteers must wear a visitor/volunteer tag at all times when on campus.

Please do not bring your student's siblings to school while volunteering in classrooms.

Fire/Earthquake/Lockdown Drills

For student safety it is necessary to teach students what to do in the event of an emergency such as fire, earthquake, extreme weather conditions, or intruders. Students must know how to move and where to move in the building to be out of harm's way and to be secure. Ridgeview will conduct lockdown, fire, and earthquake drills throughout the year to acquaint children and staff with proper procedures to maintain their safety.

Emergency Closure or Delayed Start of School

If it is necessary to delay the start of school, close school early, or cancel school parents must have a clear understanding of the school's procedures. All decisions are made through the superintendent's office. A delayed start or an early closure may result from severe weather conditions, loss of power or heat, a fire, or other emergency conditions. Information regarding emergency closure or a delayed start of school in the Springfield School District will be broadcast over most radio and television stations, and on the district's website, Facebook and Twitter. It is very important to keep updated family emergency contacts on file in the school office, so please be sure to notify us of changes.

Transportation/Arrival & Dismissal

Drop-Off and Pick-Up Procedures

Cars need to be parked either on the street or in the church parking lot if you would like to pick up or drop off your student. We do not have a pull-through for student drop-off and pick-up. Our pull-through is only for buses. The school parking lot is for staff only.

Students are to arrive at school no earlier than 8:00 a.m., at which time staff supervision will be provided and breakfast will start. All breakfast and lunch are free this year.

Walking and Driving to School

Students are encouraged to use great caution when walking or riding their bicycles to school. Use crosswalks with care and stay on sidewalks whenever possible. Crossing guards will be on duty before and after school. Please follow their directions for safety.

Responsible Travel

Teaching and monitoring student safety as our children travel throughout the Ridgeview community is everyone's responsibility. Our staff teaches and reinforces safe procedures as students travel to and from school. Parents are encouraged to observe and reinforce safe travel procedures not only with their children but with all children.

Bicycles, Scooters, Skateboards

Please encourage your child to follow bicycle safety rules. State law now requires students to wear helmets while riding bicycles, scooters, and skateboards. Racks are provided to lock bikes in our bike cage. Bike riding, scooting, and skateboarding are not permitted on the sidewalk or playground; please advise your child to walk their wheels on school property during school hours. In accordance with School Board policy, students are not allowed to use skateboards, scooters, or roller blades (including 'heelys') on school grounds at any time.

Bus Riding Rules

Ridgeview students ride buses for field trips. It is important to remember that bus riding is a privilege. There are several state laws regarding our school buses. These laws include:

1. Keep hands and heads inside the windows of the school bus.
2. Students must be seated at all times.
3. Glass containers, foreign objects, large objects, and living things (insects, pets) are not permitted on the bus at any time.
4. Voices must be at a level that allows the driver to proceed safely.
5. Failure to comply with rules and regulations may result in losing the privilege of riding the bus.
6. Students can only be picked up by buses at designated stops.
7. Students must treat drivers and passengers of adjacent vehicles with respect.