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FEDERAL CIVIL RIGHTS POLICY STATEMENT

The River Ridge School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name and/or Title: Dr. Jeff Athey
Address: 11165 County Highway P, Patch Grove, WI 53817
Telephone No. 608-994-2715

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

RIVER RIDGE SCHOOL DISTRICT MISSION STATEMENT

River Ridge School District will strive to provide a safe, challenging environment for each individual student by promoting excellent staff development, encouraging meaningful parent involvement, and earning strong community support through honesty, integrity, and open communication.

STUDENT NONDISCRIMINATION

It is the policy of the River Ridge School District that no person may be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and section 504 of the Rehabilitation Act of 1973. The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the River Ridge School District. Any questions concerning this policy should be directed to: Dr. Jeff Athey, District Administrator, River Ridge School District, 11165 County Highway P, Patch Grove, WI 53817 (608) 994-2715.

RIVER RIDGE SCHOOL DISTRICT POLICIES

A copy of all school district policies for previewing available on the school district's website:
<http://www.rrsd.k12.wi.us/board-policies.cfm>

SCHOOL DAY

Teacher's hours are from 7:30 a.m. - 3:30 p.m. Student hours are from 8:00 a.m. – 3:15 p.m.

ATTENDANCE POLICY

Wisconsin Statute 118.6(1)(a) has provided a legal definition of “habitual truant” as “pupil who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.” Subsequent Grant County Ordinance 22 directs school boards and their agents to identify habitual truants and initiate legal procedures prescribed in the statute and the ordinance.

River Ridge Public School staff and the parent bare mutual responsibility for the accountability of minor children during the official school day.

The Board of Education adopts the Grant County Truancy Plan as the foundation for dealing with truancy in the River Ridge School District. The plan will be reviewed at least once every two years by the River Ridge School District Board of Education and revised, if appropriate, according to State Statute 118.162. The Grant County Truancy Task Force shall convene at least once every four years according to statute 118.162 (1). The plan includes the following procedures: notifying the parents/guardians of unexcused absences of habitual truants, plans and procedures for identifying truant students of all ages and returning them to school, methods to increase and maintain public awareness of and involvement in responding to truancy within the school district, types of truancy cases to be referred to the district attorney, the immediate responses to be made by school personnel when a truant student is returned to school, plans and procedures to coordinate the responses to the problems of habitual truants with public and private social service agencies, and methods to involve the truant student's parent/guardian in dealing with and solving the student's truancy problem.

According to State Statute 118.15(3)(c), “any child excused in writing by his or her parent or guardian before the absence” is excused from school attendance. “The school board shall require a child excused under this paragraph to complete any course work missed during the absence. A child may not be excused for more than ten (10) days in a school year under this paragraph.” The board shall entitle this type of excused absence as a “Parent/Guardian Pre-excused Absence,” and considers partial or full days to constitute a “day” under this paragraph. After the first 10 parental excused absences per year, a physician's or other licensed person under 118.15 (3)(a), note will be required for further absences to be excused.

The interpretation of illness and crisis and the degree of verification is at the discretion of the administration, but must be within the guidelines or statute and board policy. Students who reach their eighteenth (18th) year are required to attend school through the semester that they turn eighteen and continue to have an ethical obligation to obey school rules on attendance procedures. Parents of children under compulsory attendance age/grade level have an ethical obligation to send their children to school if they are enrolled in early childhood, four-year-old kindergarten, or five-year-old kindergarten programs.

The River Ridge School District Attendance Policy includes the following elements:

1. Parents of minor students of compulsory attendance age/grade level (age 6-17, or grade 1 to grade 12) who have accumulated five or more unexcused absences in a semester in accordance with Statute 118.16 (1)(a) shall be notified by certified or registered mail that the parent(s) and child have a legal obligation to confer with the school administration and related staff (teachers,

guidance counselor, psychologist, attendance clerk, etc.) within five (5) days after the habitually truant notice is sent, unless the parent requests an extension of the meeting time. The extension cannot exceed an additional five school days. The conference may include a juvenile court worker, but it is not mandated.

2. The conference will address the possible need for curriculum modification, ability assessment, social adjustment, counseling, attention of the court, and reasons for absences.
3. If the parent refuses to meet with the school personnel within ten (10) days after the habitually truant notice is mailed, the court system may take direct action.
4. The Board's definition of excusable absence is verified illness, verified personal, family crisis, or appointments and is subject to the following guidelines:
 - a. Illness must be verified by a written parental statement when the student returns to school and by a telephone call to the school office the morning of an absence, no later than 8:15 a.m. Failure to contact the school will result in a telephone call to the home or parent's place of work, and will go into the attendance as unexcused.
 - b. Illness in excess of three (3) days consecutively (partial or full days) each semester shall require written verification from a health care provider.
 - c. Each student shall have ten (10) absences (partial or full days constitute a "day") excused by a parent/guardian in accordance with 118.15 (3) (c) as listed above to be used for any reason-- provided the parent/guardian provides both a written excuse and phone call prior to the beginning of the student's school day (8:15 a.m.). In any case it is recommended these "Parent/Guardian Preexcused Absence" days be pre-planned as to allow for make-up work to be completed prior to the absence. Regardless of the timeliness of the pre-excused absence, students will be required to make up the missed course work in a timely fashion determined by the individual teachers.
 - d. A death or serious illness in the family may result in an excusable absence since a student might be incapable of attending to his/her scholastic duties. Funeral leave or family illness leave shall not be counted against the "Parent/Guardian Preexcused Absence" days, provided the principal or his/her designee approves them.
 - e. One (1) day excused absence for seniors for campus visits or working with military recruiters outside of school will be exempt from this policy.
 - f. The Board shall consider all in-school suspensions to be excused absences.
 - g. The administration shall notify parents as soon as practicable if a law enforcement agency has requested a copy of a student's attendance record for purposes of a truancy investigation.

STUDENT'S EARLY DISMISSAL

Parents must notify their child's teacher with a note when they will be taking their child earlier than regular dismissal.

The student must be picked up in the office, not at the front of the building. This is to ensure the safety of your child.

Anytime a student is riding a different bus, a written note from the parent must be given to the office and at that time a bus pass will be issued which must be given to the bus driver.

EMERGENCY NOTIFICATION

Emergency Information: Each family will be asked to provide emergency information for each child. Emergency notification information is located on the student's registration form. **This information is extremely important as it is our only way of finding you in an emergency.** We refer to this information when there is an emergency or illness involving your child. On the emergency form, you will also be asked to provide the names and telephone numbers of two individuals who can be called in the event we are unable to contact you.

Please keep the office advised of any change in home, business, and emergency contact telephone numbers, including unlisted numbers.

WEATHER EMERGENCIES

Information regarding the closing of school in inclement weather will be given over WPRE, Prairie du Chien; WGLR, Lancaster; WKPL, Platteville; and KTCN, Elkader. These radio stations usually repeat the announcements every 15 minutes, starting about 6:30 a.m. Information regarding the closing of school in inclement weather will also be called in to the Madison TV stations: WISC-3, NBC-15 (WMTV), and ABC-27 (WKOW).

If school is dismissed because of bad weather after the students are already at school, the superintendent will have the cancellation announced over the above radio stations. A minimum of one-hour notice will be broadcasted before early dismissal. Please listen to the radio for the cancellation rather than call the school, as we need the telephone to make transportation arrangements.

We also utilize an electronic alert system. If you would like to receive a text, email, or phone call during a crisis or weather related school closing or delay, please make sure we have current information on file.

Arrangements for early dismissals need to be sent to the teacher as soon as possible.

In the spring and fall, we also have a tornado drill. The students and teachers are informed of the procedure to follow.

BREAKFAST AND LUNCH

Every family has an account for breakfast, lunch and extra milk. Students have a student ID card which is scanned that deducts from the family account. One family member will receive a notice on Fridays when your child/children have an amount left for less than two (2) meals. **When the family account reaches a deficit of \$50.00,** their child(ren) will no longer be permitted to participate in the school's breakfast or hot lunch program or receive extra milks until the account has been paid. If you are unable to provide a sack lunch for your child(ren), please contact the school and a peanut butter sandwich and a carton of milk can be made available.

At the end of the school year, a letter will be sent to families in arrears which states that any unpaid balance at the end of the previous school year must be paid prior to the start of the next school year. If not paid, the student will not be permitted to eat regular breakfast or lunch and participate in milk break (elementary). Lunch and breakfast price - including milk, extra milk - will be charged separately.

Envelopes are sent home with students in grades K-8 for your convenience in paying lunch money. We ask that you fill them out and send them to school with your child. If a student is eating sack lunch and wishes to drink milk with their lunch, they must pay for the extra milk.

There is one classroom milk break for 4K-4 students. Students may purchase milk cards in the office.

There is a program to provide free or reduced price breakfasts/lunches for children who are eligible. A free and reduced price lunch form is available in the office, on the school website, and is provided in the August newsletter. The office will be glad to answer any questions you have regarding this form and will assist you in filling it out if you so desire. We strongly encourage families to fill out this application.

All children are expected to eat lunch--hot or cold.

Good manners and eating habits are expected from all students. Respect for the kitchen staff and cafeteria supervisors is expected. All students are encouraged, but not required to try all food.

HEALTH AND INSURANCE

The parent should carefully observe a student's health. A school health aide works in cooperation with the nurses of the Grant County Health Department. The school health aide is involved in activities that include immunization, vision screening, scoliosis screening, health education, hearing screening, head lice check, T.B. skin testing, and pre-school screening. Parents are notified of any potential irregularities.

On staff daily is an O.H.I.A--other health impaired aide. The O.H.I.A. is CPR and First Aid certified and works under the supervision of the Grant County nurses. The O.H.I.A. administers and records medication (with the permission of the parent and/or the physician only), assists students with special needs, performs head lice check, vision and hearing screening, administers first aid, and notifies parents of injuries or illnesses. If you have any questions, special instructions, or information regarding your child's health, please feel free to call the office at 994-2715.

Immunizations must now be completed by the time of entrance to school. State requirements include: four doses of DPT, three doses of polio, one dose each of measles, rubella, and mumps, 3 doses of Hepatitis B and 1 Var (chicken pox). Parents must produce evidence of compliance with immunization.

Students' EMERGENCY ILLNESS sheets are kept in the medical room of the main office. These sheets are filled out by the parents, listing persons to contact in case of a medical emergency of a child while at school. Please inform your child's teacher of any changes to be made on the sheet. Please be sure the name and number given for a person to contact besides you is someone who is home during the day and can be reached by the school.

Students should report all injuries or illnesses occurring at school immediately to the teacher supervising them at the time or to their classroom teacher. **School staff is not allowed to diagnose or treat illness.** If a child becomes ill or is injured at school, parents will be notified as soon as possible. No student will be allowed to go home due to illness unless someone is at home. If parents/emergency contacts cannot be reached, we will keep the child as comfortable as possible and continue to call the emergency numbers listed. **Please make sure the emergency numbers the school has on file are current.**

Pupils requiring medication must have a completed medical form from their doctor requesting school personnel to give the medication in the dosage prescribed by the doctor. The medication should be supplied with a label stating the child's name, name and telephone number of the pharmacist, the name of the doctor, the name of the drug prescribed, and the dosage to be given. Do not send medications in an unmarked container.

If a student has a particular illness in which special precautions should be taken, please be sure to notify the classroom teacher of the special precautions.

The school district participates in the First Agency Insurance Plan. This is a supplementary plan used only to assist your health insurance.

Students are covered by school insurance while on school grounds during school hours, while at school related activities, and while on the bus.

Injuries must be reported promptly to the teacher. Parents should check with the school to be sure the child reported the accident to a teacher (frequently students fail to report an accident). Failure to report an injury may result in loss of benefit.

ASSIGNED HOMEWORK

Assigned homework is given as an enrichment or extension of concepts introduced in the classroom. It may also involve practice concepts. A part of learning is accomplished through a child's independent study.

Teachers may assign independent activities to be completed during class time or as homework. It is vital for a child's learning that he/she learns how to complete assignments on time. Classroom work not completed during the school day is also sent home as homework. Periodically projects may be assigned to be completed at home with parental supervision.

Parental supervision might include:

1. Set aside a specific time for homework to be completed.
2. Select appropriate quiet place in the home for work to be done.
3. Spot check 3 to 5 problems for accuracy.
4. Develop a system for returning completed homework:
 - Put in backpack immediately.
 - Have a specific spot for homework to be placed. That place should be checked before leaving for school.
5. Grades 2-4 will use assignment notebooks.

REPORT CARDS

Report cards are issued at the end of each quarter showing grades earned during the nine-week period. Report cards are given to parents at scheduled parent-teacher conferences at the end of the first quarter. Report cards are sent home with the child at the end of the second, third, and fourth quarter.

VISITORS TO CLASSROOM

Parents are welcome to come to school to visit their child's classroom, but it is important to arrange the visit in advance. The classroom teacher has the right to schedule the visit with the parent in order to limit any disruption it may cause in the normal class routine. Parents who need to talk to a teacher should contact the teacher directly by phone to set up an appointment. Parents do not have the right to expect immediate attention if they have not called beforehand.

During the 2017-18 school year, the following procedure will be in effect:

1. **Everyone** will enter the building through the main doors next to the office.
2. Parents may drop their child/children off inside the main entrance, and pick up their child/children in the cafeteria at the end of the day. Staff will be available in the cafeteria at the end of the day to assist with this process.
3. **ALL** visitors/parents **MUST** sign into the office to receive identification before entering further into the building, and the office personnel will assist with the signing in process. All staff members (including substitutes) are to be consistent about stopping anyone who does not have identification to ensure our students' safety. The visitor's pass is a way to show that you have signed in and that you are a safe person to be in our hallways.

PARENT-TEACHER CONFERENCES

A Parent-Teacher Conference is a time when parents and teachers can talk over problems or concerns that a student may have.

Not all students have problems or concerns, but it's not always safe to assume that your child doesn't have problems or concerns just because he/she doesn't express any at home.

The school counselors are also available that day if the parents would like to speak with them about any concerns and/or interests they may have.

We, as teachers, feel that communication with parents is an important part of the educational process and hope that all parents take advantage of this opportunity at Parent-Teacher Conferences.

We have parent conferences at River Ridge. These conferences usually occur during first and third quarters. Each conference is approximately 15 minutes per parent for discussion. If you cannot come at this time, feel free to write or call your child's teacher and discuss your concerns or arrange another time for your conference.

Parents and teachers are encouraged to schedule additional conferences when necessary.

RETENTION POLICY

- I. Guidelines for Retention
 - A. The guiding philosophy for determining retention will be what is in the best interest of the child by considering all aspects: emotional, social, academic, and intellectual development.
 - B. If retention must be done, the earlier the better--preferably before second grade

(there could be some exceptions).

- C. Consideration for retention should involve some or all of the following:
 1. Teacher observation
 2. Maturity/emotional development
 3. Classroom work
 4. Achievement tests
 5. Chapter I progress
- D. Students with learning disabilities who are working up to their abilities may be considered for promotion rather than retention.

II. Procedure for Retention

- A. A committee of teachers should meet to discuss the student being considered for retention. This committee should consist of:
 1. Classroom teacher
 2. Child's preceding teacher (if applicable)
 3. Chapter I teacher
 4. School psychologist (if available)
 5. Learning disabilities teacher (if applicable)
 6. Principal or superintendent
- B. If retention is recommended, the parents will be asked to attend a meeting with the retention committee.
- C. If parents refuse retention, a signed form so stating will be placed in the student's permanent records.
- D. If parents refuse retention and the retention committee feels further consideration on this matter is warranted, the committee may refer the case to the school board.

STUDENT CONDUCT

We believe that all students have the ability to demonstrate good conduct in school. All children are expected to conduct themselves in a manner that will contribute to their education, safety, and well-being.

The River Ridge Elementary student rules are as follows:

1. Students should do their best.
2. Students should treat everyone and everything with respect.
3. Students should be prepared for class.
4. Students should use appropriate language. No swearing.
5. Students should stand in line quietly.
6. Students should walk in the building.
7. Students should dress for the weather.
8. Students should remember that school rules are the same for field trips and after-school events.

Teachers may have additional rules for their individual classrooms. The classroom teachers have the authority to enforce their classroom rules as they see fit.

Parental assistance and cooperation is needed to achieve an orderly climate where there is relative quiet and a pleasant learning atmosphere within the school. Children who fail to cooperate in following the rules of conduct will be subject to disciplinary action by their classroom teacher. Failure to achieve a positive change in behavior will result in referral of the child to the 4K-4 principal.

SEXUAL ABUSE/HAZING/HARASSMENT/BULLYING, CYBER BULLYING

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary actions, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

See District Discipline Policy for penalty. – Policy #447, 447.1, 447.11, 447.3

See Bullying, Cyberbullying, Hazing and/or Harassment Policy #443.71

AFTER-SCHOOL ACTIVITIES

An adult must accompany elementary students attending after-school activities.

Students staying after school for activities must have written permission from parents to attend or participate in the activity. Please do not call the school and ask the secretary to write a permission slip for your child.

WARCO REGULATIONS FOR BUS RIDERS

Every bus rider must abide by these rules or be deprived of the right to ride the bus.

1. All riders shall remain seated when the bus is in motion.
2. Keep head, hands, and arms inside the bus. Do not throw anything out of the window.
3. Scuffling, fighting, and obscene language are forbidden. Loud talking distracts the driver.
4. Bus riders will not litter the bus with food or other debris. Keep aisles clean.
5. Bus driver is asked to report any misconduct to the transportation supervisor.
6. The bus driver is to be in complete charge while on the bus.
7. Parents will be notified if misconduct continues. A bus rider may be denied the privilege of riding.
8. Damage to a bus by an individual, other than regular usage, will be paid for by the rider.
9. Be at the loading place at the scheduled time, morning and afternoon. The bus driver does not have to wait for students who are late. Parents and students will be informed of all time changes. However if the student is on time or ahead of time, he must wait until the scheduled time.
10. Each driver will have to use his own discretion in this area. However, it should be understood that even a small wait will throw off the entire schedule and other students on the route will be picked up late.
11. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) but only after the driver blows his or her horn twice when safe. A sound of the horn (one long blow) means to stay on the side of the road and wait for the driver to give information when it is safe to cross.
12. Inform the driver, if possible, when riders will be absent.
13. Absolute quiet when approaching a railroad crossing sign.
14. In case of road emergency, children are to remain in the bus.
15. Help look after the safety and comfort of small children. Bus riders are expected to be courteous to fellow pupils and the driver.
16. The driver will not discharge riders at places other than the regular bus stop, home, or school, unless there is proper authorization from the parent or school official. Bus passes are issued in the office.
17. Wait until the bus comes to a complete stop before attempting to get on the school bus.
18. Bus riders are not permitted to move toward the bus at the loading zone until the bus

has come to a complete stop. Stay back five feet from loading point until the bus has come to a complete stop.

19. Students who damage the bus or misbehave on the bus will be written up on a "School Bus Incident Report to Parents" form. The elementary principal will suspend student(s) from riding the bus after two (2) incidents.

SCREENING

The River Ridge School District provides a screening service for children in the four and five-year old kindergarten programs. Screening is held in January. This allows the parents an opportunity to discuss their child with educational specialists.

MEDICATION POLICY

In accordance with the policy of the Wisconsin Division of Health and the State Medical Society, no prescription drugs of any type shall be given by school personnel without written consent from a physician. Over the counter drugs (aspirin, cough syrup, etc.) may be administered if brought in the original container with a written permission slip. Occasionally, it is necessary for medicine to be given to a child by a school employee. Following is a written policy about the administration of medications that is followed by the school. Proper forms are available from the office and/or the doctors' office.

1. Medication to be given in the school **must** have:
 - a. A written order from the physician.
 - b. Student's full name on the original container.
 - c. Name of drug and dose.
 - d. Time to be given.
 - e. Parent/legal guardian permission. (Verbal permission may be acceptable for two days providing written consent follows.)
 - f. **All drugs are to be taken directly to the office by the student.**
2. The student will take medication at a designated time supervised by authorized personnel.
3. Limited quantities of the medication should be kept at school.
4. All medication administered at school will be stored in a locked drawer, cabinet, or file.
5. Parents must notify school when the dosage or time is changed. If medication is resumed, a new order must be received.
6. The school has established an accurate and confidential record keeping system for each pupil receiving medication.
7. No aspirin or other over-the-counter medication will be administered to children unless a permission note is sent with medication and may not be administered for more than two days.
8. Newly written orders for medication from the M.D. must be renewed annually for students on long-term medication.

SPECIAL SERVICES PROGRAM

Title I

River Ridge has taken necessary actions to become school-wide for Title 1. School-wide programs can use all allocated funds to increase the amount and quality of learning time. All staff, resources, and classes are part of the overall school-wide program.

Psychological

For needs of special testing and counseling, a school psychologist is available. Please speak with our Director of Special Education

Guidance

Are you concerned with improving your grades and getting along better with teachers or classmates? Are there personal or family problems that are making it hard for you to keep your mind on schoolwork? Arrange to talk with our counselor. A trained counselor who is interested and understands the needs of students is available. Our counselor is here to help parents, teachers, and students.

Speech and Language

Students who may need to improve communication skills can receive help in this program; however, they must first be tested by our speech therapists.

Reading Specialist

Reading support is also available to all students in either special needs or regular education from our reading specialist.

EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. The school holds regular drills to teach pupils to respond calmly in the event of an emergency.

Fire Drills are held monthly. The children and teachers are informed ahead of time of the correct procedure to follow. Students are to exit the building as rapidly as possible during a fire drill. Students will walk out of the school to a distance of one-hundred (100) feet in a quiet and orderly fashion. We should be able to clear the building in less than one minute.

Tornado Drills are held twice in a school year. The children and teachers are to be prepared to take cover in a designated area. Kneel facing the wall with your knees up under and cover the head with hands.

Lock-Downs will be held as needed, but at least twice during the school year. Wait for administrative instructions.

TRANSFER OF STUDENTS

If it is apparent that your child will be leaving the district, you should contact the office to complete a withdrawal form and sign a release of records form. The release form is necessary to allow River Ridge to transfer permanent academic records, health forms, and any special education records to your child's new school. This process also insures that the student has returned all school property for proper credit.

FIELD TRIPS

Field trips are considered part of the educational program and part of the school day. Attendance will be taken. The office must receive signed permission slips before any student may go on a field trip.

KINDERGARTEN

Kindergarten children must be four (4) on or before September 1 of the year they enter school for the four-year old kindergarten program. They must be five (5) on or before September 1 of the year they enter school for the five-year old kindergarten program.

SCHOOL PROPERTY

All children are expected to treat school property with respect. The students or his/her parents must pay for any school property damaged.

TELEPHONE/NOTES

If you wish to talk to a teacher, please call between 7:30 and 8:00 a.m. or between 3:15 and 3:30 p.m.

Students may only use the telephone for emergency calls. This does not include calling home for homework, books, or other materials they have forgotten and wish parents to bring to school.

We are asking for your cooperation in minimizing requests to deliver messages to students during the school day. Please plan ahead with your child(ren) as to where they are to go after school. If there is a change in plans, please notify the school in writing. **REQUESTS TO DELIVER MESSAGES TO STUDENTS DURING THE DAY WILL BE LIMITED TO EMERGENCIES ONLY.** We realize that sometimes this cannot be avoided. However, the school office is an extremely busy place and we cannot guarantee that telephone messages will be delivered.

PLAYGROUND

Students are asked to use good judgment when on the playground, in the gym, and in the use of the equipment. Respect for fellow students is expected at all times. Supervision is provided at the recess and lunch periods. Students' misbehavior will be dealt with in an appropriate manner.

LOST AND FOUND

Please label your child's clothes and school materials. We accumulate numerous items of unclaimed clothes during the school year. Unclaimed items will be stored in the office. If the item is not claimed by the end of each month, it will be disposed of.

PARTY INVITATIONS

Please do not send party invitations to school with your child. A note dropped in the mail or a phone call from home will help protect the feelings of those children not invited.

SCHOOL CLOTHING

Good grooming and appropriate dress helps students to maintain a positive attitude toward school and themselves. Students are encouraged to use good judgment when dressing for school.

During hot weather, wearing shorts in the elementary is permitted. Shorts must have bermuda length legs. No bare midriff tops may be worn.

During the winter months, we encourage parents to be sure children are properly clothed before they leave home. Students should have winter coats, mittens or gloves, hats, and boots. If students want to play in the snow, they must wear snow pants and boots. During the winter months, children are expected to play outside at recess when the temperature or chill factor is above 10°F. If for health reasons your child is not to go outside, please send a signed note for each day the child is to be restricted to the classroom. If your child is to be restricted for more than two days, a doctor's excuse must accompany your note.

It is very uncomfortable for a child to sit in school if he or she is wet and cold from recess. If a child wishes to have an extra pair of shoes or pants for the winter, room in the classroom will be made for them.

Only soft-soled shoes will be permitted in the gym.

EXTRAS IN THE CLASSROOM

A student may bring an animal to school for show and tell. Please obtain prior permission from the classroom teacher. The animal must be brought by an adult and taken home by the adult. Please, do not send the animal on the school bus. The animal may be left in the classroom only if the student has prior permission from the classroom teacher.

APPEAL PROCEDURE

We hope that a child's time at River Ridge is enjoyable as well as educational. However, occasionally problems do occur. The grievance of a student or parent is presented in written form in the following order:

1. To the teacher.
If satisfactory resolution of the problem is not obtained through working with the teacher, then proceed to Step 2.
2. To the principal.
If satisfactory resolution of the problem is not obtained through working with the Principal, then proceed to Step 3.
3. To the Board of Education.
The Board of Education will study the problem and make a final decision.

GUIDELINE FOR PARENT INVOLVEMENT

1. **TALK** with your child. Help him to add words to his speaking vocabulary. The more words he uses in ordinary conversation, the more words will have meaning for him when he sees them on the printed page.
2. **LISTEN** to your child. Encourage your child to talk about things he has seen or done. The more a child talks, the better he is likely to read. Do pay attention when he is talking to you. Listen also to your child read.
3. **READ** to your child. Every time you read to him you are building an appreciation of books and reading. A child who has been read to is usually more anxious to read to himself.
4. **HELP** him with his reading. Tell him the words if he is in the first stages of reading. Help him to work out the word if he is in a later stage by looking at the picture, skipping over the unknown word and reading the rest of the sentence to see if this suggests a new word, and checking to see the word does make sense.
5. **BUILD** a reading atmosphere at home. Have books, magazines, newspapers, etc., around the house. Let your child see you reading frequently.
6. **MONITOR TELEVISION**. More importantly, talk with your child about TV programs you watch together.
7. **FAMILY GAMES** can develop your child's vocabulary and comprehension.
8. Use **NATURAL EXPERIENCE** for learning situations. Do things with your child.
9. **PRAISE** your child. Tell him he did a good job. Honest praise increases self-worth.
10. Give your child **RESPONSIBILITY**. This allows him to earn recognition and to gain satisfaction from accomplishments.
11. **GET INVOLVED** with your child's education. Visit the school. Know your child's teacher.

R.R.A.P

River Ridge Active Parent (R.R.A.P.) Team offers many great activities and programs for K-8 students. Your involvement in this parent group would benefit both your family and the school.

LOCKED DOORS

The doors of the elementary school will be locked at all times. If you need to enter the school, ring the doorbell at the main entrance and you will be buzzed in. Please report to the office. The secretaries will ask you to sign in and will give you a visitor's tag to wear. When you have completed your visit, please return the tag to the office, sign out, and leave through the main entrance doors..

DISCIPLINE REFERRALS

Students are expected to be respectful of and obedient to school and bus rules. When a discipline problem occurs, the child is written up in the form of a disciplinary referral for bad behavior. Parents are also notified by telephone. Either bus drivers or school staff may submit a disciplinary referral.

After three disciplinary referrals, the student will serve an in-school suspension. If a fourth incident occurs, the parents will be requested to meet with the school staff and administrator. If the problem persists, the student will serve an out-of-school suspension. Continued problems will require a meeting with the school board.