

**River Ridge Elementary School**  
**Student Handbook**  
2024-2025



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## **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.

## **RIVER RIDGE SCHOOL DISTRICT POLICIES**

A copy of all school district policies for previewing available on the school district's website:

<https://www.rrsd.k12.wi.us/district/policies.cfm>

## **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities, provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support;
- I. Career and Technical Education (see policy 2421); and
- J. the school lunch program and other school-sponsored food service programs. See school district policy #2260 & 8500 for more information.

## **Title IX**

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent. See school district policy #2264 & #2266 for more information.

## **Section 504/ADA**

Any person who believes that the River Ridge School District or any staff person has discriminated against them in violation of the District's Section 504/ADA Policy #2260.01 may file a complaint.

### **Reporting Procedures**

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with these policies, may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Amy Jones- Student Services Coordinator 608-994-2715 ext. #302 11165 County Highway P Patch Grove, WI 53817 [jonesam@rrsd.k12.wi.us](mailto:jonesam@rrsd.k12.wi.us)

Bill Hannah – Elementary Principal 608-994-2715 ext. #102 11165 County Highway P Patch Grove, WI 53817 [hannahbi@rrsd.k12.wi.us](mailto:hannahbi@rrsd.k12.wi.us)

A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

## **DIRECTORY DATA**

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that River Ridge School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, River Ridge School District may disclose appropriately designated "directory information" without written consent, unless you have advised the River Ridge School District to the contrary in accordance with River Ridge School District procedures. The primary purpose of directory information is to allow the River Ridge School District to include information from your child's education records in certain school publications. Examples include: A playbill, annual yearbook, honor roll or other recognition lists, graduation programs, and sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information: names, addresses, emails, and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want River Ridge School District to disclose any or all of the types of information designated below as directory information from your child's education records without prior written consent, you must notify the River Ridge School District in writing within 14 days of the start of the school (or within two weeks of receipt of this notice if enrolling after the school year has begun). Forms are available in each district office. Student's Name; Address; Telephone listing; Photograph; Date and place of birth; Major field of study; Dates of attendance; Dates of graduation; Participation in officially recognized activities and sports; Weight and height of members of athletic teams; and Degrees, honors and awards received. Members are encouraged to report suspected violation of policy. A complaint shall be filed to the District Administrator, Clay Koenig.

## **CODE OF STUDENT RIGHTS AND RESPONSIBILITIES**

This code of Student Rights and Responsibilities was drawn up and adopted with the idea that every individual has certain rights and responsibilities in respect to the River Ridge School District and to other individuals. A student's exercise of rights and privileges in the school setting should be protected at all times. No right, however, is absolute. The freedom to exercise one's rights ceases when that exercise unduly infringes upon the rights of others. The purpose of this Code is to not only protect the right of the individual, but to protect the entire student body.

The successful working of the Code requires an exercise of good faith by students, parents, and school district personnel, as well as a basic respect for the worth of each individual and their ability to contribute to society.

Adopted by the River Ridge Board of Education March 1995

## **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:

- Students should do their best.
- Students should treat everyone and everything with respect.
- Students should be prepared for class.
- Students should use appropriate language. No swearing.
- Students should stand in line quietly.
- Students should walk in the building.
- Students should dress for the weather.
- 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.

## **SCHOOL HOURS**

School office hours are 7:30 a.m. - 4:00 p.m.

Teacher's hours are from 7:30 a.m. - 3:30 p.m.

Student hours are from 8:00 a.m. – 3:25 p.m.

## **ATTENDANCE POLICY**

Wisconsin Statute 118.16(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 OR LEAVING DURING THE SCHOOL DAY**

- 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.

## **PROGRAM AND CURRICULUM MODIFICATIONS**

Wisconsin Statute Section 118.15 requires that all students under the age of 18 attend school regularly.

Wisconsin Statute Section 118.15(1)(d) also permits any student's parent or guardian, or a student if the parent or guardian or guardian is notified, to request, in writing, that the School Board provide the student with program or curricular modifications, including but not limited to:

- Modifications within the student's current academic program.
- A school work training or work-study program.
- Enrollment in an alternative public school or program located within the student's school district of residency
- Enrollment in a nonsectarian private school located within the student's school district of residency which meets certain federal law requirements. Any such enrollment must be by contractual agreement which provides for tuition payment by the student's school district of residency.
- Homebound study, including nonsectarian correspondence courses of study approved by the School Board or nonsectarian tutoring provided by the school in which the student is enrolled.

- Enrollment in any public educational program located outside the student's school district of residency. Enrollment under this subsection may be pursuant to a contractual agreement between the school districts.

When a written request for a program or curriculum modification is made, the School Board will consider the request and render a written decision on the request within 90 days of the request except that if the request relates to a student who have been evaluated by an IEP team and has not been recommended for special education, the School Board will consider the request and render a written decision on the request within 30 days of the request. If the request is denied, the Board will give the reason or reasons for denial.

The student's parent or guardian may request the School Board to review or reconsider the decision it makes in response to a request for a program or curricular modification. The School Board will render its determination upon review in writing, if the student's parent or guardian so requests.

## **WEATHER EMERGENCIES**

Information regarding the closing of school in inclement weather will be given over Prairie du Chien, Lancaster, Platteville, and Elkader radio stations. 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 a particular roadway is unsafe for travel due to road conditions, the parent/guardian will be notified by the administration. If the parent is not able to make alternate transportation arrangements the student's absence will be excused.

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.

## **DELIVERING MESSAGES**

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 MAY 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.

## **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.

## **ENTERING AND EXITING THE BUILDING**

- The doors of the school will be **locked at all times** during the school day. If you need to enter the school, ring the doorbell and you will be buzzed in. Please report to the office.
- During school hours **everyone** will enter the building through the main doors.
- Parents should drop off/pick up their child/children at the main entrance during the school day.
- Parents that drop off their child at school before school starts or pick up their child after school, should drop off/pick up their child/children up at the rear entrance.
- **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.

## **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.

## **CUSTODIAL INFORMATION**

Any parent/guardian who is divorced or separated is asked to provide the district with information on custody right as directed by a court order. A **CONFIDENTIAL QUESTIONNAIRE FOR SEPARATED/DIVORCED PARENTS** can be obtained in the office.

# **GENERAL INFORMATION**

## **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.

## **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 10oF. 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.

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.

## **GUIDELINE FOR PARENT INVOLVEMENT**

**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.

**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.

**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.

**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.

**BUILD** a reading atmosphere at home. Have books, magazines, newspapers, etc., around the house. Let your child see you reading frequently.

**MONITOR TELEVISION** More importantly, talk with your child about TV programs you watch together.

**FAMILY GAMES** can develop your child's vocabulary and comprehension.

Use **NATURAL EXPERIENCE** for learning situations. Do things with your child.

**PRAISE** your child. Tell him he did a good job. Honest praise increases self-worth.

Give your child **RESPONSIBILITY**. This allows him to earn recognition and to gain satisfaction from accomplishments.

**GET INVOLVED** with your child's education. Visit the school. Know your child's teacher.

## **FOOD**

### **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.

## **ACADEMICS**

### **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:

- Set aside a specific time for homework to be completed.

- Select appropriate quiet place in the home for work to be done.
- Spot check 3 to 5 problems for accuracy.
- 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.
- 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.

## **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. Conferences occur at the end of first quarter. 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**

### **Guidelines for Retention**

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.

If retention must be done, the earlier the better--preferably before second grade (there could be some exceptions). Consideration for retention should involve some or all of the following:

- Teacher observation
- Maturity/emotional development
- Classroom work
- Achievement tests
- Chapter I progress
- Students with learning disabilities who are working up to their abilities may be considered for promotion rather than retention.

### **Procedure for Retention**

A committee of teachers should meet to discuss the student being considered for retention. This committee should consist of:

- Classroom teacher
- Child's preceding teacher (if applicable)

- Chapter I teacher
- School psychologist (if available)
- Learning disabilities teacher (if applicable)
- Principal or superintendent

If retention is recommended, the parents will be asked to attend a meeting with the retention committee.

- If parents refuse retention, a signed form so stating will be placed in the student's permanent records.
- 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.

## **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 ensures that the student has returned all school property for proper credit.

## **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.

## **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.

## **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.

## **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.

# **STUDENT HEALTH**

## **STUDENT HEALTH**

### **Overview**

Under the direction of a registered nurse with the Grant County Health Department, River Ridge Schools staff a health aide. The health aide is CPR, AED and first aid certified, provides care for illnesses and injuries, administers and records medications, assists students with special needs, performs lice checks, administers first aid, and is available for health consultation. However school staff is not allowed to diagnose or treat illness. The school health aide will follow Department of Health Services, Bureau of Communicable Diseases and/or public health guidelines for management of contagious illnesses or communicable diseases (both suspected or confirmed). Generally, if your child has a fever (of 100 degrees F or greater), is vomiting, or has diarrhea, they should remain home until symptom-free for 24 hours without the use of medication. Please refer to the Grant County School health program and River Ridge District policies for any questions regarding regulations and policies.

### **Emergency Contact Information**

In order to enable the staff to effectively react to any medical emergency (such as allergy, asthma, etc.) parents/guardians are responsible to notify the school of any medical condition. Emergency contact information must be updated each year during school registration. This information is used to locate the parent/guardian or designated individual if a child is ill or injured at school and to identify any current health issues the school needs to be aware of. Please make sure all emergency numbers on file are current and up to date, and provide at least TWO contacts that are available.

Students, teachers, and parents should report all injuries and illness that occurs at school immediately to the health aide. No student will be sent home without a responsible person being notified of the situation. School staff may call 9-1-1 whenever they feel emergency care is needed for a student.

### **Prescription Medication**

If your child requires any medication at school, a medication consent form must be completed and signed by the parent/guardian each school year. If your child requires a prescription medication at school, the consent form must be signed by the doctor or practitioner with specific instructions. (Substances that are not FDA approved and natural/herbal products or food supplements will not be allowed. Medication dosages outside of the recommended therapeutic dose or beyond the instructions on the package label must be authorized by a practitioner as well.) Medications need to be in the original packaging and properly labeled or they will not be given.

### **Over-the-Counter Medication**

If you feel your child may need any over-the-counter medication, you must supply it and you must complete a consent form. The school does not provide any medications for students. Please note that almost all substances

are considered medications and will be treated as such. This includes many lip balms, cough or throat lozenges, bug repellants, sunscreens, medicated lotions, etc. These items may not be used at school unless the proper procedure is followed. A new medication form is needed when a medication or dose changes, and a new form is needed for each school year. Medications need to be in the original packaging and properly labeled or they will not be given.

### **Immunizations**

Wisconsin's Student Immunization Law requires students to be vaccinated according to the vaccination schedule. Please contact the Grant County Health Department for current immunization requirements. The district is required by law to send legal notices for non-compliant students and to enforce immunization laws. If a parent/guardian chooses not to vaccinate their child, they must submit a medical (with health care provider signature), religious, or personal conviction waiver in place of immunization(s).

### **Health Screenings**

The health aide is involved in hearing and vision screenings under the supervision of the registered nurse. Screenings include vision for grades 4K-5 and hearing for grades 4K-3. Follow-up screenings are completed for students who fail, and referrals are sent as indicated. Scoliosis information is sent home with sixth grade female students and 8th grade students.

### **Head Lice**

The district's procedure for management of head lice complies with public health recommendations and school policy. Students with live head lice, verified by inspection, will be sent home for the remainder of the school day and must remain home until proper treatment has been given. Repeat cases of live lice will not be readmitted to school until all live lice are gone. Typically, siblings living in the same household will be screened when possible.

### **Injuries**

The school district participates in the First Agency Insurance Plan. Only accidents that occur in school sponsored and supervised activities are covered. Injuries must be reported promptly. Failure to report an injury will result in loss of benefit.

## **TRANSPORTATION**

### **REGULATIONS FOR BUS RIDERS**

The bus is considered to be an extension of the classroom; therefore, students are expected to act appropriately. The following behaviors are also expected from all students:

- All riders shall remain seated when the bus is in motion.
- Keep head, hands, and arms inside the bus. Do not throw anything out of the window.
- Scuffling, fighting, and obscene language are forbidden. Loud talking distracts the driver.
- Bus riders will not litter the bus with food or other debris. Keep aisles clean.
- Profane or indecent language will not be allowed.
- No smoking or vaping on the bus or at the bus stops.
- Animals and pets are not allowed on the bus
- The bus driver is asked to report any misconduct to the transportation supervisor.
- The bus driver is to be in complete charge while on the bus.

- The bus driver and administration have the right to assign seats if they feel it is in the best interest of bus safety.
- Parents will be notified if misconduct continues. A bus rider may be denied the privilege of riding.
- Damage to a bus by an individual, other than regular usage, will be paid for by the rider.
- 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.
- 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.
- 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.
- Inform the driver, if possible, when riders will be absent.
- Absolute quiet when approaching a railroad crossing sign.
- In case of road emergency, children are to remain in the bus.
- The emergency door shall not be used except in an emergency or safety evacuation drill.
- Help look after the safety and comfort of small children. Bus riders are expected to be courteous to fellow pupils and the driver.
- 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.
- Wait until the bus comes to a complete stop before attempting to get on the school bus.
- 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.
- 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.

## **DRILLS**

### **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 once 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** are held only when needed. The children and teachers stay in the room, doors closed and locked. No one is allowed in the hallways. Everyone should stay away from doors and windows. Wait for administrative instructions.



**A.L.I.C.E** is a response to a threat. All teachers will undergo training and know how to respond in the event of a threat. The students will also have drills on how to react when a threat is present. A.L.I.C.E has many different options on how to react to any threat.

## **DISCIPLINE POLICY**

### **RIVER RIDGE SCHOOL DISCIPLINE POLICY**

#### **Discipline Policy**

Our district, while serving as a partner with the home and community, has as its mission to establish and deliver an ever-changing educational program providing all students the opportunity to acquire the knowledge, skills and attitudes necessary to become life-long learners able to face future challenges.

In order to establish the opportunity for learning, which is a responsibility and a privilege, it is necessary to take corrective action when disruptive or inappropriate (including tardiness and absenteeism) behavior occurs. All students will be treated in a consistent, objective, and non-discriminatory manner. We must have a safe and healthy physical and emotional learning environment where all participants in the educational process are respected and treated with dignity.

#### **Responsibilities & Rights**

School personnel have the responsibility to:

1. Provide classroom guidelines, regulations, and expectations for students.
2. Prepare and implement lesson plans and learning activities which provide an effective educational program for each student.
3. Respect students, staff, and parents.
4. Deal with discipline problems reasonably, fairly, patiently, and without provocation.
5. Serve as appropriate role models for the students, in accordance with the standards of the profession.
6. Notify a parent of the student's progress and any significant changes in achievement and/or behavior.
7. Participate in helping identify and resolve school related concerns.

Administrators and teachers have the responsibility to:

1. Ensure that the rights of students and teachers are protected.
2. Establish guidelines for student discipline
3. Establish and maintain a positive school climate which provides frequent, realistic opportunities for students, staff and parents to participate in the identification and resolution of school-related concerns.

Students have the responsibility to:

1. Obey all school rules.
2. Obey local, state and federal laws.
3. Respect the rights of fellow students and school personnel.
4. Be punctual and attend school regularly.
5. Not disrupt the educational process.
6. Attain the best possible level of academic achievement.
7. Respect authority both in school and at school-sponsored activities.
8. Be responsible for their own actions.
9. Conduct themselves in each class in ways that contribute to the learning environment and that are not disruptive to the environment.
10. To seek counseling for personal and educational problems.
11. Read and obtain an understanding of all the rules of behavior regulating their conduct in the school environment.

Staff and Students have the right to:

1. A well balanced, appropriate educational program.

2. Be free from physical and verbal threats.
3. Be free from physical and verbal harassment.
4. Utilize school facilities and programs according to established school regulations and procedures.
5. Hold property free from theft or damage.
6. Expect courteous behavior from students, parents, and school personnel.
7. Determine his/her own dress so long as it is not distracting, inappropriate, or indecent and abides by school guidelines.
8. Seek and obtain confidential help regarding drugs or alcohol.
9. Form, hold and express opinions and beliefs so long as the expressions do not disrupt the normal operation of the school.
10. Due process in the application of the rules and regulations of the school.
11. A classroom climate conducive to learning.

## **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.

## **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:

To the teacher. If satisfactory resolution of the problem is not obtained through working with the teacher, then proceed to Step 2.

To the principal.

If satisfactory resolution of the problem is not obtained through working with the Principal, then proceed to Step 3.

To the Board of Education.

The Board of Education will study the problem and make a final decision.

## **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.