

Handbook for Parents and Students

2018-2019

Ridge Elementary School

"The Greatest School on Earth"



Dear Parents and Students:

Welcome to Ridge Elementary School! Our faculty and staff are delighted that you are a part of our school family.

This handbook is designed to serve as a source of information for parents and students regarding School Board regulations and administrative policies in effect at Ridge Elementary School. These regulations have been established to ensure a safe, efficient, and organized school environment. Please read and discuss this booklet with your child and refer to it when needed.

We are dedicated to making Ridge Elementary a special place. We believe the educational environment must be supportive, positive, and team spirited.

Our entire faculty and staff look forward to an exciting school year filled with endless possibilities for student achievement and fun rewarding experiences. Our goal is to help each child reach his or her maximum potential by providing a strong instructional program that will help prepare them for the future. We look forward to working with you and assisting in making a positive experience for you and your child. Please contact me at 673-3745 if I can be assistance to you.

Sincerely,

Mrs. Anna Hatfield
Principal

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RIDGE'S COMMITMENT

The faculty and staff at Ridge understand that learning is a life-long pursuit. We recognize and encourage responsible behavior through appropriate modeling. We realize the importance of creating and maintaining a positive and supportive educational environment that encourages life-long learners.

Our program is student centered and provides opportunities for exploration and discovery. It fosters a feeling of achievement and self-worth by providing opportunities for students to express ideas and experiences through written, oral, and artistic expression.

We realize to be successful we must depend on every student, parent, teacher, and staff member, for each is a vital part of our commitment.

MRS. HATFIELD'S VISION

Ridge Elementary School will excel in meeting all students' needs: academically, socially, and emotionally.

THE RIDGE MISSION

Our mission as a school community is to foster a life-long love of learning and help our diverse student population meet their individual potential by working cooperatively, modeling positive behaviors, and creating an atmosphere of safety and trust so that students will be able to solve problems, advocate for their needs, and be inspired to think creatively.

ATTENDANCE

It is expected that each child attend school every day unless he/she is ill or unable to attend school for some valid reason. Since our instructional program is organized and designed with continuity in mind; parents are encouraged to see that students are regular and punctual in attendance.

Students should not arrive at school in the morning before the scheduled arrival of the earliest bus or 7:50 a.m. (cell phone time) as there is no staff member on duty before that time. Parents are asked to say their good-byes in the Hug and Kiss zones of the building. Parents are only allowed to walk their child to class the first day of school.

Below you will find a copy of our schedule.

7:30 Office opens

7:50 Students report to class

Students should not report before this time

8:10 Class begins/Late Bell

Parents must park, escort and sign their children into school if after 8:10.

2:40 Van riders and car riders dismissed

2:40 Bus Riders dismissed

When a student is absent from school, and the school has not been previously notified, a call will be made from the school to notify you about the absence. It is helpful if parents call after 7:30 a.m. to report a student's absence.

A written excuse for absences is requested from a parent or guardian on the day a student returns to school. The

nurse and attendance secretary will maintain these notes. Acceptable excuses for temporary absence from school include the following:

1. Student illness
2. Serious illness in family, which reasonably necessitates absence of pupil
3. Death in family
4. Special and recognized religious holidays regularly observed by followers of a particular faith
5. Other reasons approved by the principal. Only the first trip and/or up to 10 days will be considered an excused absence by the principal.

When a child is absent, make-up work should be completed. When family plans require the absence of a child for an extended period of time, parents are asked to notify the appropriate teachers. Every attempt will be made to provide assignments that are requested, but it should be noted that all missed work might not be able to be made up due to the nature of the activities. Excellent attendance will be awarded to students who have **4 or less** absences and/or **4 or less** tardies. Students with unexcused absences or tardies will not be considered for excellent attendance. Your child is considered tardy if they are not in the school building when the final bell rings at 8:10 a.m.

Students may be dismissed from school before the end of the regular school day under the following conditions:

1. When a written request from a parent or guardian has been received in advance of dismissal time. The request must state the reason for leaving and the time of dismissal.
2. When a parent or guardian comes to the school office and requests the release of his/her child, the student will be called to the office to meet the parent. Parents must sign their child out in the office and show identification for early dismissal. Please avoid picking your child up for early dismissal between 2:20 and 2:45 p.m., in order to minimize congestion in the office. We run attendance reports at 2:20 each day and cannot release your child from the office area. You will be directed to car rider pick up after 2:20.

At no time will the school release a child to anyone other than the parent or legal guardian without a written request from the parent. This may be verified by a phone call from the school. All parents are also required to show a photo ID. Please understand this is for the protection of the children.

No student is to remain in the building or on school grounds unsupervised after the regular school day ends. Parents will be notified in advance when students are requested to remain after hours for activities or to complete work. The parents must make transportation arrangements at that time.

CAFETERIA/LUNCH/SNACK

Lunchtime is an important part of the daily routine. Students enjoy talking and socializing at this time. With so many students eating together, appropriate manners and orderly behavior are a must.

Good cafeteria behavior includes the following:

1. Going through the lunch line quietly
2. Being respectful to cafeteria workers and monitors
3. Getting all food, utensils, and snacks when going through the line the first time
4. Raising one's hand when someone or something is needed
5. Sitting in one's seat until permission is given to leave

6. Eating one's own food; this means food will not be given away or traded
7. Using an appropriate level voice

Students may receive breakfast daily, which will be served from 7:50 – 8:10 a.m.

Any unused credit will be carried over. Students may bring in money for snacks.

Lunches from home should always contain everything needed for a child to enjoy it—napkin, spoon or fork, straw, etc. We do not heat up lunches brought from home. Please let your child's teacher know if your child has a peanut allergy and we can assign a peanut free table for your child's class at lunch.

In support of Henrico County Public School's Wellness Policy (R6-11-004, Revised July 2008), we are striving to educate and promote healthier lifestyles for all of our students. Therefore, we strongly discourage parents from bringing fast food items and soda (cans or bottles) into the cafeteria.

Parents are welcome to have lunch in the cafeteria at the visitor table with their children. One child from the student's class may be invited to eat at the visitor table with the child and parent.

Brief snack breaks are planned for students. Snacks that you send in for your student should be nutritious and may include fruit, vegetables, crackers, etc.

CHANGE OF NAME, ADDRESS OR TELEPHONE

If you change your name, address or telephone number, please notify the school immediately. This should be done in person or in a written note.

If you are moving out of the Ridge zone, please notify the office as soon as possible so that a transfer form can be completed for your new school location. Section 15-6 of the Code of Henrico states that "any person who knowingly gives false information on a form for student registration or placement in the county school system shall be guilty of a misdemeanor." Inaccurate information may result in criminal charges, liability for the cost of non-resident tuition, and immediate withdrawal from the school. In addition, please notify the school of any changes in telephone numbers, both home and work.

CLINIC

The health of our students is very important. We encourage regular attendance, but request that ill children remain at home. This helps prevent the spread of illness among the students and staff members.

The clinic is available for student needs throughout the school day. The school nurse is certified to provide first aid and CPR according to the American Heart Association.

When students go to the clinic due to illness, the school nurse determines if the illness requires parent notification. If a child has a fever or observable signs of illness, the parents are contacted to take the child home. Any student with an oral temperature equal to or greater than 100.4 F will be sent home. The student should remain at home until fever-free for 24 hours WITHOUT the use of medications (ex: Tylenol, Advil, Motrin, etc). PLEASE NOTE: the student may not ride the school bus with a fever.

The following is a list of conditions requiring temporary exclusion from school.

1. Students who appear to be severely ill
2. Fever—temperature of 100.4F or higher, orally
3. Diarrhea
4. Vomiting
5. Communicable conditions

The regulations pertaining to first aid and medications is contained in the Henrico Policies Handbook: R6-09-002.

These policies and regulations may be viewed online at henrico.k12.va.us. Click on HCPS policies and then on students.

There are many forms that can be downloaded via the HCPS website. Some examples are: medication permission forms, allergy plans, over the counter medications, etc. Click on For Parents, health services, Student Health Services, and forms. These forms are also available in the school clinic.

Ridge school staff are prohibited from providing or administering any medication, including aspirin, to any student. Students needing occasional medications for colds, earaches, and sore throats are to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication **MUST** be given at school, it must be personally delivered by the parent and accompanied by a written authorization from a parent/guardian and a doctor's prescription to the school nurse. All prescription drugs must be presented to the school nurse in the original container.

We appreciate your cooperation and assistance as we strive to provide the best care to our students. We ask that you keep the school clinician informed with any medical history changes and update us when you have a change in phone numbers. It is imperative that we have a current contact person in case of emergencies.

COMMUNICATION

It is encouraged that parents and teachers develop a strong cooperative communication system. Telephone contact may clarify concerns and problems while eliminating frustrations and apprehension.

Conferences with teachers may be scheduled after school. A call to the school office or a note written to the teacher will initiate the scheduling of a conference at a mutually convenient time.

CONDUCT

We consciously strive to develop consistently positive conduct in each student. Our pride in Ridge begins with the quality of behavior that our students demonstrate daily. However, there are times when student judgment necessitates disciplinary action. Please review these guidelines with your child. We appreciate your support in developing positive attitudes and changing unacceptable behavior.

The classroom teacher is responsible for the majority of student discipline. The teacher develops a positive climate, develops strategies to prevent unacceptable conduct, and prescribes corrective action when necessary. In situations involving more serious actions, the student will be referred to the principal for disciplinary action.

The Henrico County Public Schools Code of Conduct Handbook describes expectations and responsibilities of all students in grades Pre-K through 12. This handbook defines inappropriate student conduct and states courses of action, which will be utilized in working with behavior problems.

Classroom teachers and members of the administrative team carefully review the Code of Conduct with all students at the beginning of the school year and mid-way through the year. Parents and students are expected to familiarize themselves with each discipline code and the definitions and all possible consequences. A copy will be provided for each family attending our school. Please review the code of conduct regularly with your child. Additionally, attention should be given to each student's responsibility to seek adult help to resolve conflict. Retaliation is prohibited and discouraged.

Specifically, Ridge students should practice the following:

- Attend school regularly and on time.
- Leave toys, knives, dangerous objects, skateboards, radios, tape recorders, electronic games, cellular phones, etc. at home.
- Dress appropriately for school.
- Practice honesty in dealing with peers, teachers, and the property of others.
- Refrain from personal abuses of others - no fighting, name-calling, threats, ugly remarks, or disrespect shown to others.
- Wait for the school bus in an orderly manner and do not distract the bus driver.
- Take care of your school building, grounds, books, and buses.
- Walk in the building at all times (on the right side of the hall).
- Students may not bring visitors (i.e. friends, cousins, siblings, or out-of-town guests) to school.
- Pets or "found" animals are not to be brought to school.
- Fighting, tackle football, throwing rocks, sand or dirt, or any other type of activity that might endanger the health and well-being of another will not be tolerated.
- Restrooms are to be used for the express purpose for which they were designed.
- Chewing gum is not allowed on school grounds.
- Large sums of money or other personal items, i.e., Cell phones, toys, stuffed animals, etc. should not be brought to school. The school cannot be responsible for loss or damage.
- Buying, selling or trading of anything among students is strictly prohibited. Please stress this with your child.
- Refrain from "playful" nature of shoving, pushing, punching, etc., which may result in fighting.
- At no time should students be in the building unsupervised after school hours. This includes the gym, cafeteria, and library. Students are under the control of the school from the time they leave home in the morning until they return in the afternoon. A student may be disciplined for an incident that occurs during non-instructional time; i.e., bus stop, playground, cafeteria, hallway, bathroom, etc.

CONFERENCES

Though report cards serve as a good means of communication, they may not always be sufficient for some individual situations. Parents, as well as teachers, are urged to initiate a conference to clarify concerns and resolve problems. All conferences should be scheduled for a mutually agreeable time either before or after school hours.

Parent-Teacher conferences are a very important part of the school program. Taking the time and making the

effort to know the teacher will contribute to your child's security in recognizing the cooperative spirit of good parent-teacher and home-school relationships.

Since a teacher's time during the school day must be devoted to all children, we request that parents not "**drop in**" or stop by the classroom when children are receiving instruction. The most satisfactory time for a parent-teacher conference is at the close of the school day. Therefore, we urge you to make appointments for conferences with the teacher after the school is dismissed any day except Wednesday, as this is reserved for special school or faculty meetings.

A parent-teacher conference is the very best way to find out how well your child is progressing. We believe that parent-teacher understanding and cooperation contributes more than any other single factor to a child's success.

DRESS CODE

Most educators believe there is a direct correlation between dress, attitude, and achievement in school. Parents and students are being asked to support a standard of dress that creates a positive educational environment. Grooming and/or attire shall not be permitted which might cause a disruptive influence. Examples are inclusive of, but not limited to, halters, short shorts, tight fitting shorts, tube tops, cut off shorts, or any clothing, which exposes the midriff.

A daily physical education/recess period is part of the curriculum, and school dress should include shoes and clothing appropriate for these activities.

- Shoes that are unsafe or inappropriate for physical education include: thongs, flip-flops, clogs, high heels, sandals, and shoes with any type of wheel in the sole.
- Shoes that give good support, stay securely on the feet, and are conducive to walking, running, climbing and jumping should be worn.
- Sunglasses are prohibited in the school unless prescribed by a physician.
- All hats should be removed inside school buildings unless certain religious cultural tradition requires special head coverings.
- Shirts and other garments that illustrate a message of a profane nature or advertise drugs or alcohol are not allowed in school.

As has been the case in the past, the good judgment used by parents will continue to serve as a strong means for maintaining a safe and sensible standard for all.

EMERGENCY INFORMATION

Please complete and return your child's Emergency Information Sheet to school immediately. This provides information to be used should your child become ill or injured at school and need immediate or emergency care.

It is very important that you list another person or persons who can be contacted if we are unable to reach you. Please make a note of any unusual health conditions such as allergies, asthma, etc., that your child might have.

If information changes during the year, let the clinic or office personnel know immediately.

EMERGENCY SCHOOL CLOSING

Because of weather conditions or other emergency situations, it may be necessary to dismiss school early. In such cases, announcements will be made on most local radio stations, usually as soon as, and sometimes before, the message is received at school. Should it appear school may need to close early, parents should listen to the radio, watch channel 36 and/or channel 99 or other local news channels rather than call the school. Telephone lines are needed for instructions from Central Office and for emergencies. **PARENTS SHOULD PLAN IN ADVANCE FOR THE UNEXPECTED BUT NECESSARY EARLY CLOSINGS.**

We will utilize the following Family Reunification plan in the event of an emergency: Parents will be contacted and informed of the crisis situation via School Messenger once it has been deemed under control, and they will be notified as to when and where they may pick up their children. Proper identification must be presented, and those with permission to pick up a child should be listed on the approval pickup form housed in the office. Parents or their designee will be held in a staging area (auditorium for K-2, cafeteria for 3-5, or gym for overflow) and will be allowed to retrieve their children once all students are accounted for.

FAMILY LIFE EDUCATION

Four primary assurances are reflected in the Henrico County Public Schools' Family Life Education Program. They are as follows:

1. That an "Opt-Out" procedure be provided for students to be excused. Alternative instructional activities will be provided for any students whose parent or guardian elects the "Opt-Out Procedure".
2. That instructional programs dealing with sensitive content shall be offered only in classes in which the sexes are separated.
3. That a broad-based community involvement team (CIT) be identified to review the curriculum on an on-going basis to ensure that the needs of the students in the Henrico County Public Schools are being met, and that a Family Life Education leader from each grade level be identified to assist in program development, implementation, evaluation and to work with the CIT.
4. That parents may observe any portion of the Family Life Education program when classroom visits are coordinated with the principal.

FIELD TRIPS

Field trips are a part of the instructional program. Field trips are a learning experience away from the normal classroom setting. They are selected as a resource to contribute information and enrich a program of study. No student will be allowed to go on a field trip without permission from parent or guardian. No telephone permissions will be accepted. Beginning this year, only cash will be accepted for paid field trips. Also, no money will be accepted the day of the trip. The final deadline for payment in cash will be the day prior to the assigned field trip.

Students must demonstrate their knowledge and respect of the **Student Code of Conduct** if they are to be recommended by their teachers to participate in a class field trip. The administration will make the decision to deny a student a field trip on the basis of an infraction(s) to the county's **Student Code of Conduct**. Inappropriate behavior at school may cause a student to lose the privilege of participating in a class field trip. Money **cannot** be refunded for field trips if a student is unable to attend. If a parent is chaperoning, they must have a volunteer form already complete and on file and must present a photo ID to attend the trip. No younger siblings are allowed to attend.

FOOD ALLERGIES

Many of our students have food allergies. Some of these allergies are life threatening. In order to maintain a safe environment for ALL Ridge students, there will be a limit to the types of food items and treats allowed to be sent in to classrooms by parents for birthdays and / or treat days. Please note that NO CUPCAKES ARE ALLOWED to be sent in by parents.

Approved items:

- Enjoy Life Foods (ex: cookies, trail mix)
- Skittles
- Dum Dum Lollipops
- Lays Plain Potato Chips
- Plain raisins
- Fruit cups/individual applesauce cups
- Popsicles (no dairy / milk)
- Prepackaged fruit (sealed apple slices, etc.)

**Any item added later by the principal (items that are safe for ALL children regardless of allergies) will be included in communications from the principal.*

Remember, it's also great to send in non-food treats, like stickers, pencils, and small crafts. The kids love and appreciate these items, as well, and they last longer than food!

Thank you for helping to keep our children healthy by adhering to these guidelines!

GUIDANCE AND COUNSELING

School counseling is a functional and integral part of the total educational process. It is a continuous developmental process directed toward assisting all students in establishing and achieving worthwhile goals, developing personal potentialities, and becoming mature self-directed individuals. Our counselor's primary goal is to focus on the developmental process of each student in relation to educational progress, personal and social growth, and career goals.

HOMEWORK

As an integral extension of classroom experiences, parents should expect students to have homework assigned each day with few exceptions during the school week. Homework may or may not be assigned over the weekends or holidays.

Homework can be used very effectively to provide practice for skill development, opportunities for enrichment and creativity, and to build good independent study habits.

Time allotments for homework are as follows:

Kindergarten	No specific time allotment; opportunities for reading readiness, enrichment and language awareness are encouraged.
Grades 1 & 2	30 minutes per evening
Grade 3	40 minutes per evening

This does not include nightly pleasure reading/reading logs.

When a child is absent, every effort needs to be made to make up all assignments within a reasonable amount of time. Two days allotted for each day absent is a good rule of thumb. Tests will be given as soon as possible after a child returns to school.

The following gives guidelines and provisions that parents can use to promote good work habits and to increase self-direction and self-responsibility in their children.

How to Help Your Child with Homework:

- Show interest in your children's schoolwork, including their studying and homework. Talk with them about what they are studying and learning and how they are doing in school. Review with them material covered in class. Reading each night is separate from homework.
- Provide an area in your home where children may do their homework undisturbed. See to it that they have adequate lighting, a table or a desk, a chair, and necessary supplies such as pencils, paper, ruler, and dictionary. Be sure that your children spend time each school day on studying and homework.
- Encourage them to set aside the same time each day for this purpose.
- Insist that their homework be done daily and on time. Do not permit study or homework time to be interrupted by telephone calls or other activities.
- Do not do your children's homework for them. When they need help in learning new concepts or information, assistance from parents in the form of explanation, clarification, or review can be valuable. Make suggestions about spelling, grammar, punctuation, or the accuracy of solutions.
- Show understanding of your children's efforts in studying and homework and their feelings when they encounter difficulties.
- Encourage your children to ask their teachers for help with any study or homework assignments with which they have difficulty. Confer with your children's teachers about on-going difficulties with studying or homework.
- Check over your children's homework with them after it is completed. Ask questions about what they have learned. Encourage them to use the resources in the school and public libraries, and visit the public library with them regularly. Show them that information from several sources is better than relying on one book.
- Encourage your children to do their best in their schoolwork and read every night.

HONOR ROLL

The following criteria to recognize students who excel academically are:

Grades Two, Three, Four, and Five

I. "A" HONOR ROLL

A for Reading, English, Spelling, Mathematics, Social Studies, Science/Health
S for Art, Music, and Physical Education.

II. HONOR ROLL

A or **B** for Reading, English, Spelling, Mathematics, Social Studies, Science and Health
S for Art, Music, and Physical Education.

Explanation of Grading Symbols for Reading, English, Spelling, Mathematics, Science and Social Studies:

- A** 90-100
- B** 80-89
- C** 70-79
- D** 60-69
- F** 59 and below

Key symbols for Art, Music, Physical Education, Work Habits and Conduct:

- S** - Satisfaction
- N** - Needs Improvement

INSTRUCTIONAL HIGHLIGHTS

A goal of Henrico County Public Schools is to have all students be prepared for success in the 21st century. This is accomplished by creating 21st century learning environments in which the instructor is a content expert, provides engaging, student-centered 21st century instruction, and where 21st century technology tools are available for instruction.

Areas of focus include:

- Creativity and Innovation
- Communication and Collaboration
- Critical Thinking and Problem Solving
- Information Fluency

Every teacher will be providing instruction that focuses on the use of 21st Century Skills.

Ridge utilizes the Jan Richardson model for Reading instruction in every classroom. This model incorporates Word Study and small group reading instruction at students' levels, and Daily 5 literacy stations.

INTERRUPTION OF CLASSROOM

We ask parents not to interrupt the class and teachers during the school day. If there are emergency reasons to see your child during the day, please make arrangements through the school office.

INSURANCE

Student accidents and dental insurance are available. Specific information will be sent home during the first week of school.

LIBRARY

Ridge's library is open for student use from 7:50 a.m. until the end of the school day. Our collection contains many books, as well as print and electronic reference sources. Our on-line catalog provides access not only to our own collection, but also to collections of all Henrico County schools. Kindergarten, first and second grade classes have a weekly scheduled library time.

The teacher and librarian schedule third - fifth grade classes, and these times vary from week to week. Children in these grades have the opportunity to check out books any time on any day. Students in first - fifth grades may borrow up to two books at one time; kindergarteners may borrow one book at one time. No fines are charged on overdue books, but a standard replacement fee is assessed for any lost book.

LOST AND FOUND

The Lost & Found is located in the clinic. It is requested that all outerwear and other personal items be labeled with the child's name whenever possible. Unclaimed articles left at the end of each nine week period will be donated to a local charity.

LUNCH PROGRAM

The lunch account is a convenience allowing students to purchase lunches on a weekly or monthly basis. Any unused credit will be carried over.

For your information, our cafeteria manager will send home a weekly report of your child's lunch account balance. Please know that no child will go without lunch; as our cafeteria staff will prepare a cheese sandwich and milk for those who are unable to charge against their account.

If your child has any food allergies, please inform his/her teacher, our school nurse, and office staff **immediately**.

PARENT-TEACHER ASSOCIATION

The PTA will send information concerning meeting dates and the opportunity for joining. Parents are encouraged to become active members of our PTA. Most PTA meetings are scheduled the third Thursday of every month.

PARENT-TEACHER CONFERENCES

Parents are encouraged to call the teacher when they feel a conference is needed. It is our practice to make appointments for Parent-Teacher Conferences anytime during the school year. Parents requesting a conference may call the school office. Conferences will be scheduled as quickly as possible. All conferences must be scheduled after 2:50 p.m.

PARTIES

Elementary schools are allowed one social function on school time during the school year, this being immediately prior to the winter vacation, provided that (a) money collected for this purpose shall not exceed \$3.00 per pupil, (b) no gift may be given to the teacher by the class as a whole or the class and room mother

together, and (c) the party must be held during the last part of the day, and total time taken be limited to one hour, including cleaning.

The distribution of treats to celebrate special occasions is limited to items in the section labeled “Food Allergies”. Any exception must have prior approval of the principal. When treats are provided, caution must be exercised to ensure that no infringement on instructional time occurs.

PRIVATE PARTIES

If you are planning a private party for your child and plan to invite classmates, please do not send invitations to school for distribution unless each child in the class receives one.

PROGRAMS FOR EXCEPTIONAL CHILDREN

There are several programs available at Ridge designed for exceptional children. These programs include gifted, speech and language therapy, and learning disabled.

PROMOTION AND RETENTION GUIDELINES

Academic performance will be the prime determiner in making a decision as to whether a student should be promoted or retained. Promotion or retention will be based on what will result in the greatest good for the pupil, taking into consideration additional factors such as ability level, attendance in conjunction with poor classroom performance, chronological age in relation to the normal grade/age group, delayed/advanced physical development, maturity in emotional and social development, and work and study habits.

The following Academic Performance Guidelines will be used as a basis for promotion in addition to the successful mastery of the basic Standards of Learning for each grade level:

*Kindergarten	Satisfactory completion of readiness skills for reading and math
*First Grade	Satisfactory completion of reading primer and math objectives for first grade
*Second Grade	Satisfactory completion of a 2-1 book in reading and Standards of Learning for math objectives for second grade
*Third Grade	Satisfactory completion of a 3-1 book in reading and Standards of Learning for language arts and math objectives for third grade
*Fourth Grade	Satisfactory completion of a 3-2 book in reading and Standards of Learning for language arts and math objectives for fourth grade
*Fifth Grade	Satisfactory completion of a fourth grade book in reading and Standards of Learning for language arts and math objectives for fifth grade

REPORT CARDS

Report cards will be issued every nine (9) weeks. Report cards will provide parents and students with individual achievement and progress assessment.

In kindergarten and first grades, the class work will be graded on a 1-4 grading scale:

4 Consistently: Student performance consistently meets or exceeds standard / expectation and student produces outstanding work.

3 Usually: Student performance usually meets standard / expectation and student produces acceptable work.

2 Inconsistently: Student performance is approaching standard / expectation and student inconsistently produces acceptable work.

1 Rarely: Student performance is below standard / expectation and student frequently requires re-teaching.

In grades 2, 3, 4 and 5 work in most content areas will be evaluated using the following scale:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

In physical education, music, art, work habits, and conduct, the S, N scale will be used to indicate achievement. Please keep in mind that not all papers will have an A, B, or C grade. Many papers will be guided practice work with the teacher's help.

This communication procedure will complement other forms of communication with students, parents, and teachers. The usual notes, phone calls and conferences will continue to be necessary. Kindergarten and first grade teachers will inform you of their procedures of sending papers home.

SPECIAL ACTIVITIES

In addition to the basic academic requirements, the faculty will offer the students many enrichment opportunities to enhance their special talents. Specific enrichment activities will include creative writing, research writing, science, computer, cooperative learning, art, music, and physical science.

SPECIAL PROGRAMS

Special programs are available to students who meet specific criteria. Parents will be notified when their child qualifies for involvement in these activities.

1. ESL (English as a Second Language) is available for students needing supplemental assistance in learning to communicate in English.
2. Hearing impaired students may qualify for assistance when hearing loss interferes with the learning process.
3. All students new to Henrico County are screened routinely for speech deficiencies, and when appropriate, speech therapy is made available.
4. The Intervention program offers remediation in reading and mathematics to students who meet stated criteria and are exhibiting weakness in basic skill areas.
5. A program of gifted education will be designed to meet specific and individual needs of identified students. Classroom teachers will be the primary facilitators of this supplemental instruction, although specialized resource assistance may be available.
6. A school counselor is available to work with all students in the classroom, in small groups, and individually. Parents and students are encouraged to contact the counselor with special concerns or

problems.

Art, physical education, and music instruction are provided on a scheduled basis by teachers who specialize in these areas. In the event your child cannot participate in physical education activities over an extended period of time, a doctor's excuse must be sent to school.

STANDARDS OF LEARNING

The Virginia Standards of Learning serve as a framework for the instructional program in grades kindergarten through five. Teachers will make every effort to ensure success for their students. Teachers will consult with the principal, associate principal, school counselor, and other school personnel to develop strategies for working with the child. Teachers will confer with parents and offer suggestions for assisting the child in overcoming difficulties.

STUDENT COUNCIL ASSOCIATION

In September-October, the student body will elect the officers for the upcoming school year. In addition to the major officers from the 4th and 5th grade, representatives from each classroom will be elected. The Association's projects will include a Student Planned Menu Day and Henrico Christmas Mother. Many students benefit from their experience with the SCA as they learn parliamentary procedure in planning and working in committees.

STUDENT RECOGNITION AWARDS

The Good Citizenship Award will be given to students who have not received any "X's" on the "Conduct" area of their report card at the end of each nine weeks. The Honor Roll Award will be given to those students in grades 2 – 5 who make A's & B's for each nine weeks. Year-end recognition will be given to those students who make honor roll for the entire year. The Excellent Attendance Award will be given to those pupils who have no more than four absences and four tardies at the end of the school year. The BUG Award (Bringing Up Grade) is awarded to students who bring up one or more grades from the previous nine weeks without allowing any other grades to lower. We have an end of year awards ceremony to honor students who have received yearlong awards.

TELEPHONE

Due to the number of students, staff, and faculty served by the school, the use of the telephone must be limited to the emergency use by students, or to the business and operation of the school.

Students are encouraged to assume the responsibility for transporting notes, books, homework, supplies, and materials to and from school themselves. This should eliminate the need for them to use the phone during the day.

TEXTBOOKS

Textbooks are provided without charge to the students. However, they are required to pay for lost or damaged texts or school property. Students are required to put covers on their textbooks.

Parents are asked to see that the books are covered in order to emphasize the importance of taking care of property. Commercial book covers are not necessary; grocery bags are sufficient. Your cooperation in this matter will be appreciated. **Please do not use adhesive book covers that may damage textbooks.**

TRANSPORTATION

A. Changes

Any changes in transportation must be in writing from the parent. For security reasons, we cannot take telephone messages asking children to leave school in a different way from your written instructions.

B. Bus Riders

Students should be at their bus stop at least 5 minutes before the scheduled pick up time. Running to the stop while the bus is approaching is prohibited, as this is a safety violation.

Students must have a note from their parent before they are allowed to go home with other students. Pupils are to ride only the bus they have been assigned to ride, and they are required to get on and off at the same bus stop each day.

It is required that pupils remain seated and reasonably quiet while on the bus. Misbehavior on the bus may result in this privilege being suspended or revoked. Suspensions could also occur if your child is brought back to school multiple times throughout the school year due to a parent or authorized adult not being at the bus stop.

C. Day Care Vans and Buses

Parents who use Day Care Centers to transport their children should check with the center to be sure they can get children to school on time and pick them up on time.

In the past, some Day Care Centers have made obligations to parents that have not been met. Centers' transportation should bring in children and pick them up at the same time the regular school buses arrive and depart. Otherwise, you may be called to pick up your child.

D. Transportation by Parents

In order to avoid congestion and backed up traffic on Three Chopt Road, we have a special traffic pattern for cars and daycare vans. This plan is supported by the police and transportation departments and ensures the safety of our children.

It is imperative that parents follow the traffic pattern and wait in their car until their child is dismissed to them. It is also imperative that parents drive to the end of the sidewalk to dismiss their students. Please do not exit your car in the pick-up line. Cars must be ready to move as children are dismissed. Therefore, your complete cooperation is appreciated. Teachers will be on duty at the drop-off point from 7:50-8:10 a.m. and 2:40-3:00 p.m.

VISITORS/GUESTS/VOLUNTEERS

All parents and visitors must report to the office before going to the classroom. **In order to enter the school building, parents, visitors, and guests must present a photo ID and sign in through both the computer and paper login.** This could also be a passport if a driver's license is not available. This is a policy of the Henrico County School Board and is necessary for the safety of all students and school personnel. Other doors will be secured to protect the students and prevent the interruption of valuable instructional time. Please avoid visiting

your child while at recess as parents and younger siblings are not allowed to be on the playground during this time. Parents are asked to drop-off forgotten textbooks, lunches, lunch money, etc. on the podium outside the office with their child's name. These will be forwarded to students in a timely fashion so that instruction time is not lost. Parent volunteers must report to the office and sign in and sign out. Volunteers must complete a Volunteer/Mentor Application before volunteering in any capacity. Any volunteers or observations in the classroom must be pre-approved from the principal and classroom teacher. We do ask that no small children be brought with you to the school when volunteering. All volunteers and visitors are asked to wait at the bench outside the office after checking in. Parents are welcome to eat lunch with their child; however, space in the cafeteria is very limited. When parents come to eat, their child may join them at a designated guest table. Parents should say goodbyes in the cafeteria since the class will be returning to instructional activities. Be mindful that the lunch schedule may change to accommodate special school wide events/assemblies. If you are having lunch with your child, we ask you do not bring any school age students/siblings with you. We want to protect their instructional time at their school as well. We do not allow younger or older siblings at Ridge to eat at a different lunch times with their families as well. All Henrico schools will be outfitted with technology that will scan driver's licenses of all visitors. Please be sure to bring your driver's license any time you visit the building.

WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

- Start each day right; a calm beginning at home makes the school day much better.
- Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight hours each night.
- Praise your child each day for something he/she has done. Have a special place to put schoolwork or papers brought home.
- Stress attendance. Your child needs to be in attendance each day **on time** (7:50 am) unless he/she is sick (missing the bus and oversleeping are not excusable).
- Review internet safety with your child as we do here at school.
- Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation, which could influence your child's behavior.
- Review basic math facts (addition, subtraction, multiplication) each night.
- Help your child to organize school notebooks, materials, study guides, etc.
- Provide pencils, glue, scissors, paper, etc., for your child to use and replace when necessary.
- Work at home with skills taught at school. Make homework a fun, team effort.

Take your child to the library and encourage reading for pleasure. Be sure your child is reading twenty (20) minutes each night.

****On December 10, 2015, the Every Student Succeeds Act of 2015 (ESSA) was signed into law. In October, 2017 part of Section 1112(e)(2) of ESSA states that parents of students in Title I schools have a right to request state or division policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, or parental right to opt students out of such assessments was updated. If you have questions about this topic, you can contact the Henrico Public Schools Testing Specialist, Catherine Durvin at (804) 652-3595 or chdurvin@henrico.k12.va.us.***

****A copy of the Policies and Regulations Manual of Henrico County Public Schools is available to students, employees, and the public on the HCPS website, www.henricoschools.us. Any person unable to access the online policy may request a copy of a specific policy by contacting Records Management at 652-3828.***

Change of Transportation Letter

STUDENT'S FIRST AND LAST NAME: _____

TEACHER'S NAME: _____

PARENT'S NAME: _____

EARLY DISMISSAL OR CAR RIDER

Will be picked up for early dismissal by _____ at _____ am/pm. (All students must be signed out in the office for early dismissals)

Will be going home with _____ by car.
(All car riders will be dismissed to the horseshoe after school to be picked-up)

BUS

BUSES MAY NOT BE USED AS A MEANS OF TRANSPORTING FOR AFTERNOON PLAY DATES.

Will be riding bus # _____ home with _____ in
(Mr./Mrs./Ms./ Miss) _____'s class. The changed stop location
is _____.

*If the student is a kindergarten student, he/she will be released from the bus to

(Name of Person who must show picture ID)

OTHER

Other _____

Parent/Guardian Signature _____ Daytime phone # _____