

Ridgeland Elementary School



Student Handbook 2018-2019

Vision: The vision of Ridgeland Elementary School is to become a school of excellence that enables all students to reach their maximum potential academically and socially.

Mission Statement: The mission of Ridgeland Elementary School is to provide students the opportunity to gain social and academic skills while building an educational bridge between elementary and middle school; thus, preparing students for the world emphasizing innovative educational experiences.

Motto: Ridgeland Elementary School – “Where Teachers are Effectively Teaching, and Students are Continuously Learning!!”

Renata Johnson Green – Principal
Latoya Scott – Assistant Principal
Travis Griffin – Assistant Principal

Ridgeland Elementary is a Title I School based on the percentage of students who receive free/reduced lunch. This is a federally funded program. Our funds are used to ensure appropriate resources are available to each student. If you are interested in serving on the School Improvement Council and/or the Title I planning team, please let the Principal or an Assistant Principal know. RES is expected to demonstrate growth based on SC Ready/SC PASS test scores and student attendance. A copy of the Title I plan is available in the Main Office, on our website at <http://res.jcsd.net>, and in the Media Center for your review and feedback. To provide feedback on the Title I Plan or any other aspect of the school, fill out a feedback form, survey, or write a note and give it to a staff member in the Main Office. Forms will be forwarded to the principal and reviewed on a bi-weekly basis. Responses to feedback will be provided in writing through monthly newsletters, periodic letters written to parents, or via phone messages through our parent callout system.

Ridgeland Elementary Creed

I am a Ridgeland Elementary School student.

I am uniquely created.

I have great expectations for myself.

I accept the challenge to become the best that I can be

I am respectful, responsible and resourceful.

I am accountable for my choices.

With the support of my family and teachers, I will succeed.

The education I receive today will make me a leader of tomorrow.



Academic Conferences

Academic conferences are conducted multiple times per year for students who are not meeting grade-level expectations, who have not met standards on a portion of the SC Ready/SC PASS test (once scores become available), or who are repeating the same grade level. If a conference is needed, you will be contacted to set up and attend a conference. Teachers will meet with parents throughout the year to discuss academic progress. Parent conferences will also be scheduled in the 4th grading period to discuss end-of-the year decisions and placements for the 2019 - 2020 school year. Please remember you may contact your student's teacher to schedule a conference by calling (843) 489-8845 or by simply writing a note to the teacher. Your feedback is always welcomed and appreciated. Together we will ensure that every student reaches his or her maximum potential!

Attendance

Attendance is a requirement for promotion. Further, student attendance impacts Ridgeland Elementary overall score. Students may not be eligible for promotion if they have more than ten *unlawful* or *unexcused* absences. The school office must receive a valid **excuse** (a note) written by the parent or guardian **within two days** after the student returns to school. This excuse (note) must contain:

- Student's name & Teacher's name
- Date(s) of absence(s)
- Specific reason for absence(s)
- Signature of parent or guardian

After 10 handwritten excuses, a doctor's note is required to excuse an absence. Attendance conferences will be held with parents of students who exceed the South Carolina Attendance Regulation Laws. Student attendance is monitored very closely. Please read the Jasper County School District Student Code of Conduct regarding student attendance.

Bell Schedule



7:05 Students begin entering the building.

7:10 Breakfast

7:25 Tardy Bell/Morning Announcements

7:30 Daily Instruction Begins

2:30 Announcements/Dismissal

Breakfast and Lunch

Breakfast will be served from 7:10 - 7:30. Accommodations will be made for students who arrive at a late, yet reasonable time. Questions regarding Food Services should be directed to the Cafeteria Manager at 843-489-8845 or Food Services at 843-489-8892 ext. 1500.

Free and reduced meals are available for all RES students. The cafeteria will begin serving breakfast and lunch on the first day of school. *You can find our Breakfast and Lunch menus on the district website each month. Go to <http://jcsd.net>, click on the "Food Services" link on the left, click on "Documents" and then click on the "Menus" folder.*

Bullying, Harassment, Threats, and Intimidation

Per Jasper County's Policy JICFAA - The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the

school's responsibility to educate its students in a safe and orderly environment in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity and a school-sponsored event occurring off campus.

At RES, the principal or one of the assistant principals is responsible for receiving complaints alleging violations of this regulation. All school employees are required to report alleged violations of this regulation to the principal or designee. All other members of the school community; students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this regulation. Please report violations immediately.



Cell Phones

Students may not use a cell phone or portable communication device on school property during the school day. During school hours, cell phones or communication devices must be turned off (not on vibrate mode) and stored out of sight. Using a cell phone or telecommunication device may include, but not limited to, text messaging, taking pictures or recording videos, playing games, receiving and/or sending calls. None of those activities are allowed. Cell phones or telecommunication devices may not be used in route to and from school on school buses. While riding on the school bus, the cell phone or telecommunication device must be turned off and stored out of sight.

Students using or having cell phones or telecommunication devices visible during the school day or after school hours inside of the school, will have their cell phone or communication device confiscated. **Disciplinary Actions for these violations will follow the same actions for Toys and Electronics.** Failure to retrieve the device within 30 days of the end of the school year will result in the disposal of the device.

The school is not responsible for lost or damaged cell phones or other devices brought to school.

Check Policy

Personal checks are accepted for payment of student fees. Any returned checks will be subject to additional fees. Checks should be made out to Ridgeland Elementary School.

Daily Arrival/Daily Dismissal/Early Dismissal

Arrival: Adult supervision at Ridgeland Elementary begins at 7:05 am. Students should not be dropped off before this time due to the lack of adult supervision. For this reason, the school will not be responsible for students left unsupervised by parents before 7:05 am. Ridgeland Elementary *does not* provide an early morning (before-school) program. It is the responsibility of the parent to provide supervision before school hours. Bus students will enter the school from the bus lot in the rear of the school and follow the designated entry way. **Car riders should be dropped off at the elementary side of the school in the front of the building. Signs will be posted at the designated drop off location. Please adhere to the directions of the staff members who are on duty.** Every student should report directly to his or her classroom by 7:30 (homeroom bell) and before 7:40 (tardy bell).

Dismissal: Students will not be called out of class to be dismissed **until** a parent is present in the main office. The office will not interrupt classes to deliver transportation messages to your student unless it is an emergency. **For the safety of your student, we are unable to accept any transportation changes via the telephone. Please make sure your student knows how he or she will get home in the afternoon before he or she leaves for school in the morning.** School will be dismissed at 2:30 p.m. Car riders will be dismissed first, followed by bus riders. Parents are asked to arrive promptly to receive students. ***Any changes in the regular routine will require a note for the teacher that is signed by the parent, or a fax with a copy of current photo identification may be provided as well.*** Car riders will be dismissed at the same location as arrivals

in the mornings. Parents are asked to form a car line on the car loop and follow the directions of the staff on duty. **Students will only be released to parents who have driven up in the car loop area.** Parents should remain in their cars with their student's/students' car tags clearly displayed. A staff member will escort and help your student enter their vehicle. **Students will not be released to parents who walk up to the building.** Furthermore, the parking lot should not be used as a pick-up zone. Parents who arrive at the school before dismissal are asked to remain in the car rider loop and remain there until dismissal. Class instruction will continue until dismissal begins.

Early Dismissal: A parent or authorized person must show ID and/or the student's car tag when signing out a student from school early. Please submit a list of persons who are authorized to pick up your student from school. If your student needs to be picked up early, please do so before 2:00 p.m. Otherwise, students will be released through our regular procedures with car riders and buses beginning at 2:30 p.m. **Students will not be called out of class after 2:00 p.m. You may only pick up your student after 2:00 p.m. by coming through the car rider line.** After the third early dismissal, the parent will have to meet with an administrator.



Dangerous Weather

In case of sudden, extreme weather conditions (hurricane, flooding, tornado, etc.), school may be dismissed early. If weather conditions or other factors force the closing of school, local radio and television stations will announce the changes. A form will be sent home at the beginning of the school year for you to indicate your preference for emergency dismissal. **Please make sure this is kept up-to-date in case your student follows a different procedure for an emergency dismissal.** If inclement weather occurs during the morning hours, there may be a delay. This decision will be made by the superintendent. **You will receive phone messages through the Alert Now Notification System from the district office or the school administration will provide specific information and instructions regarding school closings, late arrivals or emergency early dismissals. Therefore, it is very important to submit current phone numbers to the school (home, cellphone, and work).**

Discipline

Our goal at Ridgeland Elementary is to improve student academic and behavior outcomes by ensuring all students have access to the most effective and accurate instructional and behavioral practices and interventions possible. Positive Behavior Intervention System (PBIS) and Time to Teach provide an operational framework for achieving these outcomes. PBIS and Time to Teach are decision-making frameworks that guide selection, integration, and implementation of the best academic and behavioral practices for improving academic and behavior outcomes for all students.

As a school, we will continue to focus on behavioral expectations that are positively stated and easy to remember. In other words, rather than telling students what not to do, the school will focus on the preferred behaviors such as:

PAWS: Participation, Attitude, Wise Choices and Self-control

With this in mind, the establishment and enforcement of school rules help to ensure a safe and positive school climate, which will assist in providing the best educational opportunities for your student. Your student will be expected to follow all school and classroom rules and procedures. Failure to do so will result in disciplinary actions by the teacher or administration.

Offenses that will not be tolerated at school and will be grounds for Out of School Suspension include but are not limited to the following: Fighting, bullying, weapons possession, gang activity, possession of drugs, alcohol, other substances, and drug paraphernalia, sexual harassment (including threats, intimidation, and

inappropriate touching), disruptive and disorderly conduct, habitual disruptive behavior, and **leaving a classroom or school building without permission.**

Dress Code

Originally approved by the RES School Improvement Council on April 19, 2012.

All students at Ridgeland Elementary are required to wear uniforms daily. Students are to follow the dress code (as listed below). Please make sure that your student adheres to the established dress code. **We want our students to dress for success!** Parents will be notified by telephone or note (agenda book) if their student is not in compliance with the following dress code expectations:

Shirts/Tops Colors allowed: **White or blue (navy blue, light blue, or royal blue)**

- Shirts must be tucked in for both boys and girls (Girls' blouses that do not extend more than three inches below the waistline may be un-tucked.)
- Sweaters and sweatshirts that have a waistband around the bottom are not required to be tucked in.
- Girls may also choose to wear khaki (tan) or navy blue uniform dresses.
- Collared shirts are to be worn. T-shirts are not allowed unless it is a special occasion and you are notified by school administration.
- Shirts must have sleeves and be buttoned (except at the neck).

Pants/Shorts/Skirts

- Colors allowed: Navy blue or khaki (tan)
- Jeans (denim or denim colored) and cargo pants/shorts (pants/shorts with multiple pockets) are not allowed.
- Rolled up pants legs are not allowed (this means one or both legs).
- Shorts, skirts, and dresses are to be worn at an appropriate length, no more than 2 ½ inches above the top of the knee. No short shorts or mini-skirts are allowed.
- Pants/shorts must not fall below the waist. Pants/shorts must be worn at the waist (no "bagging", "sagging", or "dragging" will be allowed).

Winter Coats/Jackets/Sweaters/Sweatshirts/ "Hoodies"

- Sweaters, sweatshirts, etc. worn inside of the classroom, cafeteria, or anywhere **inside** of the building must be in school colors: White, navy blue, light blue, or royal blue.
- Winter coats and jackets that are worn **outside** may be other colors.
- Hoods may not be worn inside of the school at any time.
- Winter coats and jackets must be unzipped as soon as students enter the building and may not be worn in class (see note above about sweaters, sweatshirts, and "hoodies").

Belts/Socks/Shoes/Jewelry/Accessories

- Socks should be dark, solid colors such as: Brown, black, navy blue or white
- Solid color leggings, in school colors (white, navy blue, light blue, or royal blue), may be worn underneath skirts. Other colors, patterns, "fish-net", etc. may not be worn at any time.
- A belt is required if the pants/shorts/skirt has belt loops. Belts with large buckles that may be used as a weapon or pose a safety hazard are not allowed at any time.
- Shoes must enclose the foot. No flip flops, shower shoes, bedroom slippers, sandals, crocs, or slide on shoes may be worn.
- Jewelry that does not distract from the uniform or pose a safety hazard will be allowed.

- Head wraps, sweatbands, wave caps, or do rags are not allowed on campus. Hats, caps, and sunglasses are not allowed in the building. If it becomes necessary to confiscate these items by a staff member or administration, these items may not be returned.

Students in violation of the school dress code may not be allowed to attend class and absences incurred will be counted against the number of absences allowed.

Disciplinary Action for Dress Code Violations

A student will be considered compliant when he or she wears the uniform of a nationally recognized youth organization such as the Boy Scouts or Girl Scouts on a regular meeting day. Occasionally, the principal will permit dress-down days or allow students to wear a sports jersey. These announcements will be made both in writing and via a telephone message. We will also post these special days on our website as appropriate.

Students not complying with the school district policy could be subject to the following:

- A call to parents and the student will be instructed to change into the required uniform
- Change into required uniform and placement in an alternative setting
- Parent and administrative conference
- One (1) day Out of School Suspension (OSS)
- One (1) or more days of OSS and parent/administrative conference
- Three (3) days OSS and district administrative conference
- Other consequences as deemed appropriate by the Principal or his/her designee

Any student refusing to change into the required uniform will be suspended. Further, the parent or guardian will be required to pick up his or her student immediately. Students will not be allowed to remain at school if they choose not to comply with the uniform policy.

Emergencies

Emergency forms will be sent home within the first few days of school. Please fill these out completely and return them with accurate information as quickly as possible. Please provide the school with a working number where you can be contacted, as well as, the number for the family physician in case of an emergency. This information needs to be kept current. **If you cannot be reached during the day**, please list someone with a working phone who has transportation who will be responsible for your student’s emergency care. Please list this person on your student’s emergency card.

Grading Policy (In accordance with JCSD Policy IKA)

| Kindergarten, First and Second Grade | Third, Fourth and Fifth Grade |
|--|-------------------------------|
| 4-Exceeds grade level standards/objectives | A= 100 – 90 |
| 3- Meets grade level standards/objectives | B= 89 – 80 |
| 2-Experience difficulty meeting grade level standards/objectives | C= 79 – 70 |
| 1- Does not meet grade level standards/objectives | D= 69 – 60 |
| | F= 59 and below |

Grades will be recorded as numbers on report cards and interim progress reports for students in grades 3 -5.

Head Lice

If a student is found to have live head lice at school, someone will be required to pick the student up from school immediately. The student cannot return to school until he/she has been treated and can show proof of treatment. If a student has nits (eggs) at school, the parent will be contacted and the student must be treated before returning to school the next day. If a student is absent from school because of lice, this is not an excused absence according to the Attendance Regulations of South Carolina. Please take care of lice appropriately to prevent the spread of lice.

Homework

Homework is a teacher-planned learning activity which takes place outside of the student's regular school hours. It should reinforce classroom learning and expand on student's school experiences. Parents are encouraged to set aside a regular time each evening for homework completion. Please talk with and assist your student with homework. Homework will be assigned Monday through Thursday. Students should read nightly for 15-20 minutes, including Saturdays and Sundays.

Mandatory Reporting

If a student reports that there is any type of abuse taking place, liability requires that we report the incident to the proper authorities. Even if there is only a suspicion, the school is a mandatory reporting agency and must report each incident.

MAP Testing

Each student will take the MAP test in Math and Reading three times per year. This computer-based assessment measures their growth in math and reading across the school year. Each student will receive a scaled score and percentile ranks which will be used to differentiate instruction, help set goals, and monitor progress towards these goals throughout the year. Your student's teacher will record his/her scores.

Medication



Parents are encouraged to bring all medications to the clinic to be dispensed. We must have a signed permission form from the parent and the physician before any medicine can be provided to the student. The instructions on the medicine will be followed, as written. See our school nurse, Mrs. Amy Smith, for further information about over-the-counter medications. In addition, if you have any questions regarding medication, please call Nurse Smith at 489-8845.

Nurse/Clinic

Students who are sick will be sent to the clinic with a pass to see our nurse, Mrs. Smith. Any student that is vomiting or running a temperature of 100° or more will be required to go home. The student cannot return to school until he/she has been fever-free for 24 hours. Students who are sick in the morning should stay home. Parents will be notified if students are hurt during the school day. This call is made just to keep parents informed. Please make sure the school always has a current working phone number for your student in case of emergencies.

Parent/Teacher Communication

Teachers will regularly keep parents informed of their student's progress. It is expected that parents meet with their student's teacher at least one time during the school year. If a student is in danger of being retained in

his/her present grade, the parents will be called in for a conference with the student's teacher prior to the end of January.

If a parent wishes to speak with a teacher about academic or behavior problems, the parent is to send a note to the teacher or call the school to plan a conference. Conferences are held during the teacher's planning time and before or after school. Conferences may not be held during instructional time. Parents must check in with the office immediately upon arrival in the building.

Students will be given an agenda to carry back and forth from school to home each day. Teachers will use the agenda to communicate information with parents about both academics and behavior on a daily basis. Teachers will also send home a weekly Wednesday folder with information for you to review.

Parties/Celebrations

Class celebrations for holidays/special events will be held at 1:45 p.m. They should be minimal. You will be notified by your student's teacher when a party/celebration will take place. **Birthdays can be celebrated with a store bought or pre-packaged snack at lunch. Birthday parties in the classroom will not be allowed.**

PTA (Parent Teacher Association)

The dues for PTA Membership are \$3.00 for individual and \$10.00 for an entire family. PTA meetings will be held throughout the year. We encourage all parents to become members of our PTA by our second meeting on September 20, 2018. **Prizes will be awarded to classes with the highest membership by this date.** Please note the dates for the monthly PTA meetings on the calendar. Reminders will be sent home with students in the Wednesday Folders.



Registration

The long birth certificate, Social Security card (if available), South Carolina Immunization record and proof of residency are required. The school will request records from the student's previous school upon completion of the registration process. The immunization record must include the date that the doses of vaccine were given. Students will only be allowed to attend school for 30 calendar days without proper immunization.



Tardy Policy

Students must be on time to minimize the loss of instructional time and reduce classroom disruptions. Any student (except bus students) who arrives after 7:40 for any reason **must be signed in by a parent**. Parents must park their vehicle and walk students inside the building to be accounted for in the Main Office. When the student is signed in, they will be given a pass to take to their teacher so that they can enter class. If a student does not have a tardy pass, they will not be allowed into class. After the third tardy, the parent and student will receive a verbal warning. For the fourth tardy, the parent will receive a certified letter from the school. After the fifth tardy, the parent will be required to meet with various school personnel. Once the student receives the sixth tardy, an interventional plan will be created. If the tardiness continues, the Department of Social Services will be contacted.

Technology/Internet Guidelines

A copy of the *Network/Internet Acceptable Use Agreement* must be signed by the parent, student, and student's teacher. This policy (**IJNDB-E**) can be found on the Ridgeland Elementary School website. The signature page **MUST** be returned on or before August 24, 2018.

Transfers/Withdrawals

When a student transfers from Ridgeland Elementary, parents are asked to give the school at least a 24-hour notice. Parents are also asked to make sure all student textbooks and library books are returned to the student's teacher. All fees and fines must be paid at the time of withdrawal. Records will be forwarded upon request by the new school. We are unable to give records to parents.

Transportation on the Bus

Riding the school bus is a **privilege**. Any behavior that risks the safety of the students or the driver on the bus is grounds for removal from the bus. Removal from the bus may range from one day to several weeks, up to the remainder of the school year.

Transportation is the responsibility of the parent if a student is suspended from the bus for any length of time. **Students are not allowed to ride any bus while on bus suspension.** Student absences due to bus suspensions are considered unlawful.

Behaviors that result in bus suspensions include, but are not limited to the following: Fighting, bullying, weapons, possession of drugs, cigarettes, lighters, other serious disruptive behaviors, and habitual disruptive offenses, failure to follow driver's directives, leaving the bus without permission or riding a different bus without school approval/permission

Vandalism/Defacing School Property

Vandalism and/or defacing school property can be a reason for suspension. Parents may be required to pay to repair or replace damaged items. This includes damaging property on school buses. At no time should students travel the halls with a pen, pencil or any object that can deface the paint on the wall.

Visitor Policy



You are welcome to visit the school at any time. **All visitors are required to visit the Receptionist in the Main Office upon arrival to RES and receive a Visitor's Pass. This pass must be visible and worn during your entire visit at RES.** This year you will be asked to (1) provide a working cell/home phone number and (2) take a picture at check-in and (3) you will also be asked to check-out with the Main Office upon leaving.

Volunteers

Parents are welcome to come to school to help in the classroom or on field trips. A volunteer packet must be submitted and approved by the district prior to volunteering. There are several committees that need parent input and participation. Parents have the opportunity to serve on the School Improvement Council, Title I Planning Team, and PTA Board. If you are interested in serving as a volunteer, contact the Main Office at (843) 489-8845. We look forward to seeing you at the school.

