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## **SECTION 1: GENERAL RIDGECREST INFORMATION**

### **PRINCIPAL'S LETTER/MISSION**

Dear Parents:

Welcome to another exciting year at Ridgecrest Elementary School. I know that the upcoming year will be full of new and wonderful experiences. We welcome you to our school.

We have prepared this handbook hoping you will use it as a reference during the upcoming school year. The handbook includes information about the building staff, the Parent Teacher Association, the district calendar, Ridgecrest's rules, and discipline policies. Please read this handbook and use it as a reference during the year.

We believe that parents and teachers working together creates a strong educational program. This handbook will keep you informed about your school's policies and procedures.

#### Our Mission Statement:

Our mission is to engage all students in learning the academic and work-life skills needed to achieve their individual potential. We will do this in a manner that promotes continuous learning, fosters the ability to meet the challenges of the future, and encourages responsibility. We believe that parents and teachers are integral parts in supporting student learning.


I look forward to a successful school year.

Sincerely,

Bruce Titcomb  
Principal

## COVENANT

### We Believe:

- Learning should take place in a physically and psychologically safe environment; students should learn in an atmosphere of acceptance and support where cooperation and respect for others is accepted.
  - Learning is an active process; students should have access to the finest instructional and educational experiences possible.
  - Learning should be individual and cooperative; students should work at their own pace and performance level and work with other students on solving problems.
  - Learning should be connected to daily life; students should come to understand the relevance and application of acquired knowledge and skills.
  - Learning should be personalized; students should become self-directed by setting realistic and challenging goals, determining priorities, making choices, and accepting responsibility.
  - Learning should be diagnostic and reflective; students and parents should have access to continuous feedback, allowing the development and/or refinement of learning strategies.
  - Learning should include the family; the family can personalize learning for a student and help them see how it is connected to everyday life. Family can help students in several ways, they can volunteer in the classroom, in the school, at school events, and be available at home to monitor student progress and help with homework.
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## SECTION 2: THE SCHOOL DAY

### DAILY SCHEDULE

8:00 AM	Breakfast
8:20 AM	Students may come onto campus and line up at outside door of classroom.
8:30 AM	First Bell - students enter building
8:35 AM	Second Bell - students seated and class starts
2:55 PM	Dismissal

### KINDERGARTEN SCHEDULE

8:35 - 11:10 AM	AM Kindergarten
8:35 - 2:55 PM	All-Day Kindergarten

### HALF DAY KINDERGARTEN SCHEDULE

8:00 AM	Breakfast
8:20 AM	Students may come onto campus and line up at outside door of classroom.
8:30 AM	First Bell - students enter building
8:35 - 11:10 AM	Early Dismissal

### STUDENTS ARRIVING AT SCHOOL

Please don't let your children arrive at school too early. Safety patrols arrive at their stations at 8:15 a.m. No student should be at the Safety Patrol Crossings earlier than 8:15 a.m. Students **should not arrive** on school grounds any earlier than 8:20 a.m. unless attending a supervised activity such as the Breakfast Program, that begins at 8:00 a.m. To insure an orderly opening to the school day, **students are not to enter the building** to go to their classrooms. Upon arrival at school, students should line up at their classroom's **outside** door. For the safety of all students, play activities are **not** allowed on the school grounds before school begins.

### CROSSWALKS — STUDENT SAFETY PATROLS

Students are **not to cross streets** which are not served by crosswalks marked by the county. We have safety patrols at the following intersections:

1. 5<sup>th</sup> Ave. NE & NE 165<sup>th</sup>
2. 10<sup>th</sup> Ave. NE & NE 170<sup>th</sup>
3. 10<sup>th</sup> Ave. NE & NE 165<sup>th</sup>
4. 11<sup>th</sup> Ave NE & NE 165<sup>th</sup>
5. 12<sup>th</sup> Ave NE & NE 165<sup>th</sup>

Please also observe the crosswalks in the parking lot and cross with safety patrols there as well.

## Special Concerns:

1. When crossing **any** street, walk straight across, not diagonally.
2. If there are no sidewalks, walk as far away from the traffic as possible.
3. Don't bunch up or walk in the center of the road.
4. **Students are not allowed to cross 15<sup>th</sup> Avenue NE or NE 175<sup>th</sup> Street.**

## WALKERS

We urge you to talk with your child regarding the following points to be observed on the journey to and from school:

1. Please plan the safest route for your children to walk. It is helpful and reassuring if you are able to practice the route before the first time the child needs to walk without an adult.
2. Whenever possible, children should walk with friends and neighbors.
3. Walk on the shoulder of the road, preferably single file if space does not allow walking beside another person.
4. It is usually best to walk on the left-hand side of the road facing traffic.
5. Avoid taking shortcuts through woods or through private property. The property of all homeowners between each child's home and the school is to be respected. Arrive at crosswalks only after the Safety Patrol is on duty — **no earlier than 8:20 a.m.**

## DROPPING OFF AND PICKING UP STUDENTS

There are four places to pick up and drop off your child at Ridgecrest. The parking lot in the front of the building along 10th Avenue is available for parking and pick-up. Never leave cars unattended unless in a designated parking spot. When entering the parking lot, please follow the traffic directional arrows painted on the blacktop. Please keep traffic flowing around the circle in front of the building.

When you drop off or pick up your students, please make sure they enter or exit the car next to the curb, and direct them to the crosswalks in the parking lot, so they may cross with the patrols. Make sure that your child doesn't walk behind cars in the parking lot. We ask that adults also cross with the patrols in the crosswalks.

You may also wait in your car on 10th Avenue (northbound) or on 165th street (westbound). Please do not park or wait across the street from school because this creates a dangerous situation for students trying to cross the street to reach those cars.

Finally, the parking lot on the east side of the building (by the Shoreline Transportation Center) is also a convenient place to park or to pick up at curbside. For the east parking lot, please enter from 165th and immediately turn right so that traffic circles counter-clockwise around that lot.

## **TRANSPORTATION INFORMATION**

Most Ridgecrest students walk to and from school, are transported by bus or private car. To assure the safety of all, we need your cooperation and understanding. We encourage all walkers to follow pedestrian safety rules and to cross streets only at assigned intersections with school safety patrols. When it is necessary for students to be transported by private car, the driver should be aware of school loading zones and parking areas.

During the school day, please park in the east or west lots (**not in the circular drive**) even if you are staying just a short time. In addition, please do not park in slots designated "secretary" and "principal."

The **Bus Loading Zone**, the long drive just to the south of the building, is **off limits to cars AT ALL TIMES!**

For **Evening Event** parking, you may park in the west or east parking lot, the bus loading zone, 10th Avenue NE or NE 165th Street.

At no time is the circular drive available for parking. This is a fire lane and must be kept clear at all times.

### **BUS RIDERS**

Students should remember that appropriate behavior on the bus includes a quiet tone of voice, remaining seated at all times, and following the bus driver's directions.

**ALL BUS RIDERS ARE EXPECTED TO RIDE THE BUS DAILY**, unless we have a note indicating the child has parental permission to go to another destination after school. If your child needs to take a different bus home, inform the school by a note or a telephone call as early as possible as authorization will have to be given to the bus driver. Notes are valid for one day at a time.

## BICYCLE RULES

Each student who rides his/her bicycle to school must abide by the following rules as well as observe State Bicycle Traffic Laws. Scooters and skateboards are not allowed.

1. Pupils in Grades 4, 5, and 6 may ride bicycles to and from school. Each rider must have a Bicycle Rider's Application and Code Form filled out and on file in the office. Permission may be revoked if the rules are violated.
2. All bicycle riders must wear a bicycle helmet.
3. Bicycles are not to be ridden on school grounds on school days between 7:30 a.m. and 6:00 p.m. During these times, they must be walked on school grounds.
4. Bicycles must be parked in the designated bicycle rack area during school and must be locked with a padlock.
5. Bicycles are to be left alone during school hours.
6. Students who are eligible to take the school bus are requested not to ride a bicycle to school. If for some reason the parent/guardian wishes a bus rider to ride a bicycle, an authorization note needs to be sent to school to be filed with the Bicycle Rider Applications.
7. Bicycles should be ridden on the right side of the street.
8. Bicycles should be ridden single file and riders are to use care when approaching pedestrians. Pedestrians have the right-of-way.
9. Bicycle riders should obey traffic rules, including stop signs.
10. Cross or make turns only at intersections. Bicycles should be walked, not ridden, across streets.
11. Do not ride on sidewalks and do not ride with two people on one bike.
12. Frequently inspect your bicycle and keep it in safe operating condition.
13. If possible, register your bicycle with the Shoreline Police Department and keep track of your bicycle's serial number at home.
14. **Never cross 15<sup>th</sup> Avenue NE or NE 175<sup>th</sup> Street without an adult.**

**BICYCLES ARE BROUGHT TO SCHOOL AT THE OWNER'S RISK. RIDGECREST ELEMENTARY AND THE SHORELINE SCHOOL DISTRICT WILL NOT ASSUME RESPONSIBILITY FOR LOSS OR DAMAGE.**

## **ABSENCES, TARDINESS, AND EARLY DISMISSALS**

We believe that regular attendance has a positive effect on student learning and achievement. While good attendance is encouraged, if the child has a temperature at or above 100° or is obviously ill, please keep the child home. Children who have been vomiting or have diarrhea need to wait 24 hours from the last incident before returning to school. We also encourage the scheduling of doctor and dental appointments during off-school hours to minimize the time away from class.

### **Absences**

If your child will be absent, please call as soon as possible. For your convenience, we have a 24-hour answering machine (206-361-4272). Also, you can e-mail the school office. Please refer to the school website for e-mail addresses for the Registrar and Office Manager.

### **Tardiness**

Punctuality, personal responsibility, and consideration for others are behaviors we value and encourage at Ridgecrest. It is important that students arrive on time and ready to begin the school day. Late arrivals disrupt the classroom, add congestion to the office, and cause the individual to miss an important part of the day.

A student is considered tardy or late for class if arriving in the classroom after the second bell at 8:35 a.m. Punctuality is expected. If your child is going to be late, call and let the office know. Please have the child check in to the office at the time of arrival. **After being late three times, students will “pay back” a recess.** This policy has decreased the number of late arrivals and helped to emphasize the importance of punctuality. Absences and tardies become a part of the student’s permanent record.

### **Early Dismissal**

If your child needs an early dismissal, please send a note stating time and reason. When picking up your child, please check in to the office and your child will be called from class. Do not go directly to the class to pick up your child. Students will not be released to any person other than a parent or guardian, unless authorized by the parent or guardian. Verification of the authorization by school personnel is appropriate, if there is any doubt about the authenticity of the request. In addition, once students have arrived on school grounds, they are not to leave without permission (Shoreline School District Policy #3440).

## **AFTERNOON DISMISSAL**

School ends at 2:55 p.m. Students are dismissed and may exit the building using the route that best matches their destination. Parents who pick up their children at 2:55 p.m. need to designate a pre-determined place to meet outside the building. **Please help us minimize disruption by waiting outside the building to meet your child.** Students must be off campus by 3:10 p.m. The playground re-opens to the public at 6:00 p.m.

## **ILLNESS OCCURRING WHILE AT SCHOOL**

If your child becomes sick or injured at school, we make every effort to notify you immediately. Therefore, it is imperative that we have your home and work phone numbers, and the number of a neighbor or friend authorized to pick up your child. It is the responsibility of the parent to see that the sick or injured child is picked up from school as soon as possible after notification. Your school does not have adequate facilities to give your child a comfortable prolonged stay. The school staff will use their best judgment in determining if the 911 emergency paramedics should be called.

## **STUDENTS STAYING AFTER SCHOOL**

Students are expected to go straight home after school, unless they are involved in after-school activities or have been requested to stay to make up work, or to be a helper, etc. Arrangements should be made **in advance** between students, parents, and teachers so that phone calls from the office can be kept to a minimum.

## **CO-CURRICULAR ACTIVITIES**

It is the goal of Ridgecrest Elementary School to provide a variety of co-curricular activities for all our students. Our program offers activities for students in all grades that are planned and supervised by one or more of our staff. These activities are intended to expand and complement the regular program. Offerings in the past have included art, study skills, technology, sign language, chorus, book clubs, walking club, Spanish, folk dancing, sports, drama, and more. Co-curricular activities are offered before and after the regular school day and are optional.

## **BREAKFAST PROGRAM**

Ridgecrest offers breakfast to its students. Breakfast will be offered before the start of school each morning. Students need to arrive for breakfast between 8:00 and 8:15 a.m. A variety of choices will be offered daily for breakfast. Please refer to the current breakfast and lunch menu for prices and selection. Students having breakfast should enter the building through the main doors and go directly to the lunchroom. Students will be dismissed from breakfast by lunchroom staff. Students may not be in the halls before 8:30 a.m.

## **LUNCH PROGRAM**

Ridgecrest offers a wide variety of entrées to choose from daily, such as pizza, hamburgers or cheeseburgers, traditional lunch offerings, salads and sandwiches. In addition to these choices of entrées, students may choose from various side offerings, fresh vegetables, fruit, and milk. A complete lunch consists of one entrée, milk and at least one additional food item from our side selection.

The lunchroom is operated on a **cash or account basis only**. Please refer to the current breakfast and lunch menu for prices and selection.

Emergency lunches (cheese sandwich and milk) will be provided when a student forgets a lunch. The school office does not keep cash, therefore there is no opportunity to borrow lunch money.

Good lunchroom manners are expected of each student. Parents can join their child during the lunch period.

All students are required to stay at school for lunch.

## **TELEPHONE**

We avoid interrupting classroom instruction with phone calls unless there is an emergency or critically urgent situation involved. Student use of the phones needs to be limited to emergency and special cases. Students and families should plan after-school transportation, visits to a friend's home, and social events in advance so as to avoid tying up the school phone at dismissal time. Student cell phones are to be kept in backpacks and turned off during school hours. Please be aware that cell phones are easily stolen. Ridgecrest is not responsible for lost or stolen items.

## **SCHOOL PICTURES**

**Individual student pictures** are taken by KIDS Photography in the Fall. Please watch for date announcement.

**Classroom photos** will be taken in the Spring. Purchase of any of the photos is optional.

**Yearbooks** are available for purchase through our PTA.

## **LOST AND FOUND**

Small items such as keys and jewelry are brought to the school office. Larger articles are brought to the Lost and Found located in the school lunchroom. Unclaimed items are sent to the The Works clothing room quarterly. Parents are encourage to look frequently for missing items.

Please label lunch boxes, coats, and other important personal belongings.

## **RECESS AND PLAYGROUND**

Our goal is to provide a safe and active recess break for all children. Recess is an important break from classroom activity; an opportunity for students to get exercise and fresh air. Recess is also an opportunity to make friends, learn and practice social skills, and have fun.

We encourage all students to go outside during recess breaks. We discourage the practice of parents requesting permission for a child to remain indoors during recess. However, we do recognize the necessity of this when a child is under doctor's orders.

Children should dress appropriately for weather conditions and be prepared for damp or misty weather. In the event of a heavy rain, recess breaks are taken in the classroom.

Many recess games are introduced to all students through the Physical Education Program. The rules and procedures taught in PE class are the school rules for recess games.

In tetherball, wall-ball, and similar games the first person in line is the "judge" and determines whether a ball hit the line, etc. and whether a player is "out."

Many choices are available during recess, such as tetherball, hop scotch, walking or running on the track, jump rope, turning bar, basketball, wall-ball, four square, touch football, soccer, kickball, or the climbing dome.

Children are encouraged to be physically active during recess. However, benches and tables have been provided for those who may wish to sit and visit.

The **following items are not allowed** on the Ridgecrest playground: Dangerous objects such as rocks, sticks, war toys, boomerangs, baseball bats, hard balls, golf balls, toy guns, as well as food, drinks, candy, gum, cell phones, iPods and other electronics.

The **following actions are not allowed** on the Ridgecrest playground:

- Put-downs, name-calling, inappropriate language or gestures, physically or verbally threatening or harming other students or supervisors.
- Physically damaging school or private property.
- Leaving designated play areas or school grounds during recess.
- Playing in off-limit areas such as the loading dock, stairs, railings, fences, flowerbeds, walkways, and driveways.
- No locked or exclusionary games.
- No tackle or wrestling games.
- No “play fights” or combative games.
- Only school-issued equipment or equipment specifically approved by the recess supervisor may be used (no bats, baseballs, or toy weapons).
- All food and drink should be consumed in the lunchroom. No food, candy, gum or beverages on the playground.
- Rocks, sticks, dirt, wood chips, pinecones, etc. should remain on the ground.

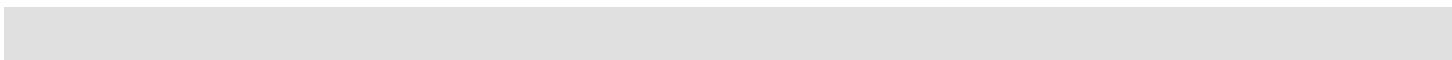
The play areas include the blacktop area inside the fence, the wood chip/climbing area, the walking track, and the playfield.

The Ridgecrest playground is supervised only during scheduled recess periods. There is **NO** supervision of the playground before or after school. The playground is open to the public after 6:00 p.m.

**In the morning students should arrive no earlier than 8:20 a.m. and go directly to line up outside their classroom. After dismissal, students should go directly home.**

### **SCHOOL CLOSURE DUE TO SNOW, ICE, ETC.**

A general district bulletin will be issued early in the year on this subject. It will instruct you to listen to the radio beginning at 6:00 a.m. on mornings of bad weather. If there is no announcement about the Shoreline School District, regular school times will be observed. If we are on Emergency Schedule, school will begin one-and-a-half hours late. **Please do not call the school.**



## SECTION 3: POLICIES AND PROCEDURES

### DISCIPLINE POLICY

#### Rules

1. Students shall respect the right of others to learn, to teach, and to carry out their job; they will conduct themselves accordingly.
2. Students shall conduct themselves in such a way that others are not verbally or physically hurt or threatened.
3. Students shall refrain from behaviors that have the potential for harming people or property.
4. Students shall respect private and public property.
5. Students shall respect and comply with rightful authority.

#### *Guidelines for Student Conduct* (this list is just a sample of ways to show good citizenship)

1. Students shall respect the right of others to learn, to teach, and to carry out their job; they will conduct themselves accordingly.

##### *Be ready to learn:*

- Follow adult directions when they are first given.
- Have necessary materials.
- Complete assignments on time.
- Practice self-control – do not disrupt others.
- Leave unapproved toys and unnecessary objects at home.
- Dress appropriately and according to school policy.

2. Students shall conduct themselves in such a way that others are not verbally or physically hurt or threatened.

##### *Show courtesy and respect for others in language and behavior:*

- Listen when others are talking.
- No put-downs, name-calling, hurtful language, inappropriate language or gestures.
- Applauding is appropriate – booing, whistling, shouting is not appropriate.
- No locked games.
- Share equipment.
- Take turns – don't disrupt games or activities.
- Respect others' property.
- At lunch, talk with students only at your table, and use appropriate voice and manners.

3. Students shall refrain from behaviors that have the potential for harming people or property.

*Maintain a safe environment:*

- Walk, don't run, except on playground.
- Leave potentially dangerous objects at home.
- Use space and equipment in appropriate ways (i.e., four chair legs on the floor, do not kick playground balls on the black top).
- Walk bikes on school grounds (grades 4 – 6).
- Do not leave school grounds without permission.

4. Students shall respect private and public property.

*Take pride in our school:*

- Pick up after yourself.
- Don't walk or play in landscaped areas.
- Don't deface school property.
- At lunch, clean up your place, wipe down your table, or pick up trash.

5. Students shall respect and comply with rightful authority.

*Obey adults, signals, and procedures:*

- Take time to know and follow Ridgecrest policies and procedures.
- Line up at designated areas.
- Arrive at school between 8:20 and 8:30.
- Be ready to learn at 8:35 sharp!
- At lunch, remain seated until dismissed.
- Be respectful and cooperative with ALL adults at Ridgecrest.

## **Consequences When A Rule Or Guideline Is Broken**

### ***Classroom:***

Each classroom has an established and clearly defined procedure and routine to deal with minor infractions of the discipline guidelines. Classroom consequences may include, but are not limited to:

- Verbal reminder
- Communication slip
- Time-out (in a designated place in the room, in an adjoining classroom, or in the hall)
- Forfeit of privilege (free time, special project, class activity)
- Written assignment (letter, apology, action plan)
- Parent conference

Frequent or persistent offenders will be referred to the office as major offenders.

***Lunchroom and Recess:***

Minor infractions of the discipline guidelines or failure to follow lunchroom and recess procedures will result in:

- Verbal reminder
- Communication slip
- Time-out (either in the circles near the building or at a designated “quiet table” in the lunchroom).

Frequent or persistent offenders will be referred to the office as major offenders.

***Major Offenses:***

1. hurting someone physically (hitting, rough play, physical abuse)
2. harmful, dangerous, threatening behavior (tripping, throwing objects, etc.)
3. lack of respect for property (theft, vandalism, damaging property)
4. defiance of authority, back talk, refusal to comply with reasonable requests, abusive language or gestures
5. bullying behavior of any kind.

Major offenses require an immediate 30-minute time-out, an action plan, and parent contact. All major offenses should be referred to the principal immediately.

***Chronic Offenders, Criminal Behavior, and Extraordinary Cases:***

In the event a student has committed more than three major offenses, a criminal act, or there are extraordinary circumstances involved, the consequences may include, but are not limited to: (1) suspension, (2) emergency removal, (3) disciplinary transfer, (4) expulsion, (5) referral to Shoreline Police, (6) forfeit of privileges (field trips, school programs, special activities, recess, etc.).

**HOMEWORK POLICY****Shoreline Mission Statement**

The mission of Shoreline Public Schools is to engage all students in learning the academic and work-life skills needed to achieve their individual potential. We will do this in a manner that promotes:

- continuous learning throughout life
- the ability to meet the challenges of the future
- responsibility to themselves and others
-

## **Ridgecrest Homework Philosophy**

Homework has two important benefits: 1) to improve academic achievement and 2) to promote confidence, responsibility, and independence.

Homework is an activity that students need to choose to make meaningful. When students choose to engage in their homework, they will build the following skills:

- Management of school and community resources
- Maintenance of a home study/work space
- Ability to follow directions
- Wise use of time management
- Improvement of self management

### **Description of Homework**

Additional details regarding homework will be provided by each classroom teacher. Many teachers also maintain classroom websites with homework specifics as well as activities you can do at home.

#### ***Kindergarten (10 - 15 minutes daily)***

- Practice of basic skills (counting objects to 20, recognizing numbers 0 - 30, letter sounds and names)
- Oral reading (parent to child or child to parent)
- Special projects that relate to classroom activities

#### ***First Grade (10 - 20 minutes daily)***

- Practice of basic skills (addition and subtraction math facts to 12, study weekly spelling words)
- Oral reading (parent to child or child to parent)
- Extension of class work relating to daily lessons

#### ***Second Grade (20 - 30 minutes daily)***

- Practice of basic skills (addition and subtraction math facts to 18, study weekly spelling words)
- Silent and/or oral reading (parent to child or child to parent)
- Extension of class work relating to daily lessons
- Completion of unfinished class work
- Special projects that relate to classroom activities (especially in science and social studies)

***Third Grade (20 - 40 minutes daily)***

- Practice of basic skills (addition, subtraction, multiplication, and division math facts, study weekly spelling words)
- Silent and/or oral reading (parent to child or child to parent)
- Extension of class work relating to daily lessons
- Completion of unfinished class work
- Special projects that relate to classroom activities (especially in science and social studies)

***Fourth Grade (20 - 40 minutes daily)***

- Practice of basic skills (addition, subtraction, multiplication, and division math facts, study weekly spelling words)
- Silent reading (20 minutes sustained)
- Extension of class work relating to daily lessons
- Completion of unfinished class work
- Special projects that relate to classroom activities (especially in science and social studies)

***Fifth Grade (30 - 60 minutes daily)***

- Practice of basic skills (addition, subtraction, multiplication, and division math facts, study weekly spelling words)
- Silent reading (20 minutes sustained)
- Extension of class work relating to daily lessons
- Completion of unfinished class work
- Special projects that relate to classroom activities (especially in science and social studies)

***Sixth Grade (30 - 60 minutes daily)***

- Practice of basic skills (addition, subtraction, multiplication, and division math facts, study weekly spelling words)
- Silent reading (20 minutes sustained)
- Extension of class work relating to daily lessons
- Completion of unfinished class work
- Special projects that relate to classroom activities (especially in science and social studies)

**Student Role**

- Record homework on calendar (grades 3 - 6 only)
- Understand assigned homework; ask questions for clarification
- Take home all necessary materials
- Meet due dates (see student calendar)
- Use teacher feedback to evaluate understanding
- Contact teacher and/or classmates for additional assistance when necessary
- When absent, gather and complete homework in a timely manner

**Parent Role**

- Set specific time for homework
- Provide environment which promotes good study habits (quiet place, necessary materials)
- Offer encouragement and support (assist with directions)
- Support use of assignment calendar

**Teacher Role**

- Assign relevant homework which can be completed within the suggested time frame
- Explain the requirements of the assigned task; provide question and answer opportunities
- Individualize homework when necessary
- Promptly provide feedback to the learner
- Give additional assistance when necessary
- Use homework performance data to guide instruction
- When student returns from absence, specify due dates

**\* Consistent expectations and a regular routine result in good study habits, academic progress, and self-confidence.**

**CONFERENCES AND REPORT CARDS****Conferences**

Parents are invited to confer with their child's teacher. A note to the teacher or a phone call to arrange an appointment is appreciated. If a conference with the principal is desired, please give him a call and arrange an appointment. He is always glad to help in any way he can. IEP conferences are scheduled annually or as needed as determined by parents or teachers of special needs children.

Parent-Teacher Conferences are a time for mutual exchange of information and for mutual goal setting. Parents are encouraged to ask questions, bring notes, and contribute any information that might be beneficial to helping their child succeed. Parent-Teacher Conferences for all students in grades K-6 are scheduled in December. Optional follow-up Parent-Teacher Conferences for grades K-6 may be scheduled during April. Refer to the District Calendar on the Shoreline Website for specific conference days: [www.shorelineschools.org](http://www.shorelineschools.org).

## Report Cards

Report cards are one way to communicate and record a student's progress. It is an important document, but should not be considered the only indicator of current or future success. Report cards for K through sixth grades will be sent home with the students in December, March, and June. (The final report card may be held in the school office if a student owes book or equipment fines).

Students moving or leaving before the final day of school may have their report cards mailed to them during the summer by leaving a stamped, self-addressed envelope in the school office.

## DIRECTORY INFORMATION

From time to time, names and phone numbers of parents and students are given to our PTA, room parents, and other related school activities. Parents have the right to signify whether or not "Directory Information" may be disclosed without consent. If you **do not** wish to have "Directory Information" given out about your child or you without your prior consent, please stop in the school office and complete a Directory Information Form.

## DRESS

School district policy states that a student's appearance should be neat and clean. Dress and appearance which cause disruption of the educational process or present health or safety problems shall not be permitted. Otherwise, dress and appearance are the responsibility of the parents. Safety and comfort should be considered when dressing for school. Dress should be appropriate for the weather and for active participation in recess and P.E.

Recesses are an important part of the school day. Since children need to play outside in the fresh air in a supervised situation, **they should come to school dressed prepared to play outside**. Only in extreme weather will children remain in the classroom. Umbrellas are not permitted outside in the play area at recess.

The following types of clothing are **not** allowed in school:

1. Halter tops, midriff tops, tube tops, tank tops
2. Inappropriate sayings on clothes
3. T-shirts with an alcohol or tobacco logo
4. Holes in pants when hole is above the knee.
5. Ripped or large holes in shirts
6. “Sagging” pants
7. Gang related clothing
8. Short shorts, skirts above fingertips
9. No shoes with rollers in the heels, no flip flops. Sandals must have a heel strap.

Hats are allowed at school but must be removed when inside the building. Parents will be contacted if it is felt that their child’s dress is inappropriate.

## **PERSONAL PROPERTY AT SCHOOL**

ALL personal items brought to school (coats, lunch boxes, purses, hats, and binders) should be plainly labeled with the owner’s first and last names. Students are discouraged from bringing valuables and extra money to school. The school cannot be responsible for the loss or damage to personal property.

Student cell phones are to be kept in backpacks and turned off during school hours. Please be aware that cell phones are easily stolen. Ridgecrest is not responsible for lost or stolen cell phones.

**Trading cards, electronic games, toys, radios, and MP3 and CD players should be enjoyed at home. Unless given specific permission (e.g. a class party), these items will be taken from the student and held until the end of the day. A second infraction will cause the item to be held until the end of the school year.**

## **VISITORS TO RIDGECREST ELEMENTARY SCHOOL**

Parents and community members are always welcome at school. However, it is necessary to know who is on the school grounds during the day. For this reason, we require that **all visitors check in and out** at the office before visiting the buildings or grounds. If you would like to visit a classroom, please make prior arrangements with the teacher for a mutually convenient time.

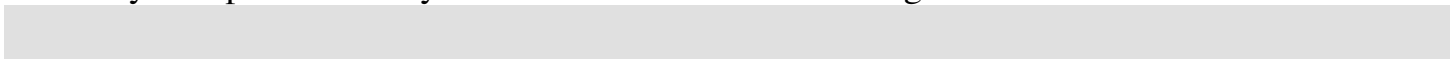
Student visitors are not allowed at Ridgecrest Elementary. Sometimes friends or relatives come to visit and students want to bring them to school. We **do not allow** visitors because we are not able to take responsibility for them.

## **VOTER REGISTRATION**

You may pick up a mail-in voter registration form in the school office.

## **WITHDRAWAL FROM RIDGECREST ELEMENTARY SCHOOL**

If you find that your family must move out of the attendance area of Ridgecrest, the classroom teacher and the office staff should be notified by a note or telephone call as soon as you know the last day of attendance. This will enable preparation of proper transfer papers, which will assist the new school in enrolling your children. Also, ask about the possibility of attaining a boundary exception so that your student can continue at Ridgecrest.



## SECTION 4: EMERGENCY AND MEDICAL PROCEDURES

### EMERGENCY PROCEDURES

As we think about potential emergency situations, we ask that you review with your student what they would do according to their Emergency Plan in the event that school is dismissed early during the day. During a snowstorm, power outage, earthquake, etc. there is always the possibility that this could occur. Phoning school to make plans is not a realistic expectation. Announcements are made over the radio stations in the event school is cancelled, late, or dismissing early.

1. In the event of an emergency or disaster, all students will be asked to follow their Emergency Plan. Please keep your emergency information (which is on file in the office) up to date. In addition, please fill out the Emergency Information Form (sent home during the first week).
2. If an emergency occurs, the children will be taken to a safe area of the school. A check-in/out point will be established and will be clearly marked. Parents should go to this checkpoint when coming to get a child. **All students must be checked out to be released.** Please **do not** go directly to get your child, because this creates confusion and upsets other children.
3. If you come to the school during an emergency to pick up a child, please maintain a calm and positive attitude in the presence of the children.
4. If an emergency should occur, please keep in mind that the school has only two phone lines. We will need to keep our telephone lines clear for communication with the school district and emergency services. During power outages, the phone lines sometimes go out.
5. To be prepared for a worst-case scenario, the school must be able to care for your child for an extended period of time or overnight. We ask that each student have a bag of emergency supplies (comfort kit) provided by the family. This kit should include the following:
  - a. Non-perishable food items such as granola bars, fruit roll-ups, nuts, raisins, beef jerky, gum.
  - b. Items for warmth such as a space blanket and leaf/lawn bags.
  - c. Other possible items such as a letter of comfort, family photo, wipes, small flashlight or penlight and batteries.

## **EMERGENCY DISMISSALS**

In the event of an emergency or disaster, all children will be kept at school in classroom groups until they are picked up by their parents or another designated adult. Children will be released only to adults designated on the EMERGENCY INFORMATION FORM. It is important that your child knows these people and that the form be kept current. The EMERGENCY INFORMATION FORM will come home on the first day of school and should be returned to school within the first week.

In an emergency, please try to avoid phoning Ridgecrest. During a natural disaster, we may lose our phone lines. Also, we have a limited number of phone lines and we need to keep them clear to communicate with emergency services and the school district. Listening to a radio will give you the most reliable information about school closures and emergency schedules. **YOUR FAMILY PLAN TO PICK UP YOUR CHILD AT SCHOOL DURING AN EMERGENCY SHOULD NOT BE DEPENDENT ON YOUR CALLING THE SCHOOL OR THE SCHOOL CALLING YOU.**

If you anticipate that your child may need to remain at school late into the evening in an emergency before you or your designee picks them up, please make or order a comfort kit and send it to school. A comfort kit may provide your child with comfort and help pass the time while they wait for you.

**If your work number or the numbers of your designated adults change during the school year, it is very important that you inform the school office of those changes right away.**

## **ACCIDENT INSURANCE**

We will make pupil accident insurance available to you again this year. Information will be sent home at the earliest possible date.

## **HEALTH SERVICES/SCHOOL NURSE**

The school nurse is available from 8:30 a.m. to 3:00 p.m. daily. She may be reached directly by calling the Health Office phone number: 361-4276. Parents, students, and staff are encouraged to contact the nurse if they have concerns or questions relating to a child's health.

**Hearing tests** are conducted annually for grades K, 1, 2, 3, 5. Parents are notified by the school district audiologist if there are concerns.

**Vision screening** of all children is conducted annually under the supervision of the school nurse. Parents are notified by the school nurse if a professional eye exam is recommended.

**Scoliosis screening** is conducted annually for all fifth grade students and for students new to the school district.

**Dental screening** is conducted on an as needed basis.

**Weight and measure** is conducted during the year as part of the Health Screening Program.

Some families may qualify and benefit from the medical and dental services available through a Public Health Clinic located in the district. Please contact the school nurse regarding this.

## **MEDICATION AT SCHOOL**

Please try to arrange it so that you child's medication can be taken at home. If your student must have medication during school hours, please do the following to meet district law and safety needs for your child:

- All medicine must be in its prescription bottle labeled with child's name, drug name, dosage, and instructions for time and amount to be given. Your pharmacist can give you two labeled bottles for home and school.
- The "Permission to Administer Medication at School" form must be filled out and signed by your physician and the parent to be kept with the medicine container at school. When your doctor prescribes short-term medication for an illness, it is easiest if the doctor writes a note while you are in the office. Medication **must be in the original container**, and must be in the dosage prescribed. If pills or tablets need to be cut, that should be done at home. If the medication is in liquid form, please supply a measuring spoon, syringe, etc.
- **Please do not put any kind of medicine, including aspirin, vitamins, and/or cough drops in your child's lunch box.** Unidentified medicine and single pills cannot be given at school.
- Medicine must be given under guidance of the staff ONLY, and following written instructions of parent and physician.
- **If your child has a life threatening illness or allergy, documentation must be filled out prior to beginning school.**

**Medication is stored in the Health Office at all times, inhalers are readily available. We ask that you do not keep these in the children's backpacks.**

Washington State Law governs the medication policy. All schools are subject to the following rules: ALL medications (prescription as well as over-the-counter) require a physician's signature in addition to parent permission to be administered at school. These procedures will protect your child and prevent mishaps. Medication permission forms are available in the office.


## **VACCINES REQUIRED FOR ATTENDANCE**

Washington state law requires that all children up to the age of 21 be fully immunized. On or before the first day of school, all students must present or have on file a state Certificate of Immunization form, which is documentation of immunization status. A student may be exempted from these requirements for medical, religious, or philosophical reasons. A physician's signature needs to accompany a waiver for medical reasons. A parent or guardian's signature is necessary to exempt a student for religious or philosophical reasons.

Enrollment packets with charts showing requirements are available in all school offices. A current immunization requirement chart is posted on the Ridgecrest website:  
[www.shorelineschools.org/ridgecrest](http://www.shorelineschools.org/ridgecrest)

## **LIFE THREATENING CONDITIONS**

If your child has an serious health conditions (diabetes, severe asthma, or life threatening allergies) please contact your school nurse. Health forms can be downloaded on the school website. These forms must be filled out before the first day of school.



## **SECTION 5: PROGRAMS & ORGANIZATIONS**

### **SPECIAL PROGRAMS AND SPECIALISTS**

In addition to the classroom staff, Ridgecrest has a strong professional team of specialists. These specialists offer learning support and enrichment directly to students and serve as consultants to parents and staff.

#### **P.E. Specialist**

The P.E. Specialist provides a well organized program of exercise and skill development. Emphasis is on class participation and developing life-long wellness. The P.E. classes rotate schedules with the general music classes.

#### **Music Specialists**

The Music Specialists direct our general music program. The classes help students develop skills in singing, dancing, playing instruments, and listening to, analyzing, and creating music.

#### **Psychologist**

The school psychologist provides a range of services to students, staff, and parents in the developmental areas of learning, behavior, and emotion. Services may include consultation, evaluation, direct contact, referral, and placement. The intent of these services is to facilitate learning and promote general development.

#### **Family Advocate**

The family advocate provides community referrals to families with regard to a wide range of needs, including medical, social services, mental health, recreational, childcare, etc. Short-term child or family counseling and parenting support is also offered. In addition, consultation to teaching staff is provided to support their work with students and families.

#### **Resource Specialists**

The resource specialists work with teachers, parents, support staff and students to meet the individual needs of special education students. The specialist adapts teaching strategies, curriculum, and materials to meet the individual needs of the students served, as well as manages the Individual Education Programs (IEP) for special education students.

**Title 1** is a federally funded program to remediate the basic reading skills of academically needy children. LAP is the equivalent state funded program. Remedial groups are established either in the classroom or in the small group “pull out” model. A student’s needs are diagnosed by screening tests, formal and informal diagnosis, and teacher judgment. Title 1 and LAP is governed by state and federal guidelines. This instruction supplements regular classroom teaching.

**Speech Language Pathologist (SLP)**

The SLP serves four main areas of disability: articulation (production of sounds), language (the use of English syntax and vocabulary), voice, and fluency. The majority of students are seen either in a small group setting (in the speech room) or within the classroom setting (whole group instruction). In addition to therapy for these four areas of deficit, the SLP provides assessment and diagnosis for students with possible needs as well as reassessment of students who currently receive therapy to determine current levels of skills. Qualification of students is regulated by Washington State Rules and Regulations.

**Librarian**

The Ridgecrest Library is open for all students and staff to check out books and use library resources for research. The library's mission is to encourage a lifelong love of reading and to teach skills in using and seeking information, both critical in today's information-rich world. Teachers and the librarian work collaboratively to connect library skills to classroom curriculum. Books, audiobooks on CDs and iPods, laptops, digital encyclopedias, and document cameras are among the resources available in the library to students and staff. Students are responsible for any materials checked out from the library and replacement costs will be assessed for any materials that are lost or ruined.

**Shoreline Hearing Program**

Services in Shoreline for preschool through high school aged students include hearing screening, complete hearing evaluations, direct hearing therapy as part of a student's IEP, academic support, amplification management, and in-service education on hearing loss for staff and students. Staff includes an Educational Audiologist and Teacher Specialist for the Hearing Impaired. These services are provided throughout the district, with the main office located at Ridgecrest Elementary.


**The Student Study Team**

The Shoreline School District has developed the building based Student Study Team (SST) process for studying the educational needs of all students. The SST is generally comprised of the building principal, school psychologist, speech language pathologist, classroom teacher, parent, and a special education teacher. Other professionals such as the nurse, occupational or physical therapist, and counselor may be invited on a need basis.

Any concerned individual may initiate a referral to the Student Study Team. The SST meets to review the referral concerns; to study the student's current instructional program and placement; to evaluate the student's strengths, weaknesses, and learning style; and to prescribe a course of action designed to alleviate the referral concerns.

Parents are necessary participants in the SST process. Parental information is instrumental in assisting team members to better understand the child. Good communication between all team members enhances the likelihood that appropriate educational planning will occur for each student.

The placement of students in all special programs is contingent upon the review and recommendation of the building SST. The SST will evaluate the student's eligibility and need for special programs and related services. For additional information, call the Ridgecrest Office or speak to your child's teacher.



## SECTION 6: VOLUNTEERS

At Ridgecrest, we welcome volunteers. Not sure how you can volunteer? Here is a list of a few of the things our volunteers do at Ridgecrest:

- Reading partners
- Math "facts" tutors
- Grade homework
- Lead small reading groups
- Make copies for teachers
- Accompany field trips
- Review "sight words"
- Help with art projects
- Arrange class materials
- Assist with writing skills
- Shelve books in the library
- And many more.....

### **Three easy steps to being a classroom volunteer:**

#### **Step One: Identify your own interests and skills**

- What do you enjoy doing?
- What subjects did you like in school?
- In what ways do you want to see children succeed?
- What is your unique style of letting a child know you care?
- What is your special way of building confidence in others?
- What is your hope for all students?

#### **Step Two: Contact your child's teacher**

- Add your name to the volunteer list in your child's classroom on Back to School Night.
- Send a note with your child to the teacher.
- E-mail your child's teacher; all e-mail addresses are on the school website at [www.shorelineschools.org/ridgecrest](http://www.shorelineschools.org/ridgecrest)

#### **Step Three: Submit a Washington State Patrol Background Check**

- This form is available in the school office or online at [www.shorelineschools.org/ridgecrest](http://www.shorelineschools.org/ridgecrest), click on the Volunteer link.
- Please submit a copy of your driver's license with this form. We can make a copy of your license in the office.

## **Volunteering at Ridgecrest Safety Guidelines and Reminders**

**All volunteers must fill out a Washington State Patrol Background check form and provide a copy of their driver's license.**

**As a volunteer at Ridgecrest, we want to make sure that you and the students with whom you are working have a positive and enjoyable experience. To help insure this, we would like you to remember the following points.**

- It is better to work in an area where there is another volunteer, district employee, or parent in sight. When you are working one-on-one away from the classroom, leave the door to the room open or stay in an open area. Make sure you are in plain sight.
- To protect your privacy, and that of students, do not ask for the student's address or phone number. Likewise, do not share your address or phone number with a student without first discussing it with the classroom teacher or principal.
- Use adult/staff restrooms only. There is one in each hallway. Do not accompany a student into a restroom.
- Remember that you are a role model for these students and your conversation is one of the ways in which you demonstrate this. Please show respect for all cultures, genders and races.
- Treat all students equally.
- Many times you will develop a rapport with your students that allow them to discuss things they may not feel free to discuss with other adults. If you receive information that causes you concern for the welfare or safety of your student, please share that information with the classroom teacher or principal. Remember that any information you get on an emotional and/or academic level with any student is highly confidential.
- Never touch a child in anger. If a student is misbehaving or disrespectful, return them to the classroom teacher and let the teacher take over from there.
- It is best to stick to handshakes or high fives, but if the student wants to hug you, introduce them to the "hug from the side." Let the student initiate this kind of behavior.
- In case of a fire drill while working with a child or group of students, please exit the building using the nearest door and walk around the outside of the school to the playground area. There the children will walk to their classroom line to be accounted for.
- In case of a lockdown procedure, please take your children to the closest classroom, where that teacher will communicate the location and safety of the students in your care to their classroom teacher and the office. Do not contact the office or teacher yourself.

## **SECTION 7: RIDGECREST FIGHT SONG**

### **THE MIGHTY RAMS OF RIDGECREST**

(sing to the tune of "I've Been Working on the Railroad")

We're the mighty Rams of Ridgecrest  
We are the finest school.  
We're the mighty Rams of Ridgecrest  
Over others we will rule.

To show the pride that we are feeling  
We wear the white and blue  
And to memories of Ridgecrest  
We always will be true

We're the mighty RAMS  
We're the mighty RAMS  
We're the mighty RAMS of Ridgecrest  
We're the mighty RAMS  
We're the mighty RAMS,  
Ridgecrest is the best