Ridgeview Elementary

Commitment * Community * Collaboration

Student-Parent Handbook

2021 - 2022

Sparta Area Schools

Introduction

WELCOME!

The staff at Ridgeview Elementary School looks forward to working with you and your children. We take great pride in the educational progress and the emotional and physical well-being of each child in our school. We are committed to providing all students an opportunity to acquire a quality education. We help students gain a sense of personal worth, prepare them for social participation and change, and equip them with the ability to think both creatively and critically in their pursuit of knowledge.

A major portion of the instruction for students in the early elementary grades will focus on Reading, Writing, and Mathematics. Science and Social Studies are also a part of the regular classroom program. K-2 students also have experiences in Art, Music, Physical Education and Technology.

Many questions arise regarding procedures that affect the children and parents of Sparta Elementary Schools. The information in this handbook is an attempt to answer your questions, and at the same time provide some definition to our policies and procedures. Please keep this as a reference throughout the school year and we encourage you to call us with any questions or comments you may have about it. We look forward to working with you and your children this year.

Educationally,

Heather Guerra
Ridgeview Elementary Principal
Kindergarten-2nd Grade
560 W. Spartan Drive
Sparta, MI 49345
(616)-887-8218
Fax # (616)-887-1928
Attendance Line 887-2090 Voice Mail # 887-7506

The Sparta Area Schools does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. In order to protect these rights and assure compliance, the Sparta Area School District has appointed Mr. Joel Stoner as Coordinator of Title IX, Title II, VI, and the Age Discrimination Act and the Coordinator of Section 504.

Table of Contents

I.	INTRODUCTION	2
II.	MISSION STATEMENT	4
III.	START & END TIMES	5
	1. ARRIVAL	5
	2. LATE ARRIVAL	5
	3. DISMISSAL	5
IV.	DISTRICT CALENDAR	6
V.	ATTENDANCE	7
	1. REPORTING ABSENCES	7
	2. PRE-ARRANGED ABSENCES/VACATIONS	7
	3. PICKING UP STUDENTS	7
	4. EARLY DISMISSAL	7
	5. EMERGENCIES, DELAYS, AND CLOSINGS	8
VI.	STUDENT SERVICES	8
	1. CONFERENCES/TEACHER CONTACT TIME	8
	2. PARENT TEACHER COMMITTEE (P.T.C.)	8
	3. FOOD SERVICE	8
	4. TRANSPORTATION	9
	5. TITLE 1 PROGRAM	9
	6. COUNSELING SERVICES	9
	7. KSSN	10
	8. CHILDCARE	10
VII.	MEDICAL	10
	1. IMMUNIZATION REQUIREMENT	10
	2. MEDICATION	10
	3. MEDICAL CONCERNS	11
	4. BLOOD/BODILY FLUIDS	11
	5. ILLNESS AT SCHOOL	11
	6. YOUR CHILD MAY RETURN TO SCHOOL WHEN	11
	7. CHILDREN & STAFF HANDWASHING	12
VIII.	SCHOOL CODE OF CONDUCT	12
IX.	PLAYGROUNDS	16
X.	MISCELLANEOUS	17
	1. SCHOOL SUPPLIES	17
	2. FRIDAY ENVELOPES	17
	3. LOST AND FOUND	17
	4. DRESS CODE	17
	5. TORNADO/LOCKDOWN PROCEDURES	17
	6. END OF DAY DISMISSAL, PARENT PICK-UP	18
	7. VOLUNTEERS	19
	8. SAFE SCHOOL ENVIRONMENT	19
XI.	STUDENT SELF ESTEEM	19
XII.	PARENT AND FAMILY RESOURCES	20

Ridgeview Elementary

Commitment * Community * Collaboration

Sparta Area Schools

District Mission Statement

Cultivating a dynamic, compassionate community that empowers all learners to lead successful lives.

District Vision Statement

Creating valuable relationships and innovative learning experiences within our schools and a community that empowers all learners to thrive and excel.

STATE OF THE ART ... SMALL TOWN HEART

Core Values/Belief

We believe:

1. Caring, trust, and a sense of belonging are essential for success.
2. Each person has unique and intrinsic worth and deserves to be treated with respect.
3. A high-quality learning environment is best achieved when school, home, and community, build healthy relationships and work together.
4. A diversity of backgrounds, heritage, families, and viewpoints strengthen us.
5. All students are capable of learning and deserve a safe environment, both physically and emotionally.
6. High expectations, based on challenging, relevant learning experiences leads to exceptional growth.

Start & End Times

School Day (K-2)	**8:55 AM - 3:55 PM**
Drop Off	**8:40 AM**
Breakfast	**8:40-9:10 AM**
Bell	**8:55 AM**
SCHOOL STARTS	**9:00 AM**
Tardy	**9:00-10:00 AM**

1. ARRIVAL

- Busses drop students off at 8:55.
- Parents can drop students off in the "student drop zone" in the front parking lot **only after 8:40AM**
- All students are to report directly to the classroom after being dropped off by the bus or parents.
- Breakfast is served daily in the classroom.
- School starts at 8:55AM.

2. LATE ARRIVAL

For the safety of your child, in the event that the child is late/tardy, they need to be escorted into the building and signed in at the office.
Office staff will change the absence to a tardy depending on the time. A child is tardy if they arrive at school from 9:00-10:00 AM. After 10:00 AM, it is considered a 1/2 day unexcused absence.

3. DISMISSAL

Parent Pick Up	3:35-3:55 PM
Students begin walking to busses	3:40-3:45 PM
Half Day Dismissal	12 PM

If you need to change dismissal plans during the day, please call the main office at 616-887-8218 prior to 3:30pm. The main office will inform the teacher of this change. While emailing the teacher is a great additional step, **calling the main office is important** since a teacher may not see your email in time for dismissal due to an absence or simply because s/he is working with your child. If your child attends an after school program, it is important to inform that program separately of any changes since they will be looking for your child if you do not inform them.

For more information about how dismissal works, please refer to page 18.

Ridgeview Elementary

Commitment * Community * Collaboration

District Calendar

SPARTA AREA SCHOOLS
2021-22 STUDENT/PARENT CALENDAR

First Day of School	August 24
No School for Students or Staff	September 3
Labor Day – No School for Students or Staff	September 6
Homecoming	September 24
Student Fall Count Day	October 6
Teacher In-Service – No School for Students	October 8
Half Day for K-5 Students - Parent/Teacher Conferences	November 12
Teacher In-Service – No School for Students	November 15
No School for Students or Staff	November 24
Thanksgiving Break	November 25-26
Teacher In-Service – Half Day for Students	December 17
Holiday Break	December 20 - 31
School Resumes	January 3
Teacher In-Service – Half Day for Students	January 21
Student Spring Count Day	February 9
Half Day for K-5 students - Parent/Teacher Conferences	February 18
Mid-Winter Break	February 21-22
No School for Students or Staff	March 31
Spring Break	April 1 - 8
Teacher In-Service – Half Day for Students	May 13
High School Graduation *(tentative)*	May 26
Memorial Day – No School for Students or Staff	May 30
Half Day for Students and Staff	June 7
Last Day of School – Half Day for Students and Staff	June 8

The above calendar shall be limited by and subject to the provisions of state law governing the make-up days missed due to emergency closing. Days not required by law for make-up shall not be added to the calendar year. School days which must be made up for State Aid purposes will be scheduled as available or at the end of the school year.

Attendance

Regular attendance is important for student success. Students are expected to be in school every day unless they are sick. Parents are encouraged to schedule appointments and vacations during non-school hours or on days when school is not in session. In the event of excessive absences or late arrivals to school, or early dismissals, parents will receive a letter from the principal asking for their cooperation in improving attendance. If you have a doctor's note please bring or send it in with your child. Medically excused absences do not count towards the child's attendance. If irregular attendance continues, the truancy must be reported to the Kent County attendance authorities. Written communication home will take place as follows:

1st communication is sent when the student has missed 10% of the days possible of attendance
2nd communication is sent if the student's attendance has not improved.
3rd communication is sent if the student's attendance continues to decline, Truancy is Filed

1. REPORTING ABSENCES
The **attendance line number is 616-887-2090. It is the parent/guardian's responsibility to contact the school for all absences.** You may call at any time, day or night. When calling to report an absence, please state your child's name, teacher and reason for absence. Remember to call the attendance line directly; not the main office when reporting your child's absence.

24 Hours to call the attendance line or send a note excusing your child's absence. If no contact within 24 hours of your child's absence, it will remain an unexcused absence.

2. PRE-ARRANGED ABSENCES/VACATIONS
The school recognizes that at times it will be necessary for students to miss school because of family needs. If a student will miss more than two days for such an event, the parent should submit a written request to the teacher and principal at least one week in advance of the anticipated absence. This will allow the teacher to prepare any work assignments that may be necessary for the student to complete and keep them up to date with class learning.

3. PICKING UP STUDENTS
Students may only be released to those adults who are listed in PowerSchool as primary contacts or who are noted there as Emergency contacts. Parents with sole physical custody will always be informed if/when a noncustodial parent desires to pick a child up from school. PLEASE do not ask for **Students to be released between 3 p.m. and 3:35 p.m unless the student has a scheduled appointment**. **(Releasing students during this time is very disruptive to staff and playground support!)**

4. EARLY DISMISSAL

- If it is necessary for your child to leave school before the normal dismissal time, please send a note to your child's teacher that morning stating the reason for the early dismissal and who will be picking your child up.
- If an emergency arises during the day and your child must leave early, the adult picking up your child needs a note from the parent/guardian **or** the school must receive a call indicating who will be picking the child up.
- The adult picking up the student will need to go to the office, sign the student out, and the office staff will call the child's class to have the student sent to the office for pick-up.
- **Parents picking up after 3:15 PM will be asked to wait until the 3:55 PM dismissal to get their child. Please support us in minimizing multiple end-of-the-day disruptions to the classroom.**

5. EMERGENCIES, DELAYS, AND CLOSINGS
If it is necessary to delay or cancel school prior to the start of the school day, the decision will be made as early as possible and the information will be broadcasted on local radio and TV stations. When school is delayed there will be NO breakfast program. Delays are 2 hours in length — add 2 hours to typical bus pick up times and the start of the school day. So, drop off is 10:40 and start time is 11.

If it is necessary to cancel school after the start of the day, the information will be provided to local radio and TV stations. The High School and Middle School students will be dismissed first. Ridgeview and Ridgeview students will be dismissed after the dismissal of the secondary buildings. *Prior to an emergency, be sure your child knows where to go in case of an early or late dismissal. The classroom teacher and bus garage should also have this information. Please discuss these arrangements with people listed on the emergency cards.*

Student Services

---

1. CONFERENCES/TEACHER CONTACT TIME
Communication between home and the school is a critical element for a student's success. One aspect of this communication is Parent/Teacher Conferences. These are scheduled in November and March of each school year. All students will receive three report cards during the school year at trimesters to communicate academic progress.

Any other time you wish to discuss your child's progress, contact the school. **Teachers are available during their prep time which varies by teacher. Please call, leaving a non-urgent message and calls will be returned during this time.** Urgent messages should be made to the office.

2. PARENT TEACHER COMMITTEE (P.T.C.)
All parents automatically become members of this organization. The P.T.C. works with the school, providing volunteer services, sponsoring assemblies and field trips, and providing financial support to the school.

Meetings are held periodically on Monday evenings in the Media Center at Ridgeview, dates to be announced. All parents are invited and encouraged to attend.
P.T.C. communicates with parents through the school; watch for information and newsletters to come home with other school papers in Friday Envelopes, at Meet the Teacher night, and on the school website.

ELECTED BOARD OFFICERS:

President	Michelle Moody
Vice-President	Rachelle Burns
Vice-President	Chelsea Ring
Treasurer	Mimi Lixey
Secretary	Priscilla Cazier

To contact a PTC representative, please email your message to ptc@spartaschools.org

3. FOOD SERVICE
Phone: 887-1744—Melissa Alley, Food Service Director
Menus are posted on the website.

School Food Service Prices 2020-21(prices may change check website during summer for revisions)
Elementary Breakfast Full Pay: $1.65 Reduced Price: $.30 (per meal)
Elementary Lunch Full Pay: $2.75 Reduced Price: $.40 (per meal)
Milk: $.50

The Food Service staff is working hard to make sure each child gets high quality lunches. For your convenience, we accept payment online with debit or credit card. To do so you must visit www.sendmoneytoschool.com. In order to set your child/children up with an account you will need their name, birthdate, and student ID number. If your child does not know their ID number please contact the Food Service Director. After approval you will have instant access to your child/children's account history, balances, and the ability to transfer money to family accounts, and pay for meals through a secure internet connection. There is a service fee for online transactions. You may also send cash or checks with your child to school. Please make sure the payment is identified for food service and child/children's names are on the payment.

All Sparta Area Schools students are allowed to charge meals, should they forget their lunch money, up to -$10.00 or three meals in succession. Once a student's negative balance exceeds this amount, the student will be placed on an alternate meal including a fruit and a milk until the negative balance is paid in full. The district will send home emails, letters, and make every effort to contact families. A-La-Carte items will not be allowed to be charged once an account reaches a negative balance. Sparta Area Schools does not allow food shaming in our district. If a child already has a school meal on their tray, we will not take it away or throw it away. The student will be charged for the meal. If you are experiencing financial hardship, please fill out a free and reduced application which can be found at https://www.spartaschools.org/departments/menus/ or by going to http://www.lunchapp.com.

4. TRANSPORTATION
Phone: 887-0136

Many children ride buses to and from school. Any questions regarding transportation should be directed to the Transportation Office/Transportation Handbook.

If your child rides the bus, please remember:

- If your child will not be riding the bus to school, please call.
- State laws regulate the number of children that can ride the bus at any one time. All special requests must be made directly to the transportation department.
- The bus driver is responsible for driving the bus as well as maintaining order. Students who fail to follow the bus rules and do not respond to reminders, may lose the privilege of riding the bus. Parents will be contacted regarding any persistent problems on the bus.
- Students may not ride any bus other than the one to which they are assigned.
- Supervision of students at the bus stop is the responsibility of the parents of the children who wait at any particular bus stop.

5. TITLE I PROGRAM
Our Title I program provides intervention for students who struggle in the areas of reading and math. Each of the programs within Title I is delivered through a pull-out model where one of our highly qualified educators works with students for 30-40 minutes per day at least four days a week. Students are identified through their performance on standardized assessments, Child Study recommendations and teacher referral. Those parents who do not wish to have their child participate in these supplemental services should make a written request addressed to the principal.
All teachers at Ridgeview Elementary meet highly qualified standards.
All Instructional Paraprofessionals meet the No Child Left Behind requirements.

6. COUNSELING SERVICES
Counseling is available to all students at Ridgeview. These services are provided by school social workers/counselors. Children are seen at their own request or at the request of parents, teachers or administrators. Common issues addressed include peer relations, behavior problems, divorce, death, illness, substance abuse in a loved one, or other fears or worries. Children are seen individually or in small groups.

Parents often consult with the Social Workers on a variety of issues. Please call if you have any questions or concerns. Information is kept CONFIDENTIAL. You do have the right to request that your child not receive extra help from the counselors. Please contact the building principal if this is your preference.

7. KSSN
Kent Schools Services Network (KSSN) is an initiative that involves many partners, but a single goal: to ensure all children are healthy and learning. The partners do this by bringing health and human services right into the school building to help students and families. This provides a one-stop location for families, making services easy to use.

OUR VISION: BRINGING SCHOOL & COMMUNITY TOGETHER FOR CHILDREN
Students learning, growing and achieving.
Students and families getting the services they need, when they need them - at school.
Help develop the whole child and ensure that all children are physically, emotionally, socially and academically
ready to learn.

GOALS OF KSSN:
Increase student achievement
Lower student absences
Improve coordination of services
Deliver services as they are needed

OUR STAFF:
Each KSSN community school has several full-time staff on site to serve families. These professionals may include:
A Community School Coordinator who helps connect families with needed services.
A Clinician who provides counseling, crisis response, workshops, group services and other direct help to families.
Success Coaches from the Department of Health and Human Services (DHHS) who help families gain self-sufficiency and get needed services.
Other services, depending on the needs of the families.

Contact Jodi West at 616-887-2231 or email at jodi.west@spartaschools.org.

8. CHILDCARE
Parents needing before and/or after school care should contact the BAC Office at 887-1449 or 887-7321 for further information.

Medical

---

1. IMMUNIZATION REQUIREMENTS
Each new student must have a record showing they have received all their vaccines: Any students lacking proof of these vaccines will not be admitted to school unless a certified medical, philosophical or religious waiver form has been filed. The school nurse and principal have the authority and will exclude children from school if immunization records are not up-to-date.

2. MEDICATION
If your child is required to take daily medication during the school year, a form signed by you and your doctor must be on file in the school office. Forms can be picked up in the school office. **State law requires that all medication at school be in the original container in which it was purchased. All students are required to take their medication dose in the office. All medications are kept in a**

locked drawer in the nurse's office which is monitored with a documentation log.

The school district has a policy regarding the administration of medication by school personnel. If you would like a copy, please stop by the office.

3. MEDICAL CONCERNS

We advise that any medical conditions (including allergies) and their treatments be reported to the school nurse. She will be certain that the teacher and building staff are aware of these medical conditions and will follow the HIPPA privacy act.

4. BLOOD/BODILY FLUIDS

We have special policies to follow when a child has been bleeding or has any bodily fluids on his/her clothing. ***Bodily fluids are vomit, diarrhea, and blood.* Michigan law requires that a child that has bodily fluids on his/her clothing cannot be exposed to other children. The home will be contacted for a change of clothes, if one is not already packed in the backpack.

Our procedure for handling blood and bodily fluids is as follows:

Gloves are put on before making contact with bodily fluids. Additionally, masks/gowns may be worn (if necessary).

- Disposable gloves will be discarded after a single use in accordance with disposal procedures.
- Hands will be washed with soap and water after handling fluids and contaminated articles even though gloves are worn.
- Discard disposal items, including disposable gloves, paper towels, sanitary napkins/tampons, used bandages and dressings in a plastic trash container which is kept closed and is discarded daily.
- Disposable items should be used to handle bodily fluids whenever possible or practical.
- Paper towels should be used to pick up and discard any solid waste materials (vomit, feces, etc.)

5. ILLNESS AT SCHOOL

Occasionally a student becomes ill at school. Each case is treated individually and with sensitivity. We do our best to determine the nature and severity of a situation, and how to proceed before parents are contacted. Very young children sometimes become "ill" when they want to be at home instead of at school. We ask for your cooperation in working with the child to overcome this. If you think this is happening with your child, please contact the teacher or the school nurse. Students are released per authorization on the emergency card and/or phone call.

6. YOUR CHILD MAY RETURN TO SCHOOL WHEN:

- **Vomiting and/or diarrhea free** for the past 24 hours.
- **Fever Free** (less than 100 degrees) for the past 24 hours without fever reducing medicine.
- **Head Lice**: Our district has a "no bug" policy and a "no nit" policy after three days. Children may not be in school with "live" bugs. However, parents have three day to remove ALL NITS. If you child is diagnosed with head lice, they are allowed two excused absences to treat the condition. Subsequent days are unexcused.
- **Strep Throat, Scabies, Scarlet Fever, Meningitis and/or other communicable diseases**: Ask your physician for his/her recommendation – but not less than 24 hours after beginning medication for treatment.
- **Chicken Pox**: after the sores have dried up (scabs are no longer oozing).
- **Colds, Influenza and/or other viral infections**: Ask your physician and/or use your best judgment. Consider the following: Is your child feeling up to attending? Will his/her being their present any danger of spreading infection to others? Will his/her being there cause his/her illness to get worse?

In order for your child to be excused from participation in any school activity, a doctor's note is required. Please ensure that your child has this communication should you desire him/her to "sit out" from any school activity. The district will respect a note from the parents requesting their child be excused from

P.E. for 24 hours. Any requests for greater than 24 hours must be from a doctor.

Coughing & Sneezing: Children are taught the proper way to cough/sneeze to avoid the spread of germs. Following are two ways to cover a cough (or sneeze):

- Cough into a tissue and throw it away.
- Cough into your upper sleeve or elbow.

By using either of these methods you can reduce the spread of germs and help stop the spread of germs and infectious diseases.

Controlling Infection, Including Universal Precautions
All staff will receive Blood Borne Pathogens training within 6 months of being hired. Emergency rules and procedures as well as CPR and First Aid will be reviewed by all staff and identified members in the Ridgeview building on our Medical Emergency Response Team.

Three Step Sanitizing Process:
Step 1 - Soapy Water using soapy water, wash surface vigorously
– must be dumped and refilled daily
Step 2 - Clear Water rinse surface with clear water and wipe with paper towel
– must be dumped and refilled daily
Step 3 - Sanitize with Sanitizing Solution allow to air dry when possible
– must be dumped and refilled daily

7. CHILDREN & STAFF HAND WASHING
The hands of children and staff shall be thoroughly washed **prior to handling food and before eating, after toileting, after coughing into hands or blowing nose.** Procedures for hand washing shall be posted in food preparation areas and toilet rooms according to Child Care Center Licensing Rule R400.5902c for our preschool classes.

Our hand washing procedure is as follows:

- Use soap and warm running water.
- Rub hands together for approximately 10 seconds to work up a lather.
- Scrub between fingers, knuckles, backs of hands, and nails.
- Rinse hands under warm running water.
- Use paper towels to thoroughly dry hands.

School Code of Conduct

Students are expected to treat others with respect and dignity at all times. Any behavior which is meant to cause harm to others will not be tolerated.

Ridgeview's Safe Schools' Initiative

Many parents, teachers, visitors and students have commented on the positive atmosphere at Sparta Area Schools. This atmosphere is the result of years of intentional work to build a school environment where students and staff feel safe, respected and valued. The Ridgeview staff and administration continue to create opportunities and programming to ensure student safety and acceptance. We have committed ourselves to doing a better job of informing our parents of the many initiatives underway here that help to ensure a safe place to learn. These include staff training in Capturing Kid's Hearts, positive behavior interventions and supports (PBIS), daily Good Deed awards, the use of the Success Center for consistent, non-reactive, non-punitive consequences, student counseling, be Nice., various support groups and much more. Please look for information on these initiatives in our monthly school newsletter.

STUDENT DISCIPLINE

The management and discipline of any student will be handled with utmost care and respect. We believe that behavior should always be separated from the child. Therefore, poor behaviors do not equate to bad children; rather, poor behaviors are just that. Staff have been trained in Capturing Kid's Hearts model and Positive Behavior Interventions and Supports, the goal of which is to teach students to manage conflict successfully and to self manage their behavior.

EXPECTATIONS

Students are expected to handle themselves in a responsible manner. They are expected to act in a way which promotes good citizenship and shows respect toward other students and school personnel. Each classroom will establish a Social Contract (an agreement of behaviors and how students/adults will treat each other) within the first few weeks of school. The goal of this contract is to get students to "self-manage" as a group so as to promote a healthy learning environment which allows teachers to teach and students to learn. The Ridgeview staff has implemented a bully prevention program for several years and promotes be nice as a district initiative. Behavior which intends harm to others will not be tolerated. The following behavioral expectations matrix outlines the behaviors expected of our students in a variety of settings:

sparta kids really rock	Classroom	Hallways & Transition	Bus	Cafeteria	Playground	Bathroom
Safe	Hands, feet, and body to self Let adults know where you are	Hands, feet, and body to self Eyes forward	Hands, feet, and body to self Sit and stay in your seat	Hands, feet, and body to self Report spills	Hands, feet, and body to self Use playground equipment properly	Hands, feet, and body to self Keep water in sink and toilet
Kind	Use nice words Help others when they need it Use problem solving tools	Silent wave Offer an apology	Use nice words Help others Use problem solving tools	Offer to help a friend Use nice words	Use problem solving tools Offer an apology Help others when they need it	Respect privacy Knock first
Responsible	Take care of classroom materials and your area Own your behavior	Put all belongings neatly in your locker/ coatroom Go straight to where you are going Own your behavior	Tell the driver if something unsafe happens Take all of your belongings with you Own your behavior	Clean your area	Tell the playground adults if something unsafe happens Own your behavior	Flush Wash hands with 1 pump and 1,2,3 paper towel Get back to class quickly Own your behavior
Respectful	Follow classroom rules Follow directions first time Voice level 0-3	Respect other people's property Voice level 0	Follow driver's directions Voice level 2	Raise hand if you need something Wait your turn Voice level 0-2	Use kind words with staff and kids Follow directions quickly Voice level 4	Throw away paper towels Clean up after yourself Voice level 1
Guide Me	Let teacher know when you are taking a student Use PBIS language Teach conflict resolution strategies Re-teach expectations right away	Lead your class to the destination Use respectful voice volume Re-teach expectations right away	Greet all kids Re-teach expectations right away	Move around to all areas and all students Use PBIS language Be positive Re-teach expectations right away	Spread out Model conflict resolution strategies Re-teach expectations right away Be positive Use PBIS language	Explain that bathroom must stay clean because is the lockdown spot Re-teach expectations right away

PROCEDURES

Ridgeview staff is trained in Capturing Kid's Hearts and handles student discipline in accordance with the program. Students who struggle with their behavior will be given the opportunity to correct it within the classroom and/or through the use of our building's Success Center. The Success Center assists students in managing their behavior and in allowing learning to continue in the classroom. The school will work with the child to provide an opportunity for improvement and self development. However, parents are notified whenever behavior does not change as a result of normal intervention or whenever the behavior is considered serious in nature (i.e., causing physical harm, destroying or defacing property, possession of illegal substances/weapons or look-alike etc.). Students with significant and/or consistent behavior issues at school may be placed on a progressive discipline plan. Good order and discipline is necessary for effective teaching. Each teacher is responsible for maintaining such an atmosphere in each of his/her classes. The Board recognizes that, through its administrative staff, it will support its teachers in taking actions to maintain proper classroom order. The staff is expected to

maintain good discipline. In their efforts to maintain it, they have the freedom to avail themselves of all reasonable methods within the school philosophy.

DISCIPLINE PROCESS & CONSEQUENCES

The school administration and teaching staff designs consequences to fit the actions or reactions of the student. We will assess each situation, looking carefully at the facts of the incident as well as the circumstances in which the incident occurred. Our main goal is to work with the student and parent to keep incidents from escalating to a serious nature. We want all of our students to be successful and to feel comfortable in school so they can learn the skills they need to function in today's society.

It is impossible for the administrators of this school district to list every potential problem that could surface at school. The following continuum of responses outlines common behaviors observed in the school setting and related staff response:

Ridgeview Success Center Discipline *Guidelines*

Background knowledge for classroom management is built around the following foundational beliefs: 1-2-3 Magic, Cooperative Discipline, CPI, Love and Logic, Capturing Kids' Heart

BEHAVIORS	HOW TO HANDLE	POSSIBLE CONSEQUENCES	POWERSCHOOL ENTRY	PARENT CONTACT
		MINOR BEHAVIORS		
-Use of put-downs - Inappropriate talk/language - Threw something - Disruptive behavior - Excessive talking - Disrespectful - Non-completion of assignment in time	- Handled with Social Contract / Classroom Rules -Consequence is given in the classroom - Lunch/Recess issues handled in Success Center	- Logical consequences based on behavior - Progressive Plan in the classroom - Consult the principal on the need to have a plan if behavior continues. - Child Study?	- Repeated (similar) behaviors – log into powerschool. - Admin (powerschool access) for all staff to do log entries. -Lunch/Recess issues logged by Success Center	- Student's teacher will contact parents if behavior is not handled by classroom consequence and continues.
		MAJOR BEHAVIORS		
-Clearing shelves -Screaming -Yelling obscenities -Hurting self -Hurting others with intension of leaving a mark /mark left -Stealing -Attempting to physically hurt self or others.	Call the Success Center – ask for immediate removal Place student in time out and call the office, ask for principal/counselor to work with student – continue teaching	-Time out (in the success center) -Behavior Plan worksheet -Apology Letter	Staff member witnessing behavior enters information for their student. AMPe enters for all students-for behavior witnessed in their classroom. Inform classroom teacher.	Student's teacher will contact parents.
		ULTRA MAJOR BEHAVIORS		
-CPI needed -Fist fight -Student physically out of control -Weapon with intent to harm	Call the Success Center – if no response, call office or social worker.	ISS (In-School Suspension) OSS (Out of School Sus.) Expulsion *Dependent on the perceived intention of physical harm.	Staff member witnessing behavior enters information into PowerSchool.	Success Center staff or principal will contact parents.

Document can be found on S drive -> Ridgeview -> Success Center

If a student continually fails to respond to interventions, the consequences will increase in severity. Parental support can help deter students from a pattern of continual misbehavior. An intervention may be called for, involving parent, teacher, counselor, administrator, and student. Some incidents of misconduct may result in a conference with the Principal, a student referral to the Success Center, or assignment of an ISS or OSS. An In-School Suspension (ISS) takes place in the Success Center and is designed to allow the student to remain in school and do his/her school work within a supervised setting. In the case of an Out-of-School Suspension (OSS), the student is not allowed on school property while suspended. Arrangements may be made to provide school work for the student given an OSS.

The district reserves the right and discretion to impose severe disciplinary action, up to and including expulsion for unacceptable behavior.

REPETITION OF BEHAVIOR OFFENSES

All students have the right to learn and the ongoing behavior of a single student will not be permitted to disrupt the education of the classroom. When student behavior is repetitive in nature despite multiple disciplinary interventions, the following administrative actions can be pursued:

- Utilization of school personnel for assistance such as social workers, psychologists, counselors, KSSN.
- Utilization of individualized student behavior plans with specifically identified behaviors and rewards/consequences.
- Progressive discipline plans which increase in severity of consequences as behaviors continue.
- Observations by professional staff to possibly include special education qualification, behavioral screening by school nurse, and behavioral screening by other specialists employed by the district and/or KentISD.
- Parent meeting with Superintendent and administration.

The relationship between the parent and school is essential when addressing repetitive student misbehaviors. Sparta Area Schools expects its administration and parents to work in partnership as multiple interventions are provided both at home and in school to support a student's positive behavior. It is expected that parents engage in a partnership with the school to support their child's behavior.

WEAPONS AND CRIMINAL ACTS

As of December 1995, the Schools Legislative Requirements were revised to read that school districts are required to expel students who possess a dangerous weapon in a weapon free school zone or commit arson or criminal sexual misconduct in a building or on school grounds. The State Law also requires the school districts to expel students who bring a weapon to school for not less than one year (see Policy 5772 for more details). Amendments to the state law require districts to consider seven factors before expelling or suspending a student for more than 10 days for any of the following behaviors:

- Student in grade 6 or above who commits physical assault against another pupil
- Any student who brings a dangerous weapon on school property, commits arson or criminal sexual conduct
- Student in grade 6 or above who commits physical or verbal assault against an employee, volunteer, or contractor or makes a bomb threat

Except for possession of a firearm, the following factors will be considered prior to expelling or suspending a student for more than 10 days:

- Student's age
- Disciplinary history
- Disability
- Seriousness of behavior
- Whether behavior posed safety risk
- Restorative practices
- Whether lesser interventions would address behavior

Restorative practices will be considered in addressing student behaviors at Ridgeview Elementary. These are practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct. Restorative practices may include:

- Victim-Offender conference
- Apology
- Community service
- Counseling
- Restitution

Sparta Area Schools Bylaws & Policies

Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 9-12-06
Adopted 7/11/05
Revised 8/13/07
Pubic Complaint Procedures- located on the District Web Site under: Departments/Board of Education/9000 Relations/9130 Public Complaints = neola.com. These are part of our School Board Policy/Written Procedures – translations available.

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

The Sparta Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Any student who believes she/he has been or is the victim of bullying should immediately report the situation to the building principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. The complainant will be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. Parents may request a complete copy of School Board policy 5517.01 to view the policy in its entirety. Sparta Area Schools will adhere to State law and update this policy if/when changes are made at the State level.

The Sparta Area Schools does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. In order to protect these rights and assure compliance, the Sparta Area School District has appointed Mr. Joel Stoner as Coordinator of Title II, Title IX, VI, and the Age Discrimination Act and Mrs. Tina Mortensen as the Coordinator of Section 504. The district Anti-Harassment Compliance Officers are Mrs. Tina Mortensen and Mr. Joel Stoner

PLAYGROUNDS

Supervision: Adult supervision is provided any time students are on the playground during the school day.

Please Note: **Parents may not be on the playground without a volunteer check and signing in.**

Procedures: The following are general statements of procedure related to the playground/recess.
- Students are asked to report problems to the supervisor in charge.
- Students may enter the building only with permission of the person in charge.
- Students with minor injuries are sent to the office for treatment. A severe injury is responded to according to the nature of the incident. All injuries are recorded in the nurse's office.
- Every attempt is made to notify parents of injury. Parents are encouraged to contact the school with any questions or concerns about injury.

Inappropriate Behavior: Chase and tackle games are not allowed. Students whose behavior endangers or bullies others may experience the following consequences.

- Warning
- Time-out (standing in a designated place until given permission to rejoin playground activities). Students may refer to this as "on the wall", to think about improving their behavior and making "I Care" choices.
- Behavior reported to teacher.
- Behavior reported to the principal.

RECESS

Recess is an important component to your children's day. Gross motor activities and appropriate play help to develop socialization skills that connect to academic learning. In most cases, if a child is well enough to attend school, he/she is well enough to go outside for recess. Recess occurs indoors when it is raining or the wind chill is below zero. Readings of current temperature and wind chill are done before each outdoor period at our building.

Please insist that your children come dressed appropriately for outside play. During the winter months, snow gear is necessary (snow pants, winter coats, hats, mittens and boots). Please label all of your child's belongings.

All students will participate in recess unless he/she has a *doctor's note* requesting otherwise.

Miscellaneous

---

1. SCHOOL SUPPLIES

You may wish to purchase supplies for your child. Backpacks should be 10x13 to accommodate Friday envelopes. Classroom supply donations are welcome - ie; glue sticks, tissue, snacks, computer paper, pencils, etc. A list of supplies can be found on the district website as well.

2. FRIDAY ENVELOPES

All papers, menus, newsletters, etc. will be sent home with students in a **Friday** Envelope. Please sign this envelope on Friday and return it with your child each Monday.

3. LOST AND FOUND

We urge you to mark with a permanent marker every item of clothing that is worn to school. We encourage parents to check the lost and found box periodically throughout the year for all items. Unclaimed articles are locally donated to charity at the end of the school year.

4. DRESS CODE

Safety is one of our largest priorities at school. To ensure student safety we ask all students to wear **Tennis Shoes**. *No roller blade shoes, high heels, or flip flop shoes due to regular physical activity such as walking and running, recess and physical education class each day.*

Hats: Hats are not to be worn in the school building unless special arrangements for the day have been made by the staff.

Clothes: Clothing containing questionable language, slogans, messages or pictures, which are deemed inappropriate by the administration/staff for elementary students are not permitted in school. Spaghetti straps are not allowed. Tank top straps must be three fingers wide

Gang Dress: The district has a zero tolerance for gangs, gang activity and gang dress/apparel.

In general, any clothing, head scarves etc., jewelry, or unnatural hair colors that are deemed disruptive to the learning environment are prohibited.

5. TORNADO/LOCKDOWN PROCEDURES

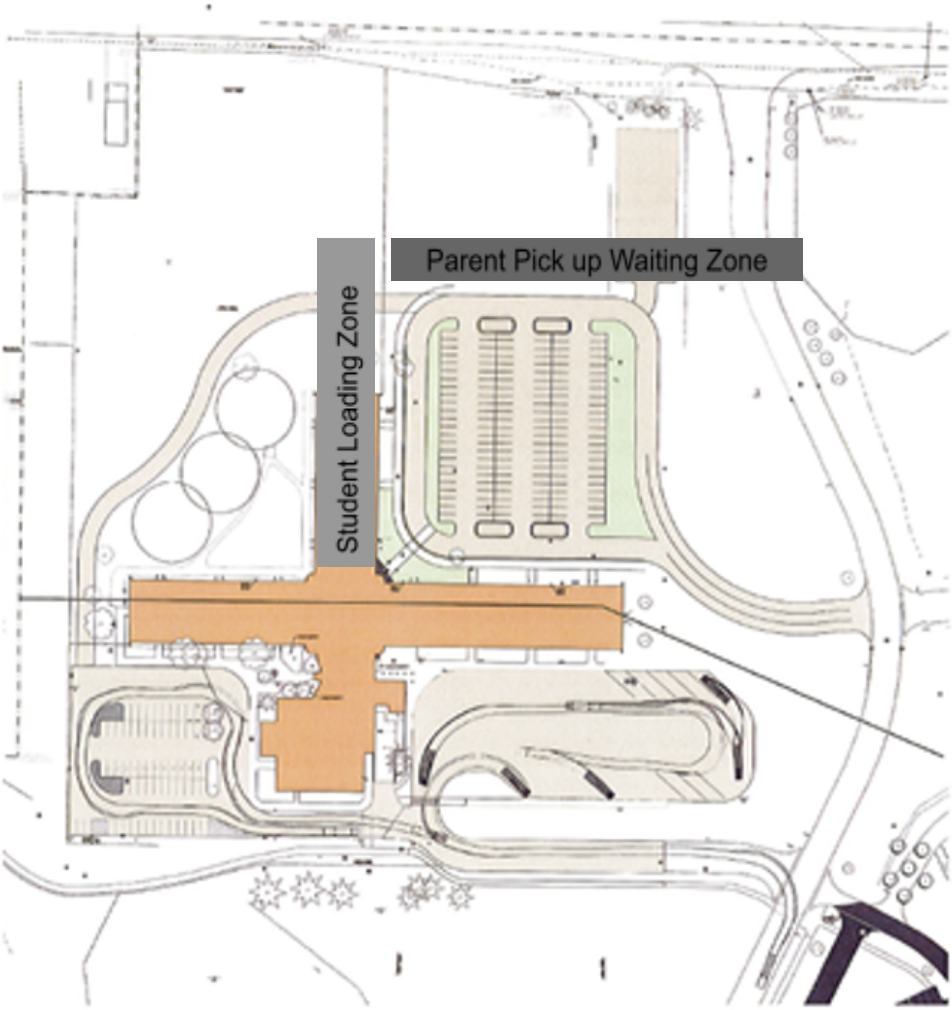
School will remain open during a tornado watch. In the event of a *tornado warning or lock down*, students and staff will take cover. Students will only be allowed to leave the building during a tornado

warning with their parent/guardian. During a lockdown all outside doors are locked and will not be opened until the lock down is over per Homeland Security Act.

Please do not call the school during a weather or lock down emergency. Teachers, secretaries, principal and all other staff members are working to protect the safety of your children.

6. END OF DAY DISMISSAL - PARENT PICK UP

Safely dismissing approximately 650 students between the ages of 4 and 9 is a large task and one that requires the assistance of every teacher and staff member of Ridgeview. Your cooperation in following our expectations for these times greatly aids us in providing a smooth, efficient, and safe dismissal for all students. ***With student safety as a top priority parents of ALL RIDGEVIEW STUDENTS will NOT have access to the building at the end of the day***. Instead you will be asked to wait in cars, within the two "driving lanes" and display a pick-up number on the dashboard of your vehicle - See diagram below. This pick up number will be given to every family. There will be a designated "loading zone" in which staff will bring students to your cars.



Break down of DRIVE LINE PROCEDURES:

1 - Parents of all RV students will wait in their cars within the two entering traffic lanes.

2 - Cars within the designated "loading zone" will have students brought to them by staff members.

3 - Traffic within the loading zone area will be controlled by a staff member - NO CARS will be allowed to move in or out of the loading zone while students are on the sidewalk of the loading zone.

4 - Families with multiple children will be assigned the same pick up number in order for all students to be brought to the car at the same time.

Please note: There have been no changes for students who ride the bus home. Bus riders will still be dismissed through the bus loop and will also continue to be supervised by staff members.

7. VOLUNTEERS

Parents are welcome and encouraged to volunteer at Ridgeview. Although the opportunities between rooms may differ, staff understands the value of having active parents who assist with students, programs, special events, or other day to day operations of their classroom. Teachers will communicate areas in which they need assistance within the first few weeks of school. A background check needs to be completed by any individual who wishes to volunteer in the school. This can be completed by taking your driver's license to the main office to be scanned through our Raptor system. Additionally, all volunteers will be required to wear a mask and keep at least 3 feet of space between themselves and other students.

8. SAFE SCHOOL ENVIRONMENT

The following measures are in place to set up a safe environment at Ridgeview.

- **The office will use the student's emergency information given to determine who can pick up a child. It is very important that parents keep this information accurate and complete.**
- Identification is worn by all staff members.
- Volunteers and visitors register in the office and wear identification.
- **All unidentified persons will be asked to go to the office to sign in.**
- There is only one public entrance to the building, all other doors are locked.
- Parents picking up before the end of the day will need to sign the student out in the office.
- At 3:55PM the final bell rings and bussed students will board busses at that time. The teachers clear hallways and communicate with Teacher Assistants and Office to ensure all students are boarded and the building is clear for bus departure. The office and most teacher assistants carry 2-way radios.
- Calls will be made if the student is not picked up by 3:45PM. We do not have extra staff for extended pick up time.
- Each year we average 5 fire, 2 tornado and 3 lock down drills with students per State guidelines with the appropriate agencies such as Fire and Police Departments.
- During a lockdown or disaster, a District Designee will decide where and when children will be released. No one will be allowed to enter or exit until we have received the directive from the District Command Center Designee.

Student Self Esteem

HOW PARENTS CAN HELP CHILDREN FEEL GOOD ABOUT THEMSELVES

Dr. William Mitchell makes the following suggestions to parents in his published book, *The Power of Positive Students.*

...Say something encouraging and complimentary to your child each day.

...In your home, create a warm, friendly atmosphere where smiles abound.

...Always have a listening ear and feeling heart. Make every effort to have your child feel that he is important to you and is a worthy member of your family.

…Find ways for your child to contribute to the family – this may be through doing chores, offering to help out or by “entertaining”. Students who contribute feel valued by the family.

USE OF LEGAL NAME
Our staff is required to use a student's legal name as listed on the birth certificate or adoption papers. The Michigan Department of Education verifies names and test results as well as statistics, using a child's legal name. Also when transferring records or dealing with medical releases, students are recognized by legal name.

Parent and Family Resources

A Bilingual Website for Parents
A bilingual website (English/Spanish) created for parents to help their children become good readers and successful students: http://www.colorincolorado.org/parents

Getting School Ready
A free guide for parents, early childhood educators, caregivers, kindergarten teacher, communities, schools and everyone who touches a child’s life. This is available in seven languages.
http://www.gettingschoolready.org/parents-and-caregivers/gsr/English.pdf

How Parents Can Be Involved at Home
Parent involvement plays out in a variety of form. This tip sheet gives ideas to use at home.
http://www.migreatparents.org/parentsinvolved.pdf

Kindergarten Transition PARENT GUIDES
This resource is a series of tip sheets highlighting a variety of questions parents may have when their children are entering kindergarten.
http://www.michigan.gov/mde/0,1607,7-140-52346809-152726--,00.html

101 Books to Read with your Child Before Kindergarten
Children begin getting ready to read long before they start school. Start from birth and help your child become a reader. http://www.misd.net/Training/Flyers/101bookstoread.pdf

10 Tips for Parents of Young Children
Help your young child discover the joy of reading while you enjoy the journey.
http:www.rif.org/kids/leadingtoreading/en/grown-ups/articles/readingtips.htm