

Dear Students and Parents:

We, the faculty and staff of Ridglea Hills Elementary, want to welcome you to school year 2016-2017. Teachers and other school staff members want this year to be an especially good one for each child. For this to happen, we all have to work together.

The Ridglea Hills Elementary Student Handbook contains information that both students and parents are likely to need during the school year. The handbook is divided into three sections:

The first, especially for parents, with information all parents will need about assisting their child and responding to school-related issues;

The second, for students and their parents, to provide valuable information about programs, extracurricular and other activities; and

The third, general information regarding school operations and requirements.

Parents and students should also become familiar with the Fort Worth Independent School District's Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

*Please review the entire handbook with your child and keep it as a reference during this school year. If you or your child have questions about any of the material in this handbook, please contact a teacher, counselor, assistant principal or the principal. **Also, please complete and return the acknowledgment form, so that we have a record that you have received a copy of this handbook.***

Please note that references to policy codes are included so that parents can refer to current policy. A copy of the District's Policy Manual is available in the school library.

We thank you in advance for your cooperation regarding the education and safety of your child.

Sincerely,

Crenesha S. Cotton
Principal

SPECIAL NOTE: After you have read the handbook, please acknowledge this by signing the last page and return it to your child's teacher.

PTA Letter.....

Rachel Harris
President, Ridglea Hills PTA 2018-2019

SECTION I

YOUR INVOLVEMENT AS A PARENT

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.

Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.

Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (817) 815-1700 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.

Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.

Removing your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level requirements as determined by the school and by the Texas Education Agency.

Becoming a school volunteer. For further information, see policy GKG and contact the PTA President Rachel Harris.

Participating in campus parent organizations. Parent organizations include: the Ridglea Hills PTA monthly meetings or accessing the www.RHPTA.com to get the latest PTA updates.

Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB.

Attending Board meetings to learn more about District operations. Board meetings are held on the second and fourth Tuesday of each month, unless otherwise provided by the Board. [See policies BE and BED for more information.]

State Assessment

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in the following subjects:

Mathematics, annually in grades 3–5 without the aid of technology

Reading, annually in grades 3–5

Writing, including spelling and grammar, in grade 4

an emergency.

- * Safety patrol students will assist your child while loading and unloading your vehicle.
- * We CANNOT load children in double-parked cars.
- * We CANNOT escort children across the street to a parent.
- * Students will be allowed to board only those cars waiting in the carpool lane.
- * Remember - cell phones are NOT permitted in school zones.

Please watch out for students and encourage your child to cross only at the crosswalk with the Safety Patrol. Please use the crosswalks when crossing Cumberland Road.

Parties

Three classroom parties (Winter Holiday, Valentines, and End of School)

Parents must be notified within a grading period as soon as a grade drops 10 points or a letter grade.

Care of School Property

Students or their parents are responsible for school property that is damaged by the child. A fair assessment is made for the loss or damage of any school building, equipment, or books.

All textbooks and library books are loaned to the students for use during the school year. Textbooks are to be kept clean, free of pen or pencil markings, and covered at all times. Students' names should be written inside the textbooks and on the book covers. **Students are required to pay for all lost or damaged textbooks and library books.**

Visiting Classrooms/Teacher Conferences

Parents are welcome to walk their child to class before 7:50. After 7:50, students must walk to class themselves with a tardy pass. Younger students and students in portable buildings will be escorted by a staff member.

Parents are encouraged to visit the school throughout the school year. Please do not "conference" with teachers in the morning when dropping off your child, as teachers are monitoring and preparing for the day. Please make an appointment. Making an appointment with the teacher at least one day in advance is, not only a courtesy, but it also enables

Your child's teacher(s) will provide you with your child's daily schedule. Should you need a conference with your child's teacher(s), we ask that you email the teacher and set up a conference during the teacher's planning/conference time. Conference period for teachers in pre-kindergarten is 2:15-3:00 PM daily. Teachers in grades Kindergarten ñ 5th will notify parents at the beginning of the school year of their conference period time.

Pre-Kindergarten Program

Students who will be four (4) years old on or before September 1 of the school year may attend our all-day four-year-old class free of charge.

No transportation is provided for the Pre-Kindergarten Program.

Gifted and Talented Program

Gifted students are "those who perform at or show the potential for performing at remarkably high levels of accomplishment when compared to others of the same age, experience, or environment." Any student may be nominated for assessment by parents, community members, and/or school staff. Assessments are conducted each spring.

Accelerated Reader Program

Every student has the opportunity to participate in the Accelerated Reader Program. Accelerated Reader is a computer interactive program that motivates the student to read books on his/her level, while improving the student's reading comprehension.

Library/Media Center

The library/media center offers computerized check-out of library books and materials, as well as access to the INTERNET. The librarian offers instruction in library and information resource skills and assists with student research projects.

Special Education

Our Special Education Resource Rooms are staffed with a full-time teacher and teaching assistant, who provide both primary and supplemental instruction in academic areas. Other Special Education classes include PPCD Early Childhood (staffed with a full-time teacher and teaching assistant) and LINC (staffed with a full-time teacher and one teaching assistant). A speech therapist is also available for any student qualifying for this service.

Computer Resources

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. [For additional information, see policy CQ.]

Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues that impact the learning process. The counseling program includes test-taking skills, conflict management, self-esteem building, and other focused topics. You

use of independent research skills, 4) to communicate the high expectations that schools hold for their students, and 5) to help families become involved with education.

TYPES OF HOMEWORK

Independent practice assignments

returning it to school. Parents should check the assignment sheet and be sure that homework has been completed. Parents should ask questions about the homework to check for understanding. Parents should sign and return papers when requested by the teacher.

Parents should request a conference with the teacher if questions arise concerning homework or assignments. Your children need your interest, support, and encouragement in homework practice exercises. Praise your children when they are diligent in doing homework daily and encourage them to establish better work habits when they do not do as well as they should.

RETENTION

Students who have not made satisfactory progress in reading, composition and language, math, science, and social studies (average of 70 or above) may be retained. Students who are absent more than 10% of the school year may also be retained. Parents will be notified early in the Spring semester if there is a possibility that their child might be retained.

[For further information, see policies at EHBC, EI, and EIE.]

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A parent with questions about these programs should contact the principal.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Textbooks are issued and used within the classroom. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher immediately. ***Damaged and lost textbooks must be paid for by the students.***

SECTION III

OTHER GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements.

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with head lice will be sent home. The student and parent are required to report to the nurse's office upon returning before returning to class.

[Further information may be found at policy FFAD.]

Bacterial Meningitis

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, week

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safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

Ridglea Hills School-Wide Rules

Third Referral-More Days In-House Suspension or One Day Suspension at Home(4th and 5th grade only),
counselor referral

Fourth Referral (or more)-Increased Number of Days of Home Suspension; Possible Central Conference or

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Contact the school counselor at (817) 815-1715 for assistance with the standard dress code if needed. All pieces of clothing may be purchased at any discount or retail store.

A formal academic atmosphere will be the norm at Ridglea Hills Elementary School. This goal should be kept in mind when dressing your child. Distractions that result from a student's dress will be addressed.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubella (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health.

Accident Insurance

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information.

Emergency School-Closing Information

Parents should ensure that the school has the most up to date emergency contact information. This information will be used to contact parents and emergency contacts in the event of an early school closing due to weather or other circumstances.

Weather

for schools to close in the middle of the day due to weather but that would also be announced on the stations and you need to arrange to pick up your child. (KRLD 1080 AM, WBAP 820 AM, WOLF 99.5 FM are some radio stations).

SCHOOL FACILITIES

Office Hours : 7:30 am to 3:30 pm.

Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school beginning at 7:40AM..

NO STUDENTS SHOULD ARRIVE PRIOR TO 7:20AM

Designated place in the hallway for the student's class to sit and read a book

Enter and leave the bus in an orderly manner at the designated bus stop nearest home.

Keep feet, books, band instrument cases, and other objects out of the aisle.

Not deface the bus or its equipment.

Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.

Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

Riding the bus is a privilege, not a right. Bus riding privileges may be suspended if the safety and welfare of the other riders are in jeopardy.

Any vandalism costs will be paid by the person who is responsible for the vandalism. If damage is not paid for, the student will not be allowed the privilege of riding the bus.

The Transportation Department is directly responsible for the bus and its drivers. Parents may call the department directly at (817) 815-7900 with any questions and/or concerns.

Misconduct will be punished in accordance with the Student Code of Conduct.

**APPENDIX I
ACKNOWLEDGMENT FORM**

PLEASE SIGN AND RETURN TO STUDENT'S TEACHER

My child and I have received and read a copy of the Ridglea Hills Elementary Student Handbook for 2018-2019.

