

# Welcome to Ridge View Elementary School 2023-24 Student Handbook

## MISSION

Ridge View Elementary School will create a community of life-long learners in all academic and emotional areas.

## GENERAL SCHOOL SCHEDULE

Doors Open	7:45 A.M.
Students to class	8:10 A.M.
Students Tardy	8:15 A.M.
Lunch	10:45 - 12:40 P.M.
First Buses Load	3:15 P.M.
Walkers & Car Riders	3:19 P.M.
Second Buses Load	3:25 P.M.
$\frac{1}{2}$ dismissal time is	11:46; 11:51; 11:55 am.

Note: Students cannot be dropped off before 7:45 a.m. Gates and doors will not be opened until this time. All students should be let out and picked up in front of the building in the car rider line. Since our goal is to provide a safe and secure facility, any transportation means other than bus or car rider line, must be arranged and approved by administration.

## ELEMENTARY AND SECONDARY ACT

This law requires schools to give parents information in a language that parents can understand. To read more regarding the ESEA Act, please visit [rves.roaneschools.com](http://rves.roaneschools.com)

## STUDENT ACCIDENT INSURANCE

To find out more regarding student accident insurance, please visit [www.roaneschools.com](http://www.roaneschools.com). Paper copies are available in the office upon request.

## ATTENDANCE POLICY

RVES follows Roane County's Attendance Policy. Good attendance is a critical part of your child's education. Always remember to send in an Doc/Parent excuse note to the office anytime your child has to miss. Visit our website ([rves.roaneschools.com](http://rves.roaneschools.com)) to see our full Attendance Policy.

## PARENT REQUEST DAYS

Parents or guardians may request principal approval for student absence for such reasons as travel, cultural experiences,

etc. up to 2 days each year. Requests shall be presented to the principal in writing at least **5** days in advance of the expected absence.

## TARDINESS

Because of the importance of good attendance, tardiness is discouraged. Being to school on time is part of learning a sense of responsibility. **Three tardies = 1 Absence.** Excessive tardiness will result in students being placed on an Attendance Improvement Plan with Roane County Schools. **Students who are tardy must sign in at the office before entering the classroom.**

## EARLY DEPARTURE

Leaving school early is discouraged because of missing out on important assignments or work. **Three early departures = 1 Absence.** Students leaving early must be signed out in the school office by parents noting the reason for early departure on the sign out form. \*Both early departures and tardiness accumulate toward students being placed on an Attendance Improvement Plan.

## PARENT CONFERENCES

Parents are encouraged to contact the school any time you want to talk about your child's schoolwork. The school may schedule parent conferences during the school year, and your attendance will be encouraged. Please call in advance so that a meeting can be planned. **Teachers will not be called out of the classroom to take a phone call except for an extreme emergency.**

## PERSONAL PROPERTY

Students may not bring dangerous or distracting items to school. Toys, technology devices, or other non-educational items must be left at home. Each student is responsible for all of his/her personal property.

## DRESS CODE

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. When a student is attired in a manner, which is likely to cause disruption or interference with the operation of the school, or is against the school dress code. To find out more information, please see the Roane County Schools dress code policy in the Code of Conduct or Roane County Schools website.

## VISITORS

**We love to have parents eat in the cafeteria with their child/children, however, we are asking that all visitors wait until at least October 18.** All visitors entering our school are required to provide proper identification (i.e. driver's license, proper state identification, etc). Visitors will be issued a badge that should be worn at all times.

Visitors are asked to park in the front parking lot to avoid causing traffic problems. **Cars should not be left unattended in the bus or traffic lanes.** Vehicles illegally parked in the bus, fire lanes, or handicapped accessible spaces may be ticketed or towed. These lanes and spaces need to be free throughout the day for buses, emergency vehicles, delivery trucks, and student dismissals.

## TECHNOLOGY

No cell phones are allowed in grades Pre-K through 5. Any cell phone confiscated will be turned into the office and returned only to a parent/guardian.

*See page 21 in Roane County Schools Code of Conduct.*

## TEXTBOOK & SCHOOL PROPERTY

The Roane County School System furnishes textbooks to all students. These texts are the responsibility of each student. If textbooks are damaged or lost, the student is expected to pay for them. **Any student who damages school property, windows, books, and equipment is responsible for payment.**

## BREAKFAST & LUNCH

Our school food service provides a nutritious, well-balanced breakfast and lunch. **Through the Community Eligibility Program, all students will receive breakfast and lunch at NO charge.** Students may purchase extra items.

## IMMUNIZATION RECORDS

Due to the ruling of the Tennessee State Health Department, it is mandatory that your child have a Tennessee Certificate of Immunization on file in the school office. **REMEMBER: NO SHOTS = NO SCHOOL!**

## MENINGOCOCCAL VACCINES

Meningococcal disease is the leading cause of bacterial meningitis in children 2-18 years old. It is most common in infants less than 1 year of age and people 16-21 years. Two doses of MCV4 are recommended for 11-18 years of age; the first dose at 11 or 12 and a booster dose at age 16. If the first dose is given between 13-15, the booster should be given between 16 and 18.

## MEDICATION POLICY

Any medication that is brought from home by a student is to be given immediately to the nurse in the school office upon arrival. The parent must complete the **Medication Authorization Physician's Statement Form and Parent Permission Form for Giving Medication at School.** Medication must be in a current professionally labeled bottle from the pharmacist with the student's name on the bottle.

## TRANSPORTATION

IT IS IMPORTANT THAT STUDENTS AND PARENTS MAKE TRANSPORTATION ARRANGEMENTS FOR THE DAY **BEFORE** COMING TO SCHOOL. Transportation changes must be approved by administrators for emergency purposes only!

## BAD WEATHER REPORTS/EMERGENCY DAYS

For school closings or early dismissals, please follow TV Channels WVLT, WATE and WBIR. Also check the RVES Facebook Page. Intouch Notifications will be sent out using the phone number on your data card.

### **IF YOU ARE MOVING**

If you and your family are going to be moving out of this school area, parents should **come to the school office** and **complete a withdrawal form**. Your records will be mailed to your new school after your parent signs an enrollment form there. Make sure you check-in all textbooks and library books before you leave. All fees owed to school must be paid before records are transferred.

### **CHANGE IN ADDRESS/PHONE NUMBER**

If at any time during the year a student's phone number, address, or parent's job changes, please send new information to the school office. We always need up-to-date information on every student's emergency card in case of illness or injury. Any student who takes medication, is a diabetic, has a heart condition, or any other special needs should include this information on his/her emergency card and have his/her name on file in the school office.

### **EMERGENCY DRILLS**

The signal for a fire drill is a buzzing of the fire alarm. It is extremely important for all students to remain calm, quiet, and listen to instructions during emergency drills. Teachers will explain emergency drill procedures to students at the beginning of the year, and practice drills will be conducted throughout the year. Lockdown, Tornado, and other drills will also be conducted throughout the year.

### **REPORT CARDS**

Report cards are issued four times a year after each grading period. A report card is

given to each student five school days after the last day of each grading period. The child is to return the report card the day after it is issued with the parent's signature in the appropriate place on the back of the card.

### **STUDENT CODE OF CONDUCT**

All students will receive the Roane County Schools **Students Code of Conduct Notice of Receipt**. This document along with BOE Policy will provide the framework for dealing with student behavior. You may view the Code of Conduct at [www.roaneschools.com](http://www.roaneschools.com). You may request a paper copy with the office.

### **BUS RULES**

**Riding a bus is a privilege.** All pupils on the bus are under the authority of the bus driver. Students must obey the driver and the bus rules. Failure to do so can result in a child not being permitted to ride a school bus. Before any student can ride another bus (for emergency purposes only), a note must be sent from home and approved by the principal or assistant principal. A copy of the bus rules will be sent home with each student. Visit our school website to see a list of Bus Rules.

### **ZERO TOLERANCE POLICY**

In order to ensure a safe and secure learning environment free of drugs, battery and dangerous weapons, any student who engages in the following behavior will be subject to expulsion for a period of not less than one calendar year. The superintendent shall have the authority to modify this expulsion requirement on a case-by-case basis. Zero tolerance acts include, but are not limited to:

Any student who, while on a school bus, on school property or while attending any school event or activity:

- a) Unlawfully possesses any narcotic, stimulant, barbiturate, or legend drugs in violation of controlled substance laws of the State of Tennessee; or
- b) Possesses a weapon; or
- c) Commits a battery on a teacher or other employee of the school.

## SCHOOL WIDE POSITIVE BEHAVIOR PLAN

Ridge View Elementary School will establish an environment in which children will be safe, secure and have maximum opportunity to learn.

To accomplish this goal, we have a School Wide Positive Behavior Plan. This plan specifies rules to cover the behaviors we expect from our students.

**SCHOOL WIDE** rules are:

1. BE RESPECTFUL
2. BE RESPONSIBLE
3. BE READY

**Bus Line Behavior:**

1. Sit quietly and face the front of the line.
2. Keep your belongings in your backpack.
3. No talking - bring a book or other reading material.
4. Keep hands, feet, and other objects to yourself.

**Cafeteria Behavior:**

1. Walk at all times.
2. Use your indoor voice when talking and chew food with your mouth closed.
3. Raise your hand and stop talking at the monitor's request.
4. Stay seated. Raise your hand for assistance.
5. Keep hands, feet, and other objects to yourself.

**Positive Reinforcement:**

Those students consistently following the rules will be rewarded with **tickets**. These tickets are to be given to the students when they are caught following the rules. Students may use these reward tickets to purchase our monthly incentives. **It is the student's responsibility to keep up with each ticket.**

*We are confident that such clearly stated rules will teach our children to be responsible for their actions and provide an environment which allows EVERY STUDENT*

## THE RIGHT TO LEARN AND EVERY TEACHER THE RIGHT TO TEACH.

### PARENT NOTIFICATION

- Parents have the right to request information about the professional qualifications concerning their child's teacher(s) and should be informed if their child is served by any paraprofessionals providing educational assistance, and if so, their qualifications. Teaching certifications can be found by accessing the Tennessee Department of Education website for Teacher Licensing (<https://tdoe.tncompass.org/Public/Seach>).
- Parents must receive notification if their child is being taught for 4 or more consecutive weeks in a core curriculum subject by a teacher not certified. . Parents will have access to system/school report cards as developed by the State Department of Education and available (usually in the fall of each year) through their website (<http://www.state.tn.us/education/mreport.htm>) or at the school and/or district website.
- Parents will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring. They will also receive an explanation of what this means, academic comparison with district and state, and steps being taken to improve achievement and parent involvement. .
- Parents should know that they may request in writing that their child's name, address, and telephone number not be released to a military recruiter without prior written consent. .
- Parents will be informed by annual notice regarding the availability of supplemental educational services if a school fails to meet adequate yearly progress.
- Parents must receive annual academic results for mid-reporting periods; end of reporting periods; TCAP Achievement results in grades 3-8; Writing Assessment (if applicable);

End of Course and Gateway Exam in a timely manner as required by local Board policy and the State Department of Education. .

- Parents of a student identified as limited English proficient (ELL-English Language Learner) must be notified in a timely manner of their child's participation in an ESL Program, details of the program, rights to waive participation, and specific information on the child's level of English proficiency. .
- A parental involvement policy is available in the school's handbook, website, or by contacting the school office. Title I Schools: a written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title Programs. This includes an annual meeting for parents to inform them of their school's participation in programs (i.e. Title I) funded under the Every Student Succeeds Act (ESSA) federal legislation. . Schools and parents must be notified of school-wide program authority under which schools can consolidate funds from federal, state, and local sources to upgrade the educational program of the entire school. The qualification is 40% of students must be from verified low income families. .
- Parents can visit the state's website (<http://www.state.tn.us/education>) to access a description of the curriculum (Tennessee Curriculum Standards), assessment, and proficiency levels students are expected to meet. . Parents have access to district and school information and reports through the media and the district / school report cards available on the state, district, or schools website. .
- The Roane County School Board Policy relating to student privacy and parental access to information is available on the district website. This Federal law affords parents and students (over 18 years of age) certain rights with respect to educational records. Any changes to School Board Policy will be made on

the district website. . Students and parents are encouraged to participate in safe and drug-free school programs to prevent student violence and drug use. Parents can request in writing their child's non-participation in such activities. .

- School health requirements, policies, and procedures (i.e. immunizations, medication at school, etc.) are available for the Roane County Health Department Office or the school nurse. .
- **FAMILY/COMMUNITY INVOLVEMENT PLAN** The faculty and staff are committed to the involvement of the family and the community in the success of our school. We understand the importance of the family connection between home and school. This plan was created with strong family components to assure the educational growth of our students. Ridge View Elementary faculty and staff believe a strong family involvement is essential to an effective school. We further believe a combined effort of parents/guardians, teachers, and community will assure a strong foundation for student success and lifelong learning. The following plan has been established in attempts to involve our families in the success of their children at Ridge View Elementary:
  - 1. Open House Family Night - Each year Ridge View Elementary holds an Open House Family Night to encourage parents/guardians to meet their child(ren)'s teacher and inform them of school procedures. The Title I program is discussed along with distribution of materials to parents/guardians about ways they can help in the education of their child(ren)'s teacher(s) to see what opportunities their child(ren) will have.
  - 2. Student/Parent/Teacher Compact - This compact is an

- agreement between the parties to uphold their responsibilities as part of the educational success for each student.
- 3. Parent/Teacher Conferences/Meetings - To ensure each family feels welcome at school, Ridge View Elementary has an "Open Door" policy offered to parents/guardians. They may visit the school at anytime during the school day or schedule and appointment with the principal and/or teacher concerning the progress and welfare of their child(ren). Conference times are scheduled before school, after school, and at the teacher's planning time. Phone conferences are also encouraged by both parents/guardians and teachers to keep the home/school communication lines open for the benefit of the student.
  - 4. Progress Reports/Nine-Weeks Report Cards - Reporting the progress of students often is necessary for their overall achievement. Teachers provide parents/guardians with information concerning the progress of their child(ren) through Weekly Folders, Assignment Notebooks, Mid-term Progress Reports, and Nine-Week Report Cards. Information about state testing will be sent home or obtained from the school website.
  - 5. Ridge View Elementary Website - An internet website has been developed for parents to obtain information about events and activities taking place at the school. The school website is: [rves.roaneschools.com](http://rves.roaneschools.com). Also,
- each classroom teacher has a website as a resource to obtain information. You can also "Like" us on Facebook.
- 6. Programs and Events - Events and programs have been scheduled to provide opportunities for families and the community to participate in school activities. Some of these activities include, but are not limited to the following: School Bash, Music Programs, Veterans Day Program, having the local Fire Department bring the fire engine, special scheduled programs, Family Reading Night, Kindergarten Promotion, and others.
  - 7. School Newsletter - The school sends home a monthly newsletter to provide families with information about the school and the different programs and activities that are taking place at the school. This includes a calendar of events.
  - 8. Curriculum - To obtain a description of the curriculum (Tennessee Curriculum Standards), you can visit the state's website at <http://www.state.tn.us/education>. If you don't have internet access you may obtain a copy by requesting it from your child's teacher.
  - 9. Social Media - To connect with parents about events and day to day happenings at the school, you can follow us on Facebook. This page is used for information and updates to help foster a more streamlined way of communicating with parents. Some teachers will also employ Classroom Dojo as a limited access communication tool with parents to inform them about events. This plan has been established by a

committee of parents and  
staff members. Review of this  
document is on an annual basis.

Ridge View Faculty and Staff

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Roane County Schools Website:

<https://www.roaneschools.com>