

*THE
RIDGE CREST
EAGLES*



*PARENT AND STUDENT
HANDBOOK*

2023-2024

MISSION STATEMENT

The **RIDGE CREST ELEMENTARY SCHOOL** mission is to form a partnership with students, parents, staff, and the community to create an atmosphere where students will gain confidence, knowledge, and wisdom; develop physically and socially; and value learning for life, in a safe environment.

Rev 9/2001

Belief Statements

All individuals need to be appreciated, valued, and treated with dignity.

When a group of people trust each other and work together, remarkable outcomes are achieved.

We work as a team to help all succeed through perseverance and hard work.

Every day is a new day; look for something positive.

TABLE OF CONTENTS

<u>ITEM</u>	<u>PAGE #</u>
Message From the Principal.....	4
School Address & Phone Number.....	5
Lunch & Breakfast Prices	5
School Personnel Directory.....	6
POLICIES & PROCEDURES	
Arrival / Departure from School.....	7
Bus Policies.....	8
Recess.....	9
Instructional Time:	
Attendance.....	9
Punctuality.....	9
Homework.....	9
Library and Text Books.....	10
Items from Home.....	10
Personal Electronic Devices.....	10
Medication.....	10
Technology – Students Code of Conduct.....	11
Emergency Closure.....	11
Discipline.....	12
Restraint and Seclusion Statement	12
Miscellaneous:	
Lunch – School Procedures.....	12
Dress.....	13
Student Telephone Calls.....	13
Lost & Found.....	13
Birthdays.....	13
School Visits	14
School Records.....	14
Supplies.....	14
Bullying, Intimidation, and Harassment Prevention Plan-See district website at www.d55.k12.id.us	

RIDGE CREST ELEMENTARY
MESSAGE FROM THE PRINCIPAL

Dear Parents and Students:

We are looking forward to another great year at Ridge Crest Elementary. I feel very blessed to be the principal at an amazing school where parents and school staff have a reputation for being positive, enthusiastic, inviting, and concerned for the welfare and education of our students.

Most importantly Ridge Crest has wonderful students. We are very proud of them and their accomplishments. Our students worked hard and showed great growth last year. I know this year they will continue to build on that hard work and success.

At Ridge Crest we are the home of the Soaring Eagles. We work hard to help students learn how to be successful in school and life by following the traits in our acronym S.O.A.R. (**S**afe, **O**rdery, **A**ccountable, **R**espectful). As students learn how to be safe, orderly, accountable, and respectful they develop lifelong skills that help them be successful socially, physically, and academically. We will also use the acronym T.E.A.M. (Together Everyone Achieves More) as this year's theme to help students and staff focus on the importance of working together.

Please feel free to contact your child's teacher whenever a concern arises, as we are committed to maintaining good relationships with parents. We cannot effectively help our students to learn and succeed without the collective support and cooperation from the parents, community, and staff.

We are extremely fortunate to have the support of the Ridge Crest Parent Teacher Association (PTA). They are enthusiastic and supportive. Please reach out to the school to get the PTA's contact information if you are interested in getting involved with what they do.

I look forward to working collaboratively with all stakeholders in order to accomplish great things here at Ridge Crest Elementary. Please know that my office is always open to parents and patrons. As we work together we will be able to make sure our students have what they need to be successful this school year.

Sincerely,

Doug Bitter
Principal

SCHOOL ADDRESS AND PHONE NUMBER

RIDGE CREST ELEMENTARY
800 AIRPORT ROAD
BLACKFOOT ID 83221

Phone (208) 785-8894 Fax (208) 785-8897

SCHOOL HOURS
Monday through Thursday

Classes Begin8:10 a.m.
Classes Dismiss3:25 p.m.
Teacher's Hours7:30 a.m. to 4:15 p.m.
Doors open at 7:50 Please do not drop students off any earlier

LUNCH PRICES

Elementary Ticket	\$3.00
Reduced Ticket	.40
Adult Ticket	4.75
Additional Milk	.55

BREAKFAST PRICES

Elementary Ticket	\$2.15
Reduced Ticket	.30
Adult Ticket	2.75
Additional Milk	.55

SCHOOL PERSONNEL 2022-23

PRINCIPAL	DOUG BITTER
SECRETARY	SANDI REYNOLDS
ASSISTANT SECRETARY	YANELI LORA
CNA	APRIL PRESTON
SCHOOL COUNSELOR.....	KAYANN HAYES
CUSTODIANS	ROSA CHRISTIANSEN
.....	MIRELLA TRISTAN
KITCHEN MANAGER.....	JENNIFER JONES
KINDERGARTEN TEACHERS.....	CHARLEE ALLEN
.....	TIA LOWE
.....	KATIE LINDSAY
1ST GRADE TEACHERS.....	STACY MOFFITT
.....	RALENE PATTEN
.....	LORI STOCKING
2ND GRADE TEACHERS	KAMI AMREIN
.....	KATHY BEHREND
.....	MEGAN LEISETH
3RD GRADE TEACHERS	JANA HATCH
.....	NANCY LINDHOLM
.....	CASON ZEHNTNER
4TH GRADE TEACHERS.....	SANDRA CHRISTENSEN
.....	PATTI WHEATLEY
.....	SARAH WHEELER
5TH GRADE TEACHERS.....	JACKIE BOMBARD
	TRINA HEINER
	CHERI WARREN
PARAEDUCATORS.....	KIM DAVIS
	LESA PALMER
	CORTNEY LENEHAM
	DAWNIE SNOOKS
MUSIC TEACHER.....	DESERAE JONES
PE TEACHER.....	HEATHER POLATIS
RESOURCE TEACHERS.....	DEANNA FRIED
	Para: LESA PALMER
	Para: MICHAEL ELKINS
	Para: DEBRA ELKINS
TITLE IX COORDINATOR.....	RYAN WILSON
504 COORDINATOR	LYNETTE CARTER
MEDIA/LIBRARIAN.....	AMANDA WATT

POLICIES AND PROCEDURES

The following policies have been established by the Blackfoot School District and Ridge Crest Elementary in the best interest of your students to provide for their safety and a better learning environment.

ARRIVAL TO AND DEPARTURE FROM SCHOOL:

Students need to know which route they should take to and from school. Information on specific bus routes is available through the Busing Dept. (785-8857). They should obey crossing guards, when provided, and all traffic laws. They should not talk to or accept rides from strangers. They should never run in front of or between cars or buses. We recommend that you review these rules every few weeks so that your children understand the importance of being safe. We also recommend that you take the time to walk your children to school or to their bus stop, and while doing so, discuss and model what your children can do when confronted by a stranger. This allows your children to know what their options are when confronted with an actual situation.

If your children ride bikes, there are bike racks located at the main entrance (west side) of the school. Bikes should be placed in these racks and left there until school is dismissed. Students are not to ride bikes during recesses or play times. We recommend that the bikes be locked during the day as the school is not responsible for theft or damage. We also recommend that students walk their bikes when crossing streets.

Because of limited sidewalk space and for general safety, we ask that children do not bring roller blades, roller skates or skateboards to school. Your cooperation is greatly appreciated.

If you drive your children to school, please do your loading and unloading in the front of the building. Buses will be coming to school each day and will load and unload behind the main building. Please enter at the north entrance of the front parking lot and exit at the south end, and do not block the driveways or the street.

Students **should not arrive** at school **before 7:50** a.m. At that time the front door will be opened and supervision will begin. There will be no supervision before 7:50 a.m. Students are expected to leave immediately after school is dismissed.

BUS POLICIES:

If your student is to ride a different bus or get off at a different stop than normal, please send a note to the office and the secretary will write a bus note for them.

Blackfoot School district buses about 75% of the students that attend school. This translates into many students being transported in a very short amount of time.

One concern is during the morning when students are waiting for their bus to arrive. School District responsibility begins when the students get on the bus and ends when they get off. If there are problems occurring before the bus arrives, however, we would like to work with parents to get these resolved. As a principal, I have the authority to deny bus privileges when, in my opinion, that step is warranted for safety or disciplinary reasons. I cannot prevent someone from coming to a bus stop, but I can prevent them from getting on the bus. If you have a concern that involves a Ridge Crest Elementary student, please call me (Doug Bitter) and give me as much specific information as possible, including names of students, bus driver or bus stop location, and a description of the incident. If the concern involves MVMS or high school students, the referral should be made to that particular school. If there are safety issues or injuries that are taking place at the stop prior to the arrival of the bus, parents may involve the local law enforcement authorities, also.

Whenever a complaint is filed with me concerning behavior on the bus, I cannot remove a student without "due process". This means that a fair investigation must take place before privileges are denied. Parents can be a big help by supervising the bus stops, particularly in the morning while the students are waiting to get on the bus. As we work together to resolve these problems, I am sure we can improve the quality of service that the patrons in the Blackfoot School District enjoy.

Buses can be very crowded at times. Our buses are authorized to carry up to 65 passengers or more. When this total is figured, they are counting 3 children to a seat. This is fine for kindergarten students but can be awkward with older students. As students struggle to be comfortable, disagreements often arise. It is not acceptable for a few older students to take a whole set of seats and leave the younger students overcrowded. Students getting up and moving after the bus has pulled away from the school is another problem. We also get complaints from drivers that the students stick their hands or other body parts out of the windows when the bus is in motion. All these things can be a distraction to the driver and can cause an unsafe situation to occur.

It is very difficult for the driver of the bus to know each student by name and where they live. Each driver covers routes in more than one school zone and students are often inconsistent about which bus they ride and where they get off. Your patience and understanding of the driver and the difficulty they have in doing their job in a safe manner is greatly appreciated.

Please be sure to contact the transportation office (208-785-8857) whenever a concern over busing arises. The safety of all students must be a priority for the bus drivers, parents, and all school personnel. We appreciate your support with these concerns.

RECESS:

During recess and lunchtime, the students will be expected to play on the playground unless the temperature is below 10°. They should be dressed for the weather so they can play comfortably outside. Students must remain on the grounds during school hours, unless checked out through the office by a parent or other authorized person. Rock throwing, snowballing, fighting, and running in the halls will not be tolerated.

INSTRUCTIONAL TIME:

ATTENDANCE

- Attendance equals success
- If students are ill, please keep them home
- Please call the school to report absences by 8:30 a.m.
- If you have not called your student's absence in, the automated dialer will call your home to remind you to call the school
- Excessive absences are detrimental to students' success. The school tracks absences and letters of notification will be sent out on the 4th, 8th, and 15th absences.
- According to board policy, contact and/or meetings with the school principal or staff will occur periodically when students have accumulated multiple absences.

PUNCTUALITY

- At 8:10 a.m. a bell will ring to alert students to go to class.
- All students should be in class and ready for school to begin at 8:15 a.m.
- At 8:16 students will be marked tardy
- Students being checked out before 3:25 p.m. will be marked as a tardy

HOMEWORK

Homework should be an extension of classroom activities. Assignments should be well planned by the teacher and understood by the students. Homework should rarely exceed 30 to 45 minutes per night. Parents can help by giving their children a quiet place and time to work.

LIBRARY AND TEXTBOOKS

- We teach children how to respect and use the library
- Parents must teach their children to take care of library and textbooks
- Parents will be required to pay for any lost or damaged books

ITEMS FROM HOME

- Students are not allowed to bring items that are a distraction
- If items become a distraction, they will be confiscated
- Students are allowed to bring athletic equipment (NOT metal bats) that has their name on it
- Students are not allowed to bring toys or playing cards of any type
- Ridge Crest does not accept responsibility for the loss of any items

PERSONAL ELECTRONIC DEVICES

- Student's personal electronic devices such as but not limited to phones and/or smart watches should be **turned off** and placed in their backpack during the instructional day.
- Personal electronic devices may be used during instructional time only when given permission by a school staff member.
- Devices should not be used during non-instructional time such as at lunch, recess, or in restrooms.
- Students are responsible for personal devices that are brought to school. The school will not be responsible for loss, theft, damage, or unauthorized calls.
- If a student violates this policy the device will be confiscated and placed in the office. Parents will be contacted and will be expected to come to the school to get the device.

MEDICATION AND OVER THE COUNTER MEDS

- **All** medications must be turned in to the office
- Prescription meds must be accompanied by a District Medication Release Form signed by the prescribing doctor (ask in the office).
- Prescription meds must be in the pharmacy container it was prescribed in
- Inhalers may be kept with the student in their backpack or in their pocket
- Parents will teach students with inhalers to never share inhalers under any circumstance
- Over the counter meds must come to the office in original container accompanied by a note from parent/guardian detailing amount to be given at what time

TECHNOLOGY - STUDENTS CODE OF CONDUCT:

- All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner.
- To maintain system integrity and responsible use, students should not expect files used or stored on the district equipment to be private.
- The district Internet is to be used by students to obtain information for their classroom assignments.
- No downloading is permitted without prior approval.
- No obscenity or offensive language is permitted while using school equipment
- Student's use will comply with copyright laws.
- Any transferring or sharing of passwords, etc., is prohibited.
- Any violations of the above codes could possibly terminate a student's accessibility to computers for a specified period of time.

EMERGENCY CLOSURE:

Infrequently we are forced by emergency situations to close a particular school or to close all the schools in the district. Sometimes a closure will occur before the school children are to report to school for the day. On other occasions the closure will occur after school has started. Closures may occur due to a civil defense alert, a natural disaster, severe weather, a problem related to the school physical facility or many other reasons. Please check the district website for closure information www.d55.k12.id.us.

During power outages school will remain in session. If there is a need to close school, the district policy on school closures will be followed. The phone system does not work during power outages. Closures will be announced by radio and/or television. Should there be a need for a school (or all schools) to close then the following procedures will be used:

1. The public will be notified by radio and/or television. If the emergency involves civil defense problems, police mobile broadcast and civil defense procedures will be used. Local media normally begin school closure announcements as soon as they receive the information.
2. Students who ordinarily walk to school will be dismissed and will be expected to proceed directly home. However, parents may give their children specific instructions to go to another location if an unexpected emergency arises during school hours.
3. Bus students will be transported to their regular route drop-off point. As is usual at the close of a regular school day, it will be the responsibility of the parents to get their children from these bus stops. If parents are not available, they should provide their

children with specific instructions about how to proceed from the bus stop whenever they are transported home due to an early school closure.

For the safety of their children, parents need to review with them the procedures they are to follow should school close early, including where to go if the parents are not home. Children need specific instructions such as where to find the house key, what to do when arriving home if no one else is there, and what to do at home should there be a real or simulated emergency conducted by civil defense people. Parents may call the school if there are questions or problems. The principal or the office staff will be available when practical.

DISCIPLINE:

Please read the District Discipline Policy that is available on the district website. Students come to school to learn and learning requires a certain degree of self-control. Most students are very well behaved, but a few need redirection occasionally. When a student cannot, or will not control himself/herself appropriately, we must intervene. Our purpose is to establish and maintain a safe, caring, learning environment in which students may experience success both academically and socially.

Restraint and Seclusion Statement:

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with school board policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. The parent/guardian will be informed when any of these actions have occurred as soon as possible after any such incident. These policies will be available with other school board policies to all parents electronically via our website or as a hard copy on request.
(2016, Blackfoot School Board Policy No: 553 Restraint and Seclusion, pg. 7)

MISCELLANEOUS:

LUNCH PAYMENTS

- Please apply online for free and reduced meals at: <https://linqconnect.com> . This takes the place of the old TITAN. Your user name and password will remain the same. You will be able to keep track of and apply money to your student's account.
- Payments in person are to be made in the kitchen not the office. Only cash or check please
- Parents are welcome to eat with their students after signing in at the office
- Please keep a positive balance on your student's account

DRESS

Policy 517

- Dress students appropriate for school
- Dress students appropriate for weather-students will not be allowed to stay inside due to lack of warm clothing
- No Spaghetti straps, tank tops, off the shoulder tops, or muscle shirts will be allowed.
- Shorts/skirts must not be shorter than the fingertips of student
- No holes in pants that show skin above the knees or underclothing
- No Hats
- No see through or short shirts that show underclothing or bellies
- Parents will be called if your student is dressed inappropriately

TELEPHONE CALLS

Student telephone calls are reserved for emergencies only. Forgotten homework, library books, textbooks, or seeking permission to go home with a friend are not considered emergencies.

If a parent needs to call the school and give us pickup instructions for their student, this must be done BEFORE 2:15 p.m. Students WILL NOT be called out of class to talk to a parent on the phone

LOST AND FOUND

- Lost and Found located on the wall by the gym
- Have students check frequently for lost items
- Please label all coats, jackets, gloves, hats, scarves, lunchboxes, and backpacks
- When each trimester ends, all lost and found items will be donated to a charity if they are not claimed

BIRTHDAYS

- **No** Party invitations are to be handed out at school
- **Healthy snacks are encouraged**
- Make arrangements with teacher if you plan to celebrate in class
- **No cupcakes with bright colored icing** that stains mouth and teeth
- Flowers and balloons will be held in the office for your student to pick up after school
- Students will not be allowed to ride the bus with flowers, glass vases, or balloons

SCHOOL VISITS

- Parents must always check in at the office and get a visitor badge
- Parents are encouraged to visit and volunteer in the classroom
- Visits or phone calls with the principal are welcomed and encouraged
- Teachers are available to visit from 7:30 - 8:05 in the mornings and from 3:25-4:15 in the afternoons

SCHOOL RECORDS

Our school uses the Infinite Campus system, which contains information concerning your (and your child's) address, telephone number, contact person in case of emergency, etc. This information is critical for us in times of emergency and should be kept up-to-date. Please call when changes occur (i.e. changes in addresses, telephone numbers, places of employment or any other vital information) and we will note them in the Infinite Campus system. Your child's permanent records are open to you. If you desire to review them please call the principal for an appointment.

SUPPLIES

Student supplies lists are available on the school's website (www.bfsdridgecrest.org), in the office, or they are also available at Wal-Mart.