



West Ridge Elementary An IB World School



2017-2018 Parent Handbook

August 2017

Dear West Ridge School Community:

I hope you are enjoying your summer! I wanted to reach out to you to introduce myself. My name is TJ George and it is my pleasure to be your new West Ridge Elementary School principal. I started in RUSD seven years ago as a special education teacher. Now, I come to the West Ridge community after spending two years at McKinley Middle School as an assistant principal. During my time at McKinley I learned so much about the International Baccalaureate program and can't wait to share that knowledge with all of you. I am so excited for the opportunity to begin working with our wonderful students, staff and families at West Ridge this year!

Born and raised right here in Racine, I've spent almost all of my career in education in RUSD and am thrilled to be able to give back to the District that taught me so much. My wife Mandy and I are both educators and have five children. As I am sure you can relate, spare time is precious and rare, because sporting events, activities, work and school keep us very busy.

As we kick off our important work together, please know that I am committed to building strong relationships with our school's community. Our best work will be accomplished when we work together to improve learning for all of our students.

I want you to know that your voice is important to me. Please always feel free to reach out to me whether it's by phone, email or by scheduling an appointment.

I hope you enjoy the rest of your summer. I really look forward to beginning our work together!

Sincerely,

TJ George, Principal

Thomas.george2@rusd.org

262-664-6202

TO ALL WEST RIDGE ELEMENTARY PARENTS AND STUDENTS

This handbook was developed to make you aware of the rules and responsibilities of West Ridge Elementary School. West Ridge Elementary is looking forward to having an exciting and worthwhile 2017-2018 school year. We know all of our students have tremendous potential to succeed, and we expect behaviors which promote a good positive attitude toward successful learning. With cooperation between students, parents, teachers, and administrators, we at West Ridge can establish our highest academic and behavioral standards.

Parents please read and discuss the rules and responsibilities of this booklet with your child. If you have any questions, feel free to call or visit our school. **We value and need a close relationship with all of our parents!**

Students please read and follow these rules and school responsibilities. They were developed by teachers, parents, students, and administrators to make sure that you receive a quality education in a safe school.

To indicate that you, our students, and your parents, have read and discussed this handbook together, please sign and return the student/parent handbook contract form at the end of this booklet to your classroom teacher.

THANK YOU!

The West Ridge Elementary School Faculty and Staff

NORTH STAR VISION

The “North Star” is a vision of equity and excellence for RUSD student achievement. In spring 2009 a coalition of District stakeholders proposed that the North Star be the shared vision among all employees. This vision shows the pathway from kindergarten to high school graduation including stations along the way that assure success for *all* students. Success upon graduation from high school is defined as career and/or college readiness.

District Core Values

- ! Student-Centered Decisions
- ! High Expectations
- ! Equity
- ! Diversity
- ! Strong Relationships
- ! Unity
- ! Respect

District Vision

We recognize that in order to be successful, our students must meet social/emotional and career and life skills benchmarks in addition to academic benchmarks. The revitalized North Star Vision Reflects our work to support and meet the needs of the whole child through three trajectories: Academic, Social/Emotional and Career & Life Skills. Thousands of RUSD employees, parents and community members provided valuable input through online surveys and face-to-face discussions.

West Ridge Mission Statement

Our mission is to provide a rigorous relevant and inquiry-based educational environment that challenges our student to excel as competent, sensitive, compassionate, and tolerant members of a culturally diverse, ever-changing world. We embrace our partnerships with students, parents, educators, and members of our community in attaining these goals.

West Ridge Vision Statement

West Ridge Elementary School is dedicated to empowering students to achieve academic and social success.

Code of Conduct

Students learn academics at West Ridge, as well as rules of courtesy and appropriate behavior. Student behavior that is dangerous, disruptive or unruly, or that interferes with the teacher’s ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class. In addition, the student may be subject to disciplinary action in accordance with established Board Policies and school rules. Since this is an elementary school, we hope some of these life lessons are learned during this phase of life both at home and at school. The three West Ridge Wildcat goals are:

- **IB SAFE**
- **IB RESPECTFUL**
- **IB RESPONSIBLE**

Each of these areas are a part of PBIS. There are specific expectations established for specific areas of what behaviors should be displaying throughout the school day.

Student Rights and Responsibilities

Each year the Student Rights and Responsibilities Handbook is distributed to all students. Your child's teacher reviews the following contents verbatim with students prior to September 18, 2017: Courteous Behavior, Dangerous Student Behavior, Appropriate Dress and Behavior, Electronic Devices, Fire Regulations, Locker Regulations, Harassment/Intimidation/Bullying, Alcohol and/or Other Drug Violations, Weapons, Cases Not Covered by Specific Rules, Student Use of Computer Hardware/Software, Laser Pointers, Computers, Internal Network, Electronic Mail and Internet Acceptable Use Policy for students. Parents are encouraged to read the booklet carefully and discuss the contents with your student(s).

Anti-Bullying Policy

At West Ridge Elementary, we are committed to:

- Providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere.
- Responding promptly and effectively to issues of bullying

At West Ridge Elementary, we believe that:

- Bullying hurts. No one deserves to be a victim of bullying.
- Everyone has the right to be treated with respect.

At West Ridge Elementary:

- Bullying of any kind is unacceptable.
- Bullying will not be tolerated.
- We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff and know that incidents will be dealt with promptly and effectively.
- Pupils who are bullying need to learn different ways of behaving

At West Ridge Elementary, bullying is defined as:

- The use of repeated aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be (but not limited to):

- Emotional: Being unfriendly, excluding, tormenting (such as hiding books or making threatening gestures)
- Physical: Pushing, kicking, hitting, punching, tripping or other use of violence
- Racist: Racial taunts, graffiti, gestures
- Sexual: Unwanted physical contact or sexually threatening or abusive comments
- Verbal: Name calling, sarcasm, spreading rumors, insulting, teasing
- Cyber: All areas of internet such as email and internet messaging misuse
- Mobile Threats: Cell phone text messaging, apps or phone calls
- Misuse of Technology: Camera, cell phone, computer or other equipment

Arrival in the morning should be after 8:05 a.m. and before 8:15 a.m. There is no supervision on the playground prior to 8:15 a.m. The first bell at 8:04 a.m. is for entrance into the school. The tardy bell rings at 8:15 a.m. Students that arrive after 8:15 a.m. must enter using the main office doors. Unexcused tardies are considered truancies.

Parents prior to the Tardy Bell, we ask that you please leave your children and say your good-byes at the door. Our little ones have a hard time and that can be made worse when moms and dads walk them into the building and make the good byes longer! We need all students to practice our morning entry procedures and learn to do them on their own. Don't worry, we will take very good care of them!

Attendance/Tardy Truancy Rules and Penalties

Student attendance and absences

Research from the John's Hopkins University Center for Social Organization of Schools indicates that, "schools with average daily attendance rates higher than 97 percent **rarely** have a problem with chronic absence." Students missing less than 5 days of school per year make significantly higher gains regardless of their socio-economic background. Wisconsin State law requires all children between the ages of six and 18 to attend school full time. A child who has turned 18 must attend until the end of the term, quarter, or semester following his/her 18th birthday. The state of Wisconsin and the Racine Board of Education set policies for student absences. They are summarized below.

When to Keep a Child Home from School

School is important, but sick children need to be at home. Once a child's condition improves, and the temperature is Normal without medication, he/she can return to school. Be certain that the school has current telephone numbers to reach you at all times in case your child becomes ill or injured. If any of the following conditions exist, please keep your child home from school:

Fever (temperature 100 degrees or higher)	Heavy nasal congestion or frequent cough
Vomiting or diarrhea	Blistery Rash
If your child has been diagnosed with a contagious disease	

Excused Absences Defined — It is your responsibility as a parent/guardian to notify the school as soon as possible when your child will be absent. The following are valid reasons for your child to miss school and are considered excusable absences. All other

absences are unexcused. In the event that a written excuse is available, please turn it into the school secretary/attendance clerk. You will not be penalized for excused absences with a written excuse from a service provider. As a parent/guardian, you have the right to excuse your child from school for any reason for up to 10 days per year, however, you must submit a written excuse before the child is absent.

Personal illness	Funerals	Medical/dental appointments
Required legal appearances	Designated religious holidays	Driver's examinations
Family emergencies where the student is needed to ensure family well-being	Educational or district-sponsored activities approved by the school principal	All school suspensions, including during the expulsion process, up to 15 days

Illness or Accident at School

In the event of a student illness or accident at school, a reasonable attempt will be made to notify the parent/guardian promptly. Each child must have an emergency card on file in the school office which includes the names of the parent/guardian and available parent/guardian substitute(s) designated, and must include a proper means of contacting such person(s). Each child's parent/guardian is responsible for updating information on the emergency card promptly when necessary.

Special Programs

Parents may request special or modified programs such as virtual school, homebound instruction, Youth Options, etc. as an alternative to school attendance. Approval may be given by the Board of Education.

Truancy and Habitual Truancy

Truancy is defined as any absence from school for part or all of one or more days without contacting the school in writing or by phone to explain the absence. A student is also truant if they have more than the ten (10) excused days allowable by WI State Statute 118.15.

Habitual Truancy is when a child has been truant from school for part or all of five (5) or more days during a semester.

A student who is habitually truant may be referred to Truancy Court.

- a. For the first offense, the court may order a fine of not more than \$500 or imprisonment for not more than 30 days or both. For a 2nd or subsequent offense, the court may order a fine of not more than \$1,000 or imprisonment for not more than 90 days or both.
- c. The court may require a person to perform community service work for a public agency or a nonprofit charitable organization.
- d. The court may order any person who violates this section to participate in counseling at the person's own expense or to attend school with his or her child, or both.

Schoolwork Missed During a Period of Absence

1. No public school may deny a student credit in a course solely because of the student's excused or unexcused absences from school.
2. The teacher(s) will provide an opportunity for a student who is absent to make up work without being penalized for their absence within a reasonable length of time. Students must be given an opportunity to make up examinations missed during absences. The weight given to make-up examinations and the time limit within which the examination(s) must be taken will be determined in accordance with the written grading policy of the individual classroom teacher. Teachers may mark a student's report card incomplete "I" with the stipulation that work must be completed in order to receive credit for missing work. At the end of five (5) school weeks, the teacher will submit a letter grade to replace the incomplete. There are to be no incompletes at the end of the year unless special arrangements are made with the student, parent, teacher and principal. (State Statute 118.16)

Attire

Students are expected to come to school neat and clean. We expect students to wear appropriate clothing that does not interfere with the instructional process. Students with t-shirts and other articles of clothing with slogans or pictures that would interfere with the learning process will be asked to turn the shirt inside out for the remainder of the day or return home with the parent to change to more appropriate school clothing. Students should *not* wear oversized pants, loose pants without belts, pajama bottoms, slippers, or flip flops as they cause safety hazards. Summer playwear such as short shorts, halter tops, off the shoulder tops, and tops not covering the midriffs are not appropriate for school.

Parents should set this dress standard at home and check their youngsters daily as to the clothing being worn to school. Please check your youngsters' daily dress so that they are dressed warm enough as the season starts to change. Children without a sweater, or light jacket in their backpack, can be cold at recess if weather changes during the school day. Hats, boots, and mittens/gloves are needed by all students during the winter months.

Each classroom at West Ridge has an area outside the classroom for hanging up jackets and book bags/backpacks. Please mark all items of clothing and personal property with the child's name.

Bicycles, Scooters, Heely's and Skateboards

If a student rides a bike to school it should be parked in the rack provided. Students must bring their own lock to secure their bike (bikes will not be stored in the school building). **The school is not responsible for them.** Students should walk their bikes on and off the school grounds at all times.

Students will be allowed to bring skateboards or scooters to school if being used as a means of transportation. Students must carry skateboards and scooters on the school grounds and into the school building. Skateboards and scooters must be stored in or above student lockers. Failure to abide by this rule will result in students being prohibited from bringing these items to school.

Breakfast Program

RUSD takes part in the Universal Breakfast Program, which allows all students to receive breakfast. Arbor Food Service provides the breakfast program.

Bring Your Own Device – BYOD

Guidelines

1. Students may use a privately owned electronic “Internet ready” device on the RUSD wireless network with teacher or administrator permission.
2. The use of a privately owned electronic device is to support and enhance instructional activities.
3. Students are prohibited from accessing the Internet using any external Internet service.
4. No privately owned electronic device may be connected to the RUSD network by a network cable plugged into a data outlet. Network access is provided via Wi-Fi access only.
5. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device as a cabled or wireless hotspot.
6. Voice, video, and image capture applications may only be used with teacher or administrator permission.
7. Sound should be muted unless the teacher or administrator grants permission for use of sound associated with the instructional activities. A teacher or administrator may permit the use of ear buds or other types of headphones.
8. The privately owned electronic device owner is the only person allowed to use the device.
9. No District-owned academic or productivity software can be installed on personal devices.
10. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services.
11. Devices are brought to school at the students’ and parents’ own risk. In the event that a privately owned device is lost, stolen or damaged, RUSD is not responsible for any financial or data loss.
12. Violation of school or District policies, local, state and/or federal laws while using a personal electronic device on the RUSD wireless network will result in appropriate disciplinary and/or legal action as specified in the *Student Handbook* and *Code of Student Conduct*, School Board policy as well as by local, state and/or federal law.
13. District personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.
14. The District reserves the right to examine the privately owned electronic device and search its contents if there is reason to believe that District policies or local, state and/or federal laws have been violated. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password.

Classroom Learning Without Interruption

We need to limit the interruptions to our instructional day for students. Information regarding after school plans, rides, appointments, etc. should be discussed before the students come to school in the morning. The only phone messages should be for emergencies!

Custodial Rights

Parents must notify the school with a copy of the court order indicating any restrictions involving a child's custody if it pertains to the child's school day and/or arrival and dismissal from the building. This information is necessary for your child's protection.

Expectations of Parents

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- Make every effort to provide for the physical needs of the child. This includes plenty of rest, good nutritional foods, and proper dress.
- Strive to prepare your child emotionally and socially in developing a good attitude toward learning and discipline.
- Display a positive, supportive attitude toward the education of your child.
- Become familiar with our academic and behavioral expectations for your child and support us. If you feel that the expectations are being unreasonably implemented, it is your right and obligation to contact the teacher and/or principal to discuss your concerns.
- Contact the school if you have questions or concerns in an effort to communicate with the person closest to the particular situation.
- Encourage and lead your student(s) in the development of proper study habits at home. Encourage each child to complete homework.
- Work for the success and improvement of the school program.
- Become familiar with Board of Education and school policies that pertain to student behavior.
- Inform school personnel when your child will be absent from school.
- Volunteer in school, whether it is supervising lunch, recess, tutoring a student, and/or helping with the many activities that West Ridge has to offer.

Daily Schedule

School Start

First Bell: 8:04 a.m.

Tardy Bell: 8:15 a.m.

Lunch

Grades K, 1 Lunch: 10:45 a.m. - 11:15 a.m.

Grade 2 Lunch: 11:25 a.m. - 11:55 a.m.

Grade 3 Lunch: 12:25-12:55

Grade 4 Lunch: 11:45-12:15

Grade 5 Lunch: 12:05-12:35

Dismissal

AM 4K Dismissal: 11:15 a.m.

PM 4K Bell: 3:00 p.m.

Dismissal Bell: 3:00 p.m.

Buses Leave: 3:10 P.M.

Children should not come to school before 8:05. We do not have playground supervision in the morning due to parent drop off area on the back playground in morning. During severe inclement weather, children will be let into the building at 8:05 AM per the principal or designees decision.

Discipline

Administration will investigate any situation that arises from negative behaviors and will act based upon the result of the investigation in accordance with the Student Rights and Responsibilities Handbook. Negative behaviors will be treated progressively by administration based upon the result of investigations.

PBIS

We will utilize PBIS (Positive Behavior Intervention System) as a way to deter negative behaviors through the use of positive reinforcement. Students will be able to earn PAWS for displaying positive behaviors which can be turned in to buy certain things through PBIS. There will be a menu of choices that will change monthly. PBIS will be utilized school wide and school wide goals will be in place regularly.

Early Dismissal, Check-In and Check-Out

Early dismissals require a parent note and should include the date, time, reason for the dismissal, and who will pick up the child. Parents must pick up the child at the school office. Students will not be sent out to a waiting car and students cannot walk home. A parent **must** come in and sign their child out of school. No child will be released without adult supervision. We do this for your child's safety.

Please try to schedule appointments for doctors and dentists **after school hours** if possible. This practice minimizes the disruption to your child's daily education. Notify the school 24 hours in advance of pick up changes. We understand emergencies arise from time to time but the office gets extremely busy in the late hours of the day and we don't always get to check our voicemail right away after 2:00. For this reason all transportation changes need to be communicated to the Office via a parent note, parent phone call by 2:00 each day. Staff have been instructed to dismiss students based the last family communication. It is imperative that all parents communicate pick-up procedures to their child's classroom teacher and Office Staff.

Students arriving late should bring a note or doctor's excuse and must be checked in by an adult in the office.

All parents and visitors must check into the office and wear a visitor's badge for the safety of our students. Please, understand if a staff member questions why you are in the building, it's for the safety of all of our kids.

Fees for the School Year:

This process is changing by the district and will be updated upon determination of the district.

Health Room

The health room is run by trained Nursing staff. Parents are notified when illness or injuries are serious enough to warrant communication. Any student with a temperature of 100 or higher will be sent home. A phone call will be made for any head injury whether minor or serious.

If the parent is unable to be reached, we will attempt to reach alternate contacts provided by the parent. It is advisable to list “local” emergency contacts to minimize the response time. Your assistance in keeping the office informed of any changes in your phone numbers or your emergency contact information is greatly appreciated. When picking up a sick or injured student please report to the office.

Immunization

The State Immunization Law (Chapter 252.04) requires that students receive a minimum number of immunizations to attend school. The law is meant to protect everyone in the school from vaccine preventable diseases such as measles, mumps, and pertussis (whooping cough). The number and types of vaccines the law requires vary with the age and the grade of the student. Please check the District’s website, contact the RUSD Office of Health Services, your child’s school, or your local health department for the current requirements and where to get the vaccines. Failure to have your child vaccinated can not only lead to their suffering from the disease but also potential exclusion from school for up to 5 days, court action, and/or a fine up to \$25.00 per day of violation.

International Baccalaureate Primary Years Program

West Ridge is authorized for the Primary Years Program. IB schools share a common philosophy: a commitment to high quality, challenging, international education that West Ridge Elementary School believes is important for our students.

What is an International Baccalaureate Primary Years Program (PYP)?

Regardless of location, size, or makeup, an IB PYP school strives to develop an internationally-minded person. The mission of the International Baccalaureate Organization (IBO) is:

- To develop inquiring, knowledgeable, and caring young people.
- To create a better and more peaceful world through intercultural understanding and respect.
- To work with schools, governments, and international education and rigorous assessment.
- To encourage students worldwide to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

What does that mean at West Ridge?

It means our students are taught **WHY** they should know something and **HOW** it connects to other subjects and the real world. It means high quality teaching and learning: challenging instruction and worldwide knowledge “at home”. It also means that our school has a wonderful opportunity to meet the needs of all students, including those identified as gifted and talented, through best practices expected of teacher in the PYP.

At West Ridge, the students will be taught to be internationally-minded through the “Learner Profile”.

The Learner Profile is made up of 10 qualities/attributes determined to be most important in creating positive and productive citizens of the world. A profile is a description of a person's qualities, attributes, values, and characteristics.

The Learner Profile Traits are:

Inquirer	Open-minded
Knowledgeable	Caring
Thinkers	Risk-takers
Communicators	Balanced
Principled	Reflective

Each month a Learner Profile Trait will be focused on. Students will work on developing the trait and reflecting on how they accomplished the trait at the end of each month.

West Ridge IB Parent Group

At West Ridge we have formed a Parent Group that meets before the monthly PTA meeting. The objective of this group is to learn more about IB and how they can support the Program at West Ridge. If you are interested in being a part of our group, please contact Ruth Adamczyk, IB Coordinator Designee at ruth.adamczyk@rusd.org or by calling the main office at (262)664-6200.

School Closing Procedures

Below is information about emergency closing procedures that the Racine Unified School District follows. We realize that any change from the normal school schedule may cause some disruption. The below options will be utilized sparingly and only when conditions make such procedures absolutely necessary. It is very important, however, that you are prepared for such an emergency. Please make all necessary arrangements in advance for alternate supervision for your child/children in case of emergency closings. Our goal is to ensure care and safety for all students.

Parent Notification

If schools are closed, delayed or dismissed early, we will make every effort to inform District families as soon as possible. To receive the earliest information about emergency closings or delays, we urge you to register your email address here to receive up-to-date notification via email (Be sure to register for "Emergency Announcements."). Additionally, we will post school closing information on the District's website and the notice will be broadcast over the following media:

www.rusd.org (Racine Unified School District)	www.journaltimes.com (The Journal Times)	Fox 6 (Channel 6)
TMJ4 (Channel 4)	CBS 58 (Channel 58)	WISN 12 (Channel 12)
FM 106.1	WRJN (1400 AM)	NEWSTALK 1130 WISN
AM 920 THE WOLF	WGTD (91.1 FM)	V100.7 JAMS
94.5 THE LAKE	97.3 RADIO NOW	OLDIES 95.7
620 WTMJ		

School Closing Procedures

There are three possibilities for closing school, which may be considered based upon weather conditions:

Option #1 - Schools Closed: All Racine Unified schools will be closed for the day. No after-school activities occur on days when schools are closed.

Option #2 - Delayed Start - Two Hours: Schools will start two hours later than their usual starting time. Students who use school bus transportation should be at their assigned bus stop two hours later than normal.

Students who walk should plan to arrive at their school two hours later than the normal arrival time. Students will be dismissed at their regular dismissal time at the end of the day.

Early Childhood and 4-Year-Old Half-Day Kindergarten: When schools are delayed two hours, early childhood and 4K are not in session.

Option #3 - Early Dismissal: Dismissal time is determined based on weather and communicated to families as quickly as possible. No after school activities occur on early dismissal days.

Thank you for your support as we prepare for emergency school closings.

Recess and School Door Opening Times

School doors should open early if:

The air temperature or wind chill is 10 degrees above or colder

Rain is falling

Heavy snow is falling or

Other extreme weather conditions prevail

However, students should not report to their classrooms until either the teacher is present or 11 minutes before classes are regularly scheduled to convene. Recess at elementary schools should also not be held during the above conditions.

Absences

If a parent deems the weather too dangerous for his/her child to be out, the parent has the right to request an excused absence for the child. If students are tardy due to cars not starting, etc., those excuses will be honored.

Changes to Student ID Numbers, Email Addresses, and Passwords

Beginning this school year, **student ID numbers** for returning RUSD students will change. Currently, returning students have a 5-digit ID number, e.g., 12345. Starting this school year, returning students will use their student ID number prefaced by the letter s and number 1. For example, student number 12345 will be student number s112345. For students new to RUSD this year, add an **s** to the beginning of your 6-digit student number.

current student number
1 2 3 4 5

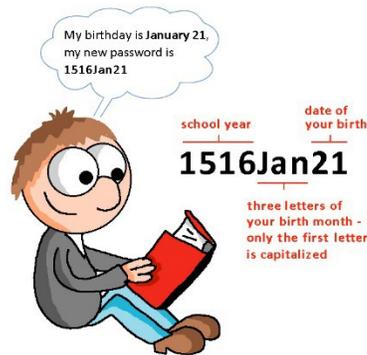
new student number
s 1 1 2 3 4 5

For returning RUSD students, just add s1 to the beginning of your current student number!

New RUSD students just add the letter s to your student number!



Student email addresses. Your student email address will also change this year. Last year, your student email address was your first name, last name, and three digits, e.g., marysmith001@myrusd.org. Your new student email address is your student number@rusd.org. For example, if you are student **s112345**, your new email address is s112345@rusd.org. Please note you will be using rusd.org instead of myrusd.org. This change will make it easier for teachers and students to use Google Classroom to share and collaborate on documents during the school year.



school year date of your birth
1516Jan21

three letters of your birth month - only the first letter is capitalized

Student passwords. Student passwords will also change this year. The new password format will be the school year (this year will be 17-18), the three letters of your birth month with **only the first letter capitalized**, and the day of your birth. For example, if a student's birthday is January 21, the new password is **1718Jan21**. Please note that only the letter "J" is capitalized.

We understand that you may have documents or contacts saved within your previous RUSD email address. **We will provide students with an opportunity after the beginning of the school year to download all of their documents, emails, contacts, etc.** We will send out further communication with information

regarding the download window and instructions on how to recover any documents. Please be assured, none of your information will be lost and you will have the opportunity to recover all your documents, emails and contacts.

We want to wish you all the best as you start a new school year. If you have any questions about these changes, please ask your teacher.

Lost And Found

Each year we have unclaimed articles because of inadequate labeling and markings. Please make sure that all items have their name. This will help reunite students and their personal belongs much faster. All lunch boxes, coats, hats, boots, etc... should be plainly marked with your child's name. If your child loses an item, encourage him/her to check our lost and found. Parents are welcome to check lost and found for missing articles. The lost and found is located in the Multipurpose Room.

Lunch Program

Elementary students are required to take a hot pack, cold pack and fluid milk to have a complete lunch. Middle school and high school students are required to take at least three different components out of the five offered components to have a complete lunch. The five different components are: grain, meat, dairy, fruit and vegetable. One of the items chosen must be a fruit or vegetable for the meal to be complete. If a child does not have all required components of the meal he/she will be asked to pay the a la carte prices for his/her items. A la carte items at all levels must be paid for regardless of lunch status.

Your child's ending lunch balance from last school year will roll over to the current school year. [Check your student's lunch balance online](#) or (<https://racine.revtrak.net/tek9.asp?>) Choose your child's school and then choose Add Any Amount. Enter in his/her ID number, last name and \$0.00 for the amount. Click Check Balance at the bottom of the page. You will be shown his/her balance as of 9 a.m. the previous day.

**Parents may opt to pay daily or deposit money into their child's account.

Use the chart below to help plan payments.

	Lunch Cost	1 week total	1 month total
Full	\$2.65	\$13.25	\$53.00
Reduced	Free	Free	Free
Milk	.45	\$ 2.25	\$ 9.00

Applications for free and reduced lunches are available in the office. All students who qualified last year are automatically approved for free or reduced lunches for thirty days - ending on September 30th. A new application must be completed immediately for approval for the 2017-2018 school year.

Please direct any questions to the Arbor office at (262)-631-7082. West Ridge does not keep track of student accounts or status of lunch applications.

Medication Guidelines

In compliance with Wisconsin State Statute 118.29, medication may be administered by school personnel **only** after the following consent requirements have been met:

1. Prescription Medication

- a. The prescribing physician must provide SIGNED WRITTEN INSTRUCTIONS for the administration of the medication. These instructions **must** include the following information:
 - 1) Name of drug and prescription dosage;
 - 2) Frequency of administration;
 - 3) The conditions and circumstances requiring the administration of the medication if it is to be given on an as needed schedule; and
 - 4) Description of expected or predictable side effects.
- b. This information may be provided on the district medication consent form.
- c. **BOTH THE PHYSICIAN AND THE PARENT OR GUARDIAN MUST SIGN ANY FORM OR WRITTEN COMMUNICATION AUTHORIZING THE ADMINISTRATION OF PRESCRIPTION MEDICATION.**

2. Non-prescription Medication

- a. The parent or guardian must provide SIGNED WRITTEN INSTRUCTIONS for the administration of the medication. These instructions must include the following:
 - 1) Name of drugs and prescribed dosage;
 - 2) Frequency of administration; and
 - 3) The conditions and circumstances requiring the administration of the medication if it is to be given on an as needed schedule.
- b. This information may be provided on the district medication form.
- c. THE PARENT OR GUARDIAN MUST SIGN ANY FORM OR WRITTEN COMMUNICATION AUTHORIZING THE ADMINISTRATION OF NON-PRESCRIPTION MEDICATION.

MEDICATION IN CONTAINERS – All medication **MUST** be sent to school in the pharmacy container that is labeled with the following information:

- A. Name of child
- B. Name of drug and dosage
- C. Frequency of administration
- D. Physician's name (for prescription medication)

All Medications **MUST** be dropped off and picked up by the parent or guardian.

MAP: Measure of Academic Progress

What is MAP?

The Measure of Academic Progress are standardized tests that we have all students in grades K5- 5th grades take three times a year and are designed to measure growth. The tests are administered in Fall, Winter and Spring.

What is a RIT score?

The RIT score, short for Reach Unit, is the most important score that we get from the MAP tests. The RIT scale is developed through a process of determining the difficulty of various topics in each subject area. For example, in math, the following topics are assigned these values on the RIT scale:

Adding basic two digit numbers with regrouping, answers more than 100 – 183

Determining basic multiplication facts, products less than 10 – 194

Determining basic multiplication facts, product less than 50 – 199

The RIT scale goes from about 140 to 250 for each subject, and student's progress on the same scale from year to year. In Math, for example, students around the country typically score in the 180s in 2nd grade, in the 190s in 3rd grade, in the 200s in 4th grade, and in the 210s in 5th grade.

Why are the students taking the test more than once?

By giving the tests two or three times a year, we are able to monitor a student's growth. Each year a student's RIT score should go up several points. Based on a student's grade level and RIT score, the company that makes the MAP tests is able to project how many points a student score would normally goes up, labeled "Projected Growth Fall to Spring." In our opinion, since tests are not always 100% accurate, we would think a student as meeting the Projected Growth if their actual growth from Fall testing to Spring testing is within couple of points of the projection.

PTA (Parent/Teacher Association)

PTA MEETINGS ARE MONTHLY

Our West Ridge PTA works for the benefit of our children and our school. We encourage ALL parents, grandparents, teachers, and staff to become members of our PTA. By being a member of the West Ridge School PTA, you are showing your support and dedication to the quality events and services provided for you by the PTA. The PTA is always looking for volunteers to help with various activities and events. Please consider volunteering to ensure the success of these activities and events.

WE ARE IN NEED OF PTA MEMBERS!

The PTA works on many different activities throughout the school year. Their success stems from the parent and community volunteers that help run many of the activities. We would love every parent to join the PTA and actively participate throughout the school year. Below are some of the activities that the PTA has sponsored in the past.

PTA Events:

1st Day School Treats for Teachers
Picture Day
BMX Bike Show
West Ridge Spirit Wear
Cookie Dough & E Book Fundraiser
Pride Night
Field Day
Skate Town Nights
Teacher Appreciation Luncheon

Ways to Support West Ridge!

Marcus Movie Ticket Sales
Shoparoo
Box Tops for Education
Target Red Card

West Ridge RTI – Response to Intervention

West Ridge Elementary School and the Racine Unified School District believes in providing the highest quality of education for every student. To meet this goal, we are adopting a three-tiered approach to instruction. This process, known nationally as Response to Intervention or RtI, gained attention when federal law established these practices as an approach to identify and provide early intervention to struggling students. Tier one instruction is for all students, differentiating and personalizing instruction within the core curriculum through small group instruction, based on student need and interest. Tier Two and Tier Three, within the RtI model, provides additional support beyond the core curriculum.

Students who are not progressing at the expected rate with Tier One instruction, in reading/balanced literacy classes and/or math classes, will be provided with intervention(s) matched to the student's needs. Interventions will occur every day for an identified number of weeks as determined by the student's individual plan. Intervention teachers will track student progress on a weekly or bi-weekly basis. The school-based RtI support team will analyze student data and review individual RtI plans every four weeks to monitor progress. The RtI team may adjust the intervention through frequency, time or intensity, or choose to change the type of intervention as needed. Parents are encouraged to participate in this process and will be made aware of any changes to their student's intervention plan and progress.

*Wisconsin's rule for identifying students with specific learning disabilities (SLD) has also changed. All initial SLD evaluations of public school students will use information from intervention to make eligibility decisions. This letter is to notify you that beginning on September 1, 2015, initial evaluations in the Racine Unified School District will begin using information from a student's response to intensive, scientific research based or evidence based interventions when making special education eligibility decisions.

We recognize that students have different needs and learn in different ways. We are committed to the success of each and every student.

We look forward to sharing additional information as we progress through the school year. For additional information on RTI, please visit the Department of Public Instruction website at <http://dpi.wi.gov/>. As always, do not hesitate to contact your child's teacher or the school if you have questions or concerns.

Ongoing Questions and Concerns

During the year questions and concerns often arise regarding your child's progress in school. West Ridge staff welcomes your questions. When this happens please contact the teacher to resolve the situation. It is helpful if you include in your message a good time for the teacher to contact you along with a brief explanation of your concern.

Teachers are happy to meet with parents to discuss issues. Making an appointment in advance ensures you the teacher will be available to meet.

Addressing concerns directly with your child's teacher allows all parties involved to have a clear understanding of the issue and work together toward a solution.

Lighted School House after School Program

The West Ridge will be offering an after school program in the field house starting in September. The program will be open from 3:30-5:00 p.m. Monday through Thursday when school is in session. The cost is \$60 per semester per child or \$120 per year per child no matter how many days a student participates. The Lighted School House program will feature a format which includes structured and small student group schedules. Students will be checked in and out of the program. Daily activities will include direct play, study/homework time, fun and fitness, and a variety of enrichment activities. Special events, movies, and community service projects will also be integrated into the program. Staff, parents, and students work together on behavior expectations. Snacks are available for all students. Students cannot leave the program unless checked out by a parent/guardian. If you need to contact the West Ridge after school Lighted School program please call Mrs. Thielen at 604-4900 Ext. 5912 between the hours of 8:00-2:00 and call 604-4540 between the hours of 3:00 – 5:30 PM.

School Bus Rules of Conduct

To ensure the safety of all children on the bus, students are **required** to ride the bus on which s/he is assigned. Remind your child to be at the bus stop early, to follow all rules of good behavior while waiting for the bus, and to follow all safety rules while getting on the bus, riding the bus, and getting off the bus.

Racine Unified School District contracts w/Durham School Services for transportation. Items left on bus may be claimed from Durham School Services at 1620 Oakes Rd. (262) 886-1312 *Durham School Services is not responsible for lost or stolen items.*

Bus Rules: In order to ensure that students have a safe bus ride to & from school, the following rules must be followed:

Bus Rule Violation: Please remind your children that improper behavior on the bus may endanger his/her safety and the safety of others. Bus drivers are encouraged to report incidents of misconduct to school officials. Improper conduct could result in your child losing bus privileges. Parent / Guardian will be responsible to pay for any damage done to or on a bus by their child. Parents are responsible for transportation when a student is suspended from the bus.

Violation of the rules must be reported to the Directing Principal and/or designee and shall be treated as in the student handbook.

School/Classroom Telephones

School phones are for school faculty and should not be used by students. However, students may use phones when an emergency arises. Students will not be permitted to use phones for forgotten items. School supplies, books, lunch money, band instruments, etc. are the responsibility of the individual student. Please encourage your child to accept and learn this responsibility.

The general school telephone number is 262-664-6200. You may press “0” anytime for the secretary.

The Attendance Line for West Ridge is 262-664-6210.

To leave a voice mail message for a staff member dial the main number 262-664-6210 and press in the voice mail extension. This is available 24 hours a day, 7 days a week. See last page of handbook for extension numbers.

Traffic Safety:

Please use the map on the next page as a guide. We really appreciate the support!



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Visitors

All Parents and visitors are required to check in and out of the school office so we may direct you to a specific area as well as keep track of the visitors in the building. Please enter at the main door on Emmertsen and press the button on the door monitor. After entry, all visitors must report to the office to sign in and receive a badge while visiting. Please make sure to check out in the office as well. Stop in any time!!

WINGS Volunteer Program

The District's WINGS Volunteer Program exists to enhance the educational experiences of students and assist teachers in the classroom. Annually, volunteers donate thousands of hours of service to benefit students. This positive interaction with volunteers often leads to improved self-esteem and academic improvement. In addition, volunteers can help provide a positive environment for students. Please consider volunteering at a local school and helping Racine Unified educate every student to succeed.

Many Ways to Help

WINGS is designed to be as involved as your interests and time allow. Community members can support students and teachers in many ways. Volunteers can work directly with students as tutors, especially in the critical subjects of math, science and reading, or they can be mentors, working one-on-one with students.

How Do I Volunteer?

Before volunteering, you will need to complete a WINGS Volunteer application. All WINGS applications must be completed online through the RUSD website.

2017-2018 Staff Roster

STAFF NAME	ROOM	GRADE/POSITION
Adamczyk, Mary	5	Gr. 1 Teacher
Adamczyk, Ruth	11	IB Coordinator
Ayala, Leslie	1	Gr. 5K EA (DAS)
Bailey, Stephanie	46	Gr. 4 Teacher
Baumgardt, Melanie	3	4K Teacher
Catlin, Eryn	37	MRE Teacher (Primary)
Christopherson, Pam		1/3 Cross-Cat Tchr
Dever, Alyx	4	5K Teacher
Drenzek, Amber	72-D	Instr. Music Tchr.
Dresen, Dawn	23	Gr. 1 Teacher
Ellis, Maureen	25	Gr. 2 Teacher
Feranchek, Christine	Office	Clerk
Fergus, Joan		K/2 Cross-Cat Tchr
Gedgudas, Christine	48	4/5 Cross-Cat Tchr
George, TJ (Thomas)	Office	Principal
Gordon, Paul	68	Building Engineer
Guillien, Jacqi	28	Gr. 3 Teacher

Hansen, Elizabeth	19	Title 1 Teacher
Hansen, Heather	3	4K Inclusion Teacher
Hansen, Lisa	32	Vocal Music Teacher
Hart, Cameron	68	Bldg Engineer - PM
Hunt, Les	7	Asst. Principal
Jacobson, Jordan	49	Gr. 4 Teacher
Johnson, Anthony	39	MRE Teacher (Interm)
Johnson, Caitlin	2	5K Teacher
Johnson, Doug	34	Instr. Music Tchr.
Kahle, Myra	38	Nurse, RN
Kimberlain, Julie		Gr. 2 EA (DAS)
Kortendick, Carrie	40	EC 3/4 EA (DAS)
Kravig, Dawn	3	4K EA (DAS)
LaCour, Melissa	44	Art Teacher
Laing, MaryKae	48	Gr. 4 Teacher
Lester, DeAndre		Custodian
Longsine, Dawn	51	Gr. 4 Teacher
Losiewicz, Samantha	17	Social Worker
Lui, Jane	38	Nurse, LPN
Marking, April	36	Occu. Therapy
Martone, Leah	20	Counselor
McCartney, Julie	3	4K EA
McKnight, Sarah	1	5K Teacher
Mielcarek, Julianna	19	Title 1 Teacher
Molitor, Chrissy	27	Gr. 3 Teacher
Nettesheim, Laura	66-A	Speech Pathol.
Nielsen, Mary Lou	30	Gr. 3 Teacher
Resource Room	56	Cross-Cat/Spec Ed
Reszel, Renee	66-B	Speech Pathol.
Rodriguez, Chelsea	39	MRE EA (Interm)
Rohde, Crystal	37	MRE EA (Prim)
Rosinski, Ellen		Gr. 5K EA (DAS)
Schieffer, Jenna	15	School Psychol.
Schlitz, Maribel	32 / (cart)	Spanish Teacher
Smetana, Connie	36	Phys. Therapy
Spiegelhoff, Lisa	54	Gr. 5 Teacher
Steberl, Barbara	52/56	Gr. 5 EA (DAS)
Stewart, Amy	36	Adaptive PE
Sweeti, Laura	24	Gr. 2 Teacher
Taylor, Michelle	25	Cross-Cat Tchr - 2/3
Tetzloff, Lynn	40	EC 3/4 Teacher
Thielen, Amy	53	Gr. 5 Teacher

Ticha, Jon	52	Gr. 5 Teacher
Tranel, Andy	70	Phy. Ed. Teacher
Vogt, Kathy	Office	Secretary
Westhoff, Mark	66	Library Teacher
Westmoreland, Sara	49	Gr. 4 EA (DAS)
Wildman, Courtney	26	Gr. 2 Teacher
Williams, Aqualena	25	Gr. 2 EA (DAS)
Young, Terrence	41/push-in	ESL Teacher
Zmijewski, Lynn	Kitchen	Food Service - Arbor

West Ridge Elementary School Compact

Parent/Student/Staff Promise

Student Promise: I WILL	Parent/Guardian Promise: I WILL	Staff Member Promise: I WILL	Administrator Promise: I WILL
Believe in myself	Spend time with my child – I am my child's teacher, too!	Care about each student and believe in each student's ability to achieve. Maintain or increase all students' achievement.	Recognize student, classroom and staff achievement. Promote the district's and West Ridge's mission in the planning, delivery and assessment of instruction.
Work hard to do my best in class and school work.	Communicate and work with the school to support my child's learning. Work to establish a regular study time and place for my child. Encourage good habits.	Have high expectations for myself, students and their families. Give families a clear list of academic expectations. Provide a challenging curriculum.	Work with staff to provide a challenging curriculum. Support the professional growth of staff. Encourage staff communication and joint curriculum development.
Ask for help when I need it.	Ask my child questions about school. Use my experience to help my child learn. Contact the teacher or other staff for help.	Communicate with families, by phone, written note or conference – to support students' learning. Respond promptly to phone messages and notes from families.	Identify and develop outside resources that can come to school and tutor students that need help. Work with staff to maximize these resources.
Bring the necessary school supplies to class.	Provide the necessary school supplies for my child. Notify the teacher if I can't get the supplies.	Send home written lists of needed supplies – allow time for families to purchase them. Ask families to contact the school if there are problems. Notify Administration/Parent group of needs.	Promote cooperative use of school resources. Encourage staff participating in supply budgeting.
Attend school regularly	See that my child attends school regularly and on time. Help my child get enough sleep. Notify the school office if our address/phone changes.	Contact family about excessive absences or other attendance problems. Keep school office up-to-date on attendance issues.	Put in place communication procedures that improve student attendance. Coordinate midyear update of student address/phone numbers. Work with staff on special issues.
Respect and cooperate with other students and adults.	Attend parent conferences. Make a genuine effort to attend and give feedback at school events and meetings that affect my child. Take time to read and act on school communications.	Respect the diversity of my students and their families. Send home notices of upcoming classroom and school events on a timely basis. Participate in school wide activities.	Promote a school cultures that is based on respect and excellence. Increase communication and trust levels among administration, staff, students and families.
Act maturely and responsibly.	Find ways at home for my child to practice being responsible to understand consequences. Communicate with the school if I have questions or concerns.	Find ways for children to accept responsibility and use it well. Communicate with families where extra attention is needed.	Recognize student growth in responsibility. Support teacher-family communication efforts.
Help to keep my school safe.	Discuss the school rules with my child. Let my child know how I expect him/her to behave—at home and at school. Support a safe, respectful and orderly environment.	Work with the administration and other staff to provide a safe environment. Make sure students and families have clear definitions of behavioral expectations and consequences.	Maintain a positive and safe environment. Set in place policies and procedures that will guarantee the smooth operation of the school and promote learning.

Student _____ Parent _____

Teacher _____ Administrator _____