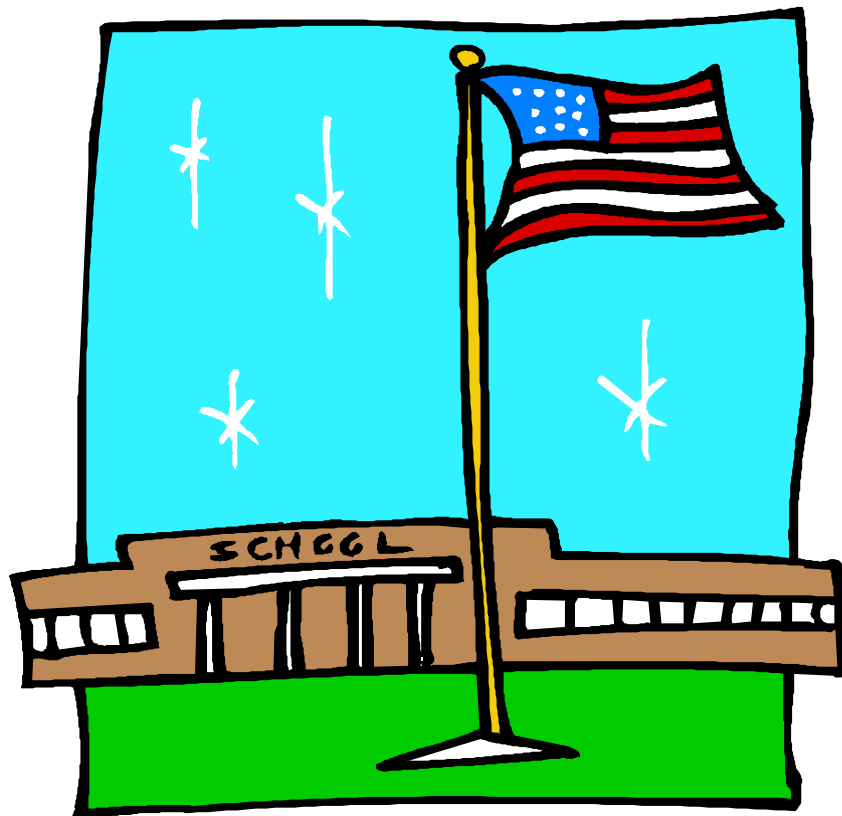


# Ridge Lawn Elementary School



Parent Information Handbook  
2009-2010

**Ridge Lawn Elementary School is a pre-kindergarten through fifth grade school where high grades stand for high achievement and promotion is earned. Our mission is to provide a positive learning environment where each child has the opportunity to reach his/her potential. Our school, in partnership with parents, appreciates diversity in the classroom. In this school community, all students have the right to a safe, orderly, and drug-free environment.**

Dear Parents,

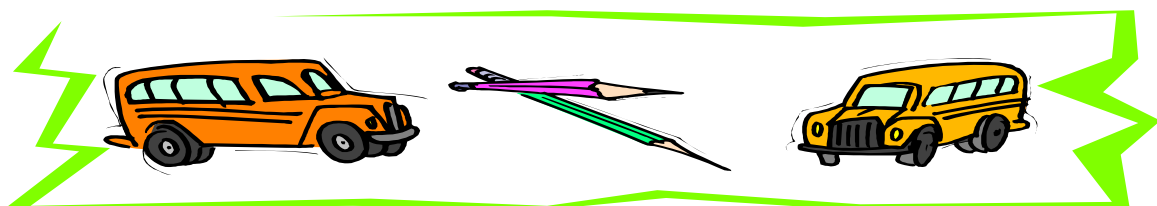
Welcome to the 2009-2010 school year at Ridge Lawn School. All of us at Ridge Lawn are anticipating another exciting year. Please read over this School Handbook. On the first day of school, you will receive the School District Handbook and Discipline Code. Inside you will find important school and district procedures and information. Please sign and return the acknowledgement slip that will accompany the Chicago Ridge School Dist. 127.5 Student and Parent Handbook.

Please keep an eye out for newsletters and other important information that your child will be bringing home throughout the year. Our goal is to keep you well informed and involved in your child's education. We hope that these materials are helpful to you.

Please feel free to contact the school at 636-2002 with any questions or concerns that you may have. We look forward to working together for the best interest of your child(ren).

Sincerely,

Mrs. Fran Setaro  
Principal



## Ridge Lawn Elementary School

5757 West 105<sup>th</sup> Street      Chicago Ridge, IL 60415      (708) 636-2002

<b><u>School Hours:</u></b>	Full Day Kindergarten – 5 <sup>th</sup> Grade	8:10 am – 3:00 pm
	Half Day Kindergarten	8:10 am – 12:05 pm
	Pre-Kindergarten A.M.	8:10 am - 11:00 pm
	Pre-Kindergarten P.M.	12:10 pm - 3:00 pm

### **Tardiness and Absences**

Every child is urged to form excellent habits regarding attendance and promptness. A right start every day helps foster a positive attitude. **Should your child be absent, you will need to call the office (636-2002) before the start of the day to report the absence.** In the event that you do not report your child absent before school starts, a school secretary will call you at home or work to confirm your child's absence. This is for your child's safety. ***In addition, please send a note with your child when he/she returns to school documenting that date and reason that your child was absent, in adherence with the state law.***

Students will be marked tardy if they arrive after 8:15 a.m. Any student that arrives after 8:15 a.m. needs to report to the office to receive a pass to enter class. This does not apply to students that ride the school bus. **Excessive tardies and absences will result in a conference with the school principal.**

### **Arrivals and Dismissals**

Please refer to the map you received at registration for student arrival/dismissal doors. Students that walk to school may line up by their assigned door. **We ask that students do not arrive prior to 8:05 a.m. because adult supervision is not available before that time.**

If you choose to drop off/pick up your child, please refer to the map that you received at registration. Cars must slowly enter the west parking lot and proceed around the curve to the student entrance doors. We ask that you drop off your child and pull through the driveway. If you wish to have your child wait in the car until faculty is present, please park your car in one of the designated parking spots and do not wait in the car rider line. This allows other cars to drop off their children and exit the parking lot. Do not allow your child to exit the car and cross in between other vehicles. **You may not exit your car and walk your child to the door.** Faculty members and school safety patrols will be available to provide further direction and assistance. We ask for the safety of the children that all drivers follow these procedures. The school will contact those not respectful of the school's safety precautions.

### **Lunch and Breakfast**

Students in kindergarten through fifth grade may either bring a lunch from home or order a lunch from our school lunch program. Students MUST pre-order breakfast and/or lunch on a weekly basis. The school lunch program will begin on Tuesday, August 25<sup>th</sup>. **Please note that lunch and breakfast orders are placed on a WEEKLY basis only.** Lunch forms will be sent home at the end of each week and your child will need to return it by the next Monday for the following week's order. *If your child does not pre-order a school lunch and/or breakfast, a lunch and/or breakfast will not be available for order on that day.* **Orders placed after the Tuesday of the preceding week CANNOT be accepted.** In the event that your child is absent on Monday and you wish to order lunch and/or breakfast, you may call Mrs. Zaher, lunchroom hostess, at 636-2002 extension 2323 to place the weekly order. You may also contact her via e-mail at [kzaher@crsd1275.org](mailto:kzaher@crsd1275.org).

The cost of the school lunch is \$2.25 per day (including milk) and the cost of breakfast is \$1.50 per day (including milk). Payment needs to be sent in full at the time the order form is sent in or the order WILL NOT be placed. Additional money can be added to your child's account and it can be used for any subsequent lunch/breakfast orders during the year. Students that have a negative balance will need to bring a lunch from home.

Please send all money/checks (payable to: School District 127.5) in an envelope clearly marked with your child's name, room number, and reason for payment.

Milk may also be purchased separately for the cost of 35 cents.

If it is necessary to bring a lunch during the day, please clearly mark your child's name and room number on it and leave it on the office counter. We ask that you refrain from this practice as much as possible since it can be very disruptive to the learning process.

Each child is issued a lunch card. *In the event that the card becomes damaged and unusable, the cost for the replacement of a lunch card will be \$1.00*

### **Student Information**

Please notify the school if you change any listed addresses or telephone numbers during the school year. It is very important that our records have the most current information in the event that we need to reach you during the day regarding your child. Additionally, it is also imperative that we have emergency phone numbers of family members or neighbors if we are unable to contact you.

You will also receive information about our Alert Now program that allows the school to send out automated messages to you. If you have any question about this program, please stop by in the school office for assistance.

**Visitors**

All visitors to the school are required to enter the building through the front doors only and present a valid form of identification (driver's license or state id) while signing in at the office. All visitors will be given and must wear a visitor's pass while on school grounds. Visitors will not be permitted to enter school classrooms or be on school grounds without expressed permission from the principal. For the safety of the students and faculty, this expectation applies to before, during, and after-school hours. We thank you in advance for adhering to this policy for the safety of all.

When chaperoning a field trip, we ask that you sign in at the school office and provide your driver's license to office personnel for security purposes.

**Communication/Conferences**

We encourage parents to maintain communication with your child(ren)'s teacher in order to support your child's education. Formal Parent-Teacher Conferences are scheduled after the first and third grading periods. If you would like to meet with your child's teacher at any time during the school year, please schedule a mutually convenient conference time with the classroom teacher (with at least one day in advance). It is not possible to meet with teachers during the school day since that would be a disruption to the children's education. You may also call the school to schedule a telephone conference.

Please feel free to contact any faculty member using their voicemail and e-mail. By visiting our website at [www.crsd1275.org](http://www.crsd1275.org) - you can contact any faculty member via e-mail by clicking on their name from the Ridge Lawn School Faculty List.

**Homework**

Students in all grades levels are expected to complete homework on a daily basis. Homework is intended to reinforce skills and should be an extension of classroom instruction. The goal of homework is to help children develop good study habits and to take responsibility for their learning. In order to help your child be successful in this area, please check and sign his/her Assignment Notebook each day. Grade level Homework Policies will be available at our Open House.

**Homework Requests & Homework Hotline**

If you would like to request homework for your child when he/she is absent, you must notify the school office prior to 11:00 a.m. in order to ensure that is ready for pick-up at 3:00 p.m. Requests after 11:00 a.m. cannot be guaranteed.

After 4:30 p.m., you can call the school's phone number to reach our Homework Hotline. You can listen to school announcements and homework assignments for each grade level. Additionally, all textbooks and workbooks are kept on reserve at the Chicago Ridge Public Library at 10400 S. Oxford Avenue.

**Bus Rider Regulations**

Only students assigned to a school bus are permitted to ride and must board and exit their bus at their designated bus stop only. Please refer to the Student and Parent Handbook for detailed regulations. Student bus privileges may be suspended for students who misbehave at the bus stop or on the bus in any way. In the case that a student may not ride the school bus, transportation to and from school will be the responsibility of the parent.

**Toy-Free Policy**

Students are not permitted to bring toys, games, or other play equipment from home unless the classroom teacher has requested them for educational purposes.

**Before-After School Care**

The Chicago Ridge Park District provides before-and-after school child care program called R.A.H. (Recreation After Hours). They are located at the Freedom Activity Center located at 6252 W. Birmingham. The Park District does provide transportation to and from Ridge Lawn School and Freedom Park. Please contact the Park District at 636-4900 for hours of operation and program costs. Other local day care centers, such as Penny Lane, also provide day care and transportation for a fee.

**Smoke-Free Property**

Illinois State Law prohibits the use of tobacco on school property during all activities. All staff, parents, and visitors are prohibited from smoking on all school property. Thank you in advance for your cooperation in regards to the enforcement of this law.

**PTA Membership**

We encourage all families to join the PTA to support the wonderful activities and programs that they plan for our school. The cost of this year's membership is tentatively \$5.00 per family and the proceeds benefit the children of Chicago Ridge. In addition, you will receive a yearly calendar highlighting upcoming events, holidays, conferences, and other important dates. If you are interested in volunteering for PTA sponsored activities, please contact one of the PTA Board Members. They will be on hand at the PTA Meeting and School Open House on Thursday, September 3<sup>rd</sup>.