

Ridge Lawn School

Parent Information Handbook 2017-2018



Leaders in Learning

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 2017-2018 school year at Ridge Lawn School. All of us at Ridge Lawn are anticipating another exciting year. Please read over this School Handbook. You will be able to access the School District Handbook and Discipline Code on our district's website at www.crsd1275.org. The District Handbook includes important school and district procedures and information. **Please sign and return the acknowledgement slip regarding the Chicago Ridge School Dist. 127.5 Student and Parent Handbook.**

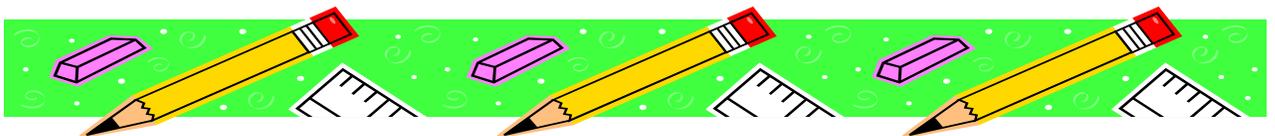
Please keep an eye out for newsletters and other important information that your child will be bringing home throughout the year. Our goal is to keep you well informed and involved in your child's education. We hope that these materials are helpful to you.

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 105th Street Chicago Ridge, IL 60415

(708) 636-2002

<u>School Hours:</u>	Kindergarten – 5 th Grade	8:10 AM - 3:00 PM
	Pre-Kindergarten AM	8:10 AM - 11:00 AM
	Pre-Kindergarten PM	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 the date and reason that your child was absent, in adherence with the state law.***

When a student arrives after the 8:15 AM tardy bell, a parent/adult should walk him/her into the school office to receive a tardy slip to enter class. **Excessive tardies and absences will result in a conference with the school principal. Per Illinois School Code, students that are absent for unexcused reasons for more than 5% of the school year are considered truant and may be reported to the local police department and the Regional Office of Education for truancy. Families may be subject to fines and court appearances for chronic truancy.**

Arrivals and Dismissals

Please refer to the map you received at registration for student arrival/dismissal doors. For arrival, all students will line up by their assigned door on the east side of the building. **We ask that students do not arrive prior to 8:05 AM because adult supervision is not available before that time.**

Kindergarten to 3rd grade students will enter and dismiss through the east doors and 4th and 5th grade students will use the south doors. If you choose to drive your child to school, all cars must find **legal street parking** or you may also use the parking spaces on the west side of the building and walk your child(ren) to the east side entrance/exit doors. *We ask that you use the sidewalk across the front of the building if you park on the west side of the building, instead of walking behind the school.* The area behind the building is intended for truck deliveries and does not have staff supervision to monitor student safety.

Faculty members and school safety patrols will be available to provide further direction and assistance. The school will contact those not respectful of the

school's safety precautions. We ask for your cooperation and assistance with arrival/dismissal procedures to ensure the safety of all students.

Lunch and Breakfast / Community Eligibility Provision

Students in kindergarten through fifth grade may either bring a lunch from home or order a school lunch from our lunch program. All children in the District are eligible for free breakfast and lunch under the Community Eligibility Provision (CEP). The Community Eligibility Provision (CEP) allows schools and local educational agencies (LEAs) located in low-income areas to provide free breakfast and lunch to all students. For more details, visit <https://www.fns.usda.gov/sites/default/files/cn/CEPfactsheet.pdf>.

(The USDA and this institution are equal opportunity providers.)

This year, the students do not need to complete a monthly order form as we have done in the past. Instead, each morning the teachers check with the students to see who will need a school breakfast and/or lunch that day. If you have any questions about the breakfast and lunch program, you can 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.

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 \$5.00*

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.

Throughout the school year, you will receive automated messages from our School Messenger program. This program allows the District Office and school to use email, text and phone calls to convey messages about upcoming events and other school-related information. If you have any questions about this program, please stop by 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 require that you sign in at the school office and provide your driver's license/state id to office personnel for security purposes. All chaperones are also required to sign a Guideline for Volunteer Chaperones form that details expectations for supervising a field trip.

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 in November and February. 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 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 grade 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 9:30 AM in order to ensure that it is ready for pick-up at 3:00 PM. Requests after 9:30 AM cannot be guaranteed.

After 4:30 PM, 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.

Student Behavior

All students are held responsible for their own actions and behavioral choices. The Chicago Ridge School District Student and Parent Handbook details the

Student Discipline Code for all students. Additionally, each grade level teacher will provide parents with grade level expectations, as well as consequences for inappropriate choices.

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.

Personal Property

Students are encouraged to leave personal property at home, especially anything that is of value. Students are not permitted to bring toys, games, or other play equipment from home unless the classroom teacher has requested them for educational purposes. Cell phones are permitted, but must be turned off and kept in lockers/school bags during the school day.

Please keep in mind that the School District is not responsible
for lost or stolen items.

Before-After School Care

The Chicago Ridge Park District provides a 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 and High Hopes, also provide day care and transportation for a fee.

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 \$10.00 per family and the proceeds benefit the children of Chicago Ridge. You can send membership money to the school in a marked envelope. 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 or attend the PTA's monthly meeting.

Communication and School Information

This year we will continue to utilize a communication system called School Messenger to communicate important school information. This system can send text messages, e-mails and automated phone calls. The school will be using School Messenger to communicate school events, as well as emergency messages. Please be sure that your current email address and cell phone

number is on file with the school office to ensure that you receive these messages over the course of the school year.

Website

Please visit our District website on a regular basis to see district and school level information. Our website is: www.crsd1275.org. On the website you will also find information that was previously sent home with the students. Each teacher also has a webpage with pertinent information. We hope that you will find our website as a valuable source of school and district information.

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.

Pest Management Notification

Chicago Ridge School District 127 1/2 uses an Integrated Pest Management approach for managing insects, rodents and weeds. Our goal is to protect all students and staff from pesticide exposure by proactive and preventive measures. The buildings and grounds are routinely monitored to detect any pests from being present.

From time to time, it may be necessary to utilize chemicals to manage a pest problem. These chemicals will only be used when necessary and will not be routinely applied. We will have a preference of use for chemicals/products that are the least harmful to human health and the environment. Applications will be used when students and staff do not have access to school grounds. Notices will be posted 72 hours prior to applications and for 72 hours after the applications.

Parents, guardians and staff members may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you want to be placed on this registry, please notify the school in writing. Please include your email address if you would like to be notified electronically. If you do not want to be emailed, a letter will be sent home with your student.

Chicago Ridge School District Budget

Per Illinois School Code, the Chicago Ridge School District budget is available for viewing on our website: www.crsd1275.org under the District tab.