

Riddle Elementary School



Panthers

2023-2024 School Handbook

Riddle Elementary School



Dear Families,

Welcome! I hope you had a wonderful summer.

We are excited about the upcoming school year at Riddle Elementary. Our amazing staff have been working hard to prepare for a year of learning and fun! We will be implementing brand new curriculum in both reading and math this year. Our custodial staff have also worked hard to make our building sparkling clean and ready for students.

This handbook contains information about our school, how to access information, and some resources for families. We hope that you find the handbook useful! *Riddle School District App* is our district-wide app to help with communication. If you haven't already installed it, please reach out to our school office for information. This will be a place to keep up with events, schedules and important school news. There will also be information from teachers shared in the *Riddle School District App*, so it is definitely worthwhile to have it! Communication between school and home is very important. Please, feel free to call or stop by the office to say hello, or to ask any questions you might have. We are looking forward to a fantastic year!

Sincerely,

Laura Means, Principal
Riddle Elementary School
463 Park Street
Riddle, Oregon 97469
(541) 874-2226

RIDDLE ELEMENTARY SCHOOL PHILOSOPHY

1. All students can learn.
2. All students have the right to learn.
3. Students have the responsibility to participate fully in the school learning experience.
4. The school must set high standards and expect students to achieve them.
5. The school must provide learning experiences which help each student achieve their intellectual, social, physical and emotional wellbeing; and ensure character development.
6. Discipline must be firm, fair and consistent; encouraging self-discipline, self-respect and personal responsibility.
7. The responsibility for learning is shared by students, staff, parents, and the community.
8. Positive relationships between staff, parents and students are essential for student learning and progress.
9. The responsibility of parents, and the community, is to support the students and the school district through personal involvement and providing financial resources.
10. Within its financial parameters, the school district must strive to employ the best possible personnel, define and implement appropriate curriculum and provide an optimal learning environment.



OUR TEACHING STAFF

Kindergarten: Ms. Tammy Stever

First Grade: Ms. Cheri Wood

Second Grade: Ms. Belinda Moore & Mrs. Kathleena Younce

Third Grade: Mrs. Karen Colby

Fourth Grade: Mr. Bud Osborn

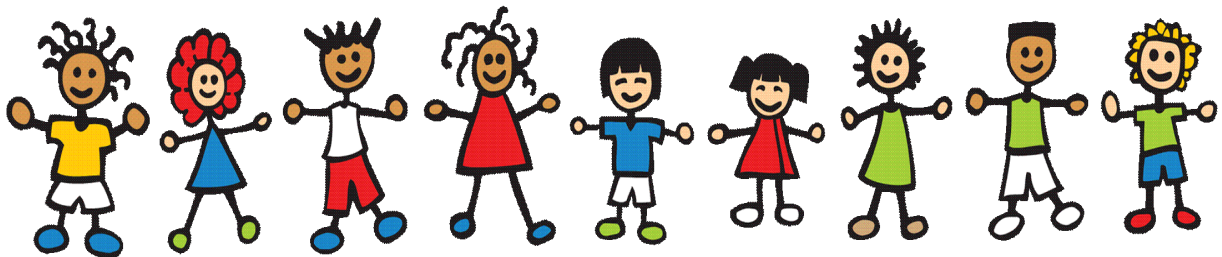
Fifth Grade: Mrs. Lorena Brint & Mrs. Jeri Edwards

Sixth Grade: Miss Megan Matthews & Mrs. Crista Debs

PE: Mr. Karl Olson

Band/Music: Mr. Alex Dunigan

Special Education & DLC: Mrs. Deanna Dodge



CAFETERIA

All student meals are provided free of charge

Riddle Elementary participates in the National School Lunch/Breakfast Program during the school year through an agreement between the South Umpqua Food Services Program and the Riddle School District.

BREAKFAST

Breakfast is served each morning from 7:45 a.m. to 8:00 a.m. If you would like your child to eat breakfast, please make sure they arrive with enough time to eat before class begins.

LUNCH

Students eat lunch during their scheduled time. You are welcome to provide your child with a lunch from home. We ask, for safety reasons, no glass containers.

CAFETERIA MENUS

Breakfast and lunch menus are sent home at the beginning of each month. You can get copies at the office. The monthly menu is posted on our website and can be found on the *Riddle School District App*.



SCHOOL DAY PROCEDURES

School Hours

Monday, Tuesday, Thursday, Friday

8:00 a.m. to 2:30 p.m.

Wednesday

8:00 a.m. to 1:30 p.m.

SUPERVISION OF STUDENTS

Adult supervision is provided to between, 7:45 a.m. and 2:30 p.m., while traveling in district-provided vehicles to and from school and while engaged in district-sponsored activities. At the end of the day students are to go directly home.

BEFORE SCHOOL

Doors will be locked and staff will be unavailable for supervision before 7:45 a.m. To ensure your child's safety, students should not arrive on the campus before this time. At 7:45 a.m., doors will open and all students will be directed to the cafeteria for breakfast or outside to recess.

AFTER SCHOOL DISMISSAL

Students, who are not in school sponsored activities, need to go directly home and not return to school.

Bus

Bus students will exit through bus door. The safety of every child depends on each student following the safety rules for buses. Activities that distract the bus driver will not be permitted. The school office will be glad to help you with general information regarding bus routes.

Walk/Bicycle

Students who are walking or riding a bike home will leave the school through the side door by the intermediate playground. Students with bicycles must walk the bicycle on school grounds.



Parent Pick-up

Parents can find parking across from the front of the school and along side the road. Please do not park in the bus lane. Parents may pick up their children at the front office after school.

*Students will only be released to authorized caregivers.

COMMUNICATION PROCEDURES

PHONE

Riddle Elementary School will communicate with families on a regular basis. When there is an immediate question or concern, please call the office.

EMAIL

One of the most efficient ways to contact your child's teacher is through email. All staff members have a school email address. Email contact information is available on our *Riddle School District App* and the Riddle School District website (www.riddleschooldistrict.com).

RIDDLE SCHOOL DISTRICT APP—ROOMS

Parents, please, install the *Riddle School District App*. Our new communication system is called Rooms which is housed right in the *Riddle School District App*. Rooms allows communication through notifications and messaging between parents and teachers. Contact the office if you have not yet installed the app, and have questions. Our Rooms communication system is also available at www.eduroom.com for anyone who prefers a computer login.



PAPERS SENT HOME

Flyers with important information or upcoming events will be sent home with your child. Please emphasize to your child that they need to bring home all handouts given to them. Papers sent home may include: monthly calendars, graded assignments, progress reports, field trip information, permission slips, student work and awards or important communication from teachers.



ATTENDANCE

ABSENCES

Regular attendance is very important for our students. School attendance is a huge predictor of student success. Even ten (10) missed days per school year can have a dramatically negative impact on graduation rates. We are committed to promoting positive school attendance at Riddle Elementary School! Thank you for doing your part in keeping your children healthy, making sure that they get to school on time each day and providing consistent routines to help them with overall attendance. In the event that your student is absent, please call or send a note to the office explaining the absence.

SCHOOL CLOSURE

When emergency conditions make it necessary to close school for the day, announcements will be made on area radio stations before 7:30 a.m., when possible. Emergency announcements will also be available on our website at www.riddleschooldistrict.com and on our *Riddle School District App*. If we need to send students home during the school day, we will call parents, or the listed emergency contact. It is important to keep phone numbers updated.

SCHOOL ATTENDANCE REQUIREMENT

Oregon State Law (ORS 339.010) requires all children between ages 6 and 18 years, who have not completed the 12th grade are required to attend regularly a public full-time school during the entire school term. All children five (5) years of age who have been enrolled in a public school are required to attend regularly the public school while enrolled in the public school.

HEALTH AND WELLNESS

MEDICAL

Only designated, trained school personnel may administer medicine. Students are generally expected to take their medicine under the supervision of school personnel. The Oregon State Health Department guidelines are followed:

1. A medication form must be completed and on file in the office.
2. Medicine must be in the original prescription bottle.
3. A note from the doctor, if necessary, should be included.
4. The prescription must be in the child's name.
5. A parent or guardian must bring in and pick up all medication.

INJURIES, SICKNESS, ACCIDENTS

The safety and health of your child is our highest priority. In case of injury, we will inspect, clean and dress wounds. If the wound seems serious or questionable, we will contact parents or the emergency number listed for your child.

Children who come to school sick, or become sick during the school day, will be sent home. Medical emergencies, medication questions and wet or soiled clothes will require a phone call.

COMMUNICABLE DISEASES

We follow Douglas Public Health Network guidelines regarding communicable diseases. www.douglaspublichealthnetwork.org

HEAD LICE

Head lice is a parasite and most often affects children who are in direct contact with one another or who share personal items, such as brushes, hats, coats and backpacks. We require each student to be louse free. If your child comes to school with live bugs they will be sent home until all lice and nits (eggs) are removed. If your child is found to have nits, they will be able to continue their regular school day, but will not be allowed to come back to school until all nits are removed. Upon return to school, the office staff will check to make sure your child's head is louse and nit free.

HAZARDOUS MATERIALS/ASBESTOS

Asbestos has been identified in Riddle Elementary School. A written management plan has been developed. Copies of the plan are available to the public through the school's library. Hazardous materials are identified as required by State and Federal regulations. The Material Safety Data Sheets are available through the school library. Call (541) 874-2226 or (541) 874-3131 for more information.

FIRE, EARTHQUAKE AND LOCK DOWN DRILLS

Emergency drills are required by law and are an important safety precaution. There is an evacuation plan posted in each room. Students should obey orders from staff promptly, quickly and quietly.

STUDENT ACTIVITIES

LIBRARY

We have a library with a very large collection of books available to checkout. All students are scheduled to use the library on a weekly basis. Students who lose or damage books are expected to pay for them. Book checkout privileges will be suspended until fines are paid.

PE

PE is part of daily curriculum. Your child should bring athletic shoes. Each student is graded on his/her effort and are required to participate. Students may be excused with a doctors note.

AFTER SCHOOL CLUBS

There are a variety of afterschool clubs. Most clubs are limited to a first-come basis. Parents should check for announcements about upcoming clubs. Transportation is not available.

CELEBRATIONS

Throughout the year there are various celebrations. There are three major parties: Halloween, Christmas and Valentine's Day. Please refer to the current school calendar for dates. The school will also celebrate spirit days and other events throughout the year. The monthly event calendars, flyers and letters are sent home to give details to families about these events. Please check *Riddle School District App* and our website for announcements too!

FIELD TRIPS

Students, in connection with their class instruction, may take trips to gain first-hand experience. Parent permission is required for field trips outside of the Riddle School District. A notice explaining the field trip will be sent home before the activity occurs.

LOST AND FOUND

There are two lost and found areas. One is located by the office and the other is by the gym. Items not claimed will be donated to charitable organizations twice a year.

PHONE USE

Student cell phone use is prohibited during the school day and on the school bus.

BAND

Band is a great opportunity for students. Fourth grade students are taught the basics through recorders. Fifth and sixth grade students play more advanced instruments. Parents may choose to purchase an instrument for their child, or there is a \$25.00 rental charge for the use of school instruments. Rented instruments must be returned to the school at the end of the year in the same condition they were received.

PARENT INFORMATION

VOLUNTEERS

Volunteers play an essential role in helping our school meet the needs of all children. Please let us know if you are interested in being a Riddle Elementary School Volunteer. We welcome help from parents, and other community members. Volunteers operate in the school under the supervision of a cooperating teacher, staff member or principal. We ask that our volunteers support school rules and policies. Appropriate confidentiality is expected at all times. All volunteers must pass a background check and complete an orientation with office staff prior to volunteering.

CONFERENCES

Parent/teacher conferences are scheduled twice a year, as listed on the published school calendar. Please, feel free to request a conference with the teacher or principal, at any time, if you have questions or concerns.

PARENT/GUARDIAN CONDUCT

All parents and guardians are expected to follow the same behavioral guidelines as students and staff while on school grounds. This includes no profanity or tobacco products on school grounds.

VISITING SCHOOL

It is very important that we know you are at school. Please stop in at the office before visiting a classroom. All school doors are locked except the main entrance doors during school hours. This is to ensure the safety and welfare of students, and to allow learning to occur without interruption.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

Be Safe, Be Responsible, Be Respectful and Be Kind

We teach appropriate behaviors in all areas and activities during the school day. Lessons are reinforced and practiced to remind students of school expectations.

We reinforce positive behaviors with praise and positive encouragement. A system of tangible rewards are given to students who demonstrate they can follow our school guidelines. Examples of incentives:

Plus Prize Tickets: students earn tickets by following expected behaviors. Tickets can then be used to purchase items in our school store, once they have collected ten (10).

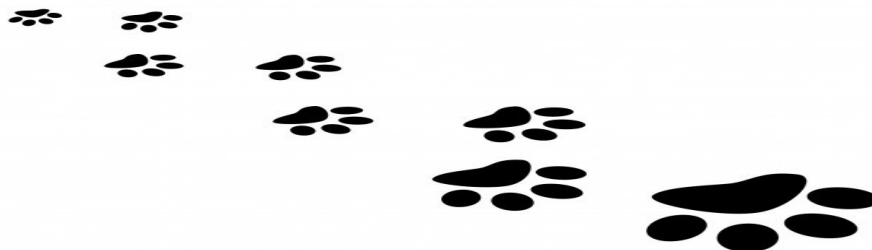
Student of the Month/Quarter: Students are selected and recognized for following the four guidelines, demonstrating outstanding citizenship and work ethic. Monthly character traits are taught building wide. Students are selected each month by their classroom teacher for being an excellent example of that particular trait. We recognize those students at our quarterly assemblies.

Panther Pride Cards: All 4th-6th grade students receive a card which entitles them to prizes or rewards as earned throughout the school year.

Positive Paws (positive referrals): When students are noticed by school staff for doing exceptional things or being exceptional examples of the four guidelines, they are given a Positive Paw to recognize their positive behavior.

Consequences: If students choose not to follow our school guidelines, every effort will be made to reteach school guidelines and expectations. Sometimes, staff will need to assign a consequence for negative behavior. This might include loss of activities or privileges. For severe behavior, an Office Discipline Referral would follow. The principal would then notify parent(s) and assign appropriate consequences.

*The privilege of carrying a Panther Pride Card is lost if the student does not follow school expectations and/or receives a Discipline Referral.



OTHER GENERAL RULES

LANGUAGE

Vulgar, profane or obscene language or actions are prohibited on school property. Such actions may result in detention or suspension.

FIGHTING

Students are expected to solve conflicts without fighting. Students who choose to fight may be placed in detention or suspended.

FORBIDDEN ITEMS

Possession of guns (including toy guns), knives, alcohol, drugs or tobacco are prohibited on school property. Violations will be dealt with according to Riddle School District Policy (published on our website) and appropriate Oregon law.

DRESS CODE

- Students should come to school neat and clean.
- They are not to wear shirts or other clothing with inappropriate mottoes.
- Spandex shorts can be worn under skirts or shorts, but they should not be worn alone.
- All shirts should cover the midriff.
- Shorts or skirts should be at least halfway down the thigh.
- Hats may not be worn in the building during regular school hours.



This is fine



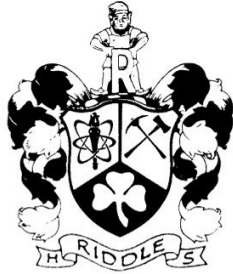
No T-Strap



No Spaghetti Strap



No Muscle Shirts



RIDDLE SCHOOL DISTRICT 70

Office of the Superintendent
Dave Gianotti, Superintendent
Karinda Rainwater, Admin Clerk
PO Box 45
Riddle, OR 97469

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Office (541) 874-3131

Fax (541) 874-2345

