

# *Riddle Elementary School*



## *Panthers*

**2024-2025 School Handbook**

# Riddle Elementary School



Welcome!

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 welcome some new faces on our staff this year, Adrian Pappas our new custodian who keeps our building clean and sparkling for our students and staff. Alyssa Wynegar our new PE teacher. Two new IA in SPED; Jerika Sheets and Rayven Miller. Christine Dewitt is our new district Food Service Director.

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.

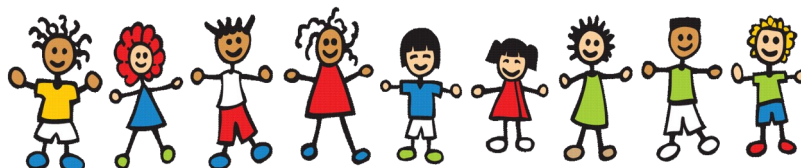


## OUR TEACHING STAFF

<b>Kindergarten:</b>	Ms. Tammy Stever
<b>First Grade:</b>	Ms. Cheri Wood
<b>Second Grade:</b>	Ms. Belinda Moore
<b>Third Grade:</b>	Mrs. Karen Colby
<b>Fourth Grade:</b>	Mr. Bud Osborn
<b>Fifth Grade:</b>	Mrs. Lorena Brint & Mrs. Jeri Edwards
<b>Sixth Grade:</b>	Miss Megan Matthews & Mrs. Crista Debs
<b>PE:</b>	Mrs. Ayssa Wynegar
<b>Band/Music:</b>	Mr. Alex Dunigan
<b>Special Education &amp; DLC:</b>	Mrs. Deanna Dodge

## OUR SUPPORT STAFF

<b>Office Staff:</b>	Amy Chandler & Karinda Rainwater
<b>Custodian:</b>	Adrian Pappas
<b>Kitchen:</b>	Christine Dewitt
<b>Title IAs:</b>	Laura Ellison, Debby Hendrick, KC Mann, Bobbie Short, Peggy Willis
<b>Special Education IAs:</b>	Rayven Miller, Jerika Sheets, Amanda Ulam, Mary Wilson
<b>DLC IAs:</b>	Chelsea Cheeseman, Tapaita Gianotti
<b>Library:</b>	Diana Rainwater



## 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 7:30 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*.

***\*This institution is an equal opportunity provider***

For a more detailed policy please see our website: <https://www.riddleschooldistrict.com/page/dining>



## **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 school 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.

### **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.

## CURRICULUM

<b>Language Arts</b>	HMH “ <i>Into Reading</i> ” (Grades K-5) Amplify ELA (Grade 6)
<b>Math</b>	BIG IDEAS - <i>Oregon Math</i>
<b>Science</b>	Imagine Learning - <i>TWIG Science</i>
<b>Social Studies</b>	Oregon State Standards-Social Studies
<b>Social Emotional Learning</b>	Character Strong “ <i>PurposeFull People</i> ”
<b>Music</b>	Quaver Music



## SUPPLEMENTAL CURRICULUM

- ABCmouse
- Accelerated Reader
- Blook-It
- Enhanced Core Reading Instruction (ECRI)
- EPIC!
- IXL Math
- MobyMax
- Prodigy
- Quill
- WAGGLE

## 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](http://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](http://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 via the Riddle School District App by 7:30 a.m., when possible. Emergency announcements will also be available on our website at [www.riddleschooldistrict.com](http://www.riddleschooldistrict.com). 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 12<sup>th</sup> 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 student'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 provide basic wound care. If the wound seems serious or questionable, we will call parent(s) or the emergency contact(s) listed for your student.

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.

### **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 hair brushes, hats, coats and backpacks. We require each student to be louse free. If your student comes to school with live bugs they will be sent home until all lice and nits (eggs) are removed. If your student 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 student'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) 874-3131 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 student should bring athletic shoes. Each student is graded on his/her effort and are required to participate. Students may be excused with a doctor's 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 grade students play more advanced instruments. Parents may choose to purchase an instrument for their child, or there is a \$15.00 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 (found on our website/app). 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**

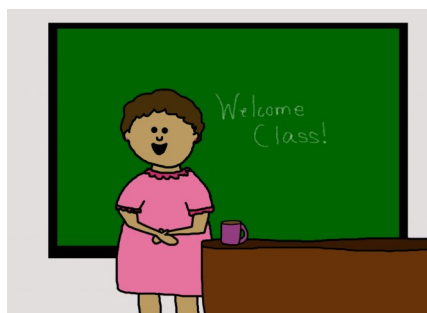
It is very important that we know you are at school. Please stop in at the office before visiting a classroom. All school doors are locked except the main entrance doors during school hours. This is to ensure the safety and welfare of students, and to allow learning to occur without interruption.

## PANTHER PRIDE DISCIPLINE PHILOSOPHY

At Riddle Elementary, we want your child to be happy and successful at school, and believe that you, as parents, play a key role. We believe the major role of parents in teaching school responsibility is to continually show interest in and support for their child at school. When the child knows that his/her parents are actively interested in and supportive of the school program, we can expect fewer problems and greater success.

We believe in a fair and consistent code of discipline that encourages students to be responsible. Together, we can create an environment where courtesy and kindness prevail, and where there is a respect for differences in other people, cultures and customs. Riddle students are asked to work on our four guidelines for success.

- 1. Be Safe**
- 2. Be Responsible**
- 3. Be Respectful**
- 4. Be Kind**



These four guidelines are taught, modeled and practiced in all areas of our school. The expectations are posted and reviewed as needed. Please share with your child's teacher any information regarding special needs that may be helpful. It is important to us, that your child feels safe and welcomed in our building, and expectations for student behavior are clear.



## 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) or more.

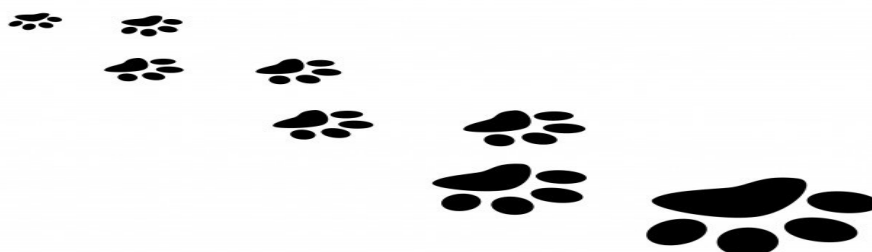
**Student of the Month/Quarter:** Students are selected and recognized for following the four guidelines, demonstrating outstanding citizenship and work ethic. Monthly character traits are taught building wide. Students are selected each month by their classroom teacher for being an excellent example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

**Panther Pride Cards:** Fifth and Sixth Grade Students receive a card which entitles them to certain prizes or rewards when presented.

**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.

### SUPERVISION

Students must be under adult supervision at all times. For this reason, students are not allowed on the playground, in the gym or classrooms unsupervised.

## 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