

Parent and Student Handbook

2017



2018

Elk Ridge Elementary

340 River Avenue North-PO Box 1685

Buckley, WA 98321

(360)829-3354

www.whiteriver.wednet.edu

TABLE OF CONTENTS

Arrival/Dismissal Procedures	Page 5
Attendance	Page 6
Breakfast/Lunch Service & Report Cards/Grading/Homework	Page 9
Student Success Policy	Page 10
Elk Ridge Way Behavior Expectations	Page 11
Elk Ridge Problem Solving.....	Page 12
Technology/Cell Phone/Electronics Policy.....	Page 13
Dress for Success.....	Page 14
Emergency Procedures	Page 15
Student Safety Policies	Page 16
Health Information.....	Page 17
Communication.....	Page 18
General Information	Page 19

WELCOME TO ELK RIDGE ELEMENTARY !

The entire staff at **Elk Ridge Elementary School** extends a warm welcome to all students and parents as we begin the **2017-2018 school year**. We are here to provide the best possible learning experience for children and want each child to be successful and valued. This handbook is intended to provide important information that should be reviewed and discussed with every student in order to gain a better understanding of the various rules and policies at **Elk Ridge Elementary**.

The handbook is just one of the many ways staff communicates with parents. Please take time to review this as a family. We believe we are partners with you in educating your child, and that open and frequent communication is very valuable in maintaining the effectiveness of this partnership. Parents are encouraged to call, write or come to the school to discuss any ideas or concerns. Teachers are available before and after school to talk with you. We also encourage every parent to visit classrooms throughout the year. To insure having adequate time, please call (360) 829-5915 to set up an appointment. If your schedule allows, we would love to have you join the dozens of volunteers that add so much to the quality of our program and activities.

Please pay particular attention to our arrival and dismissal times.

Full Day Kindergarten and First through Fifth Grades	10:00 a.m.-3:25 p.m. 9:00 a.m.-3:25 p.m.	Late Start Mondays Tuesday through Friday
Preschool	10:00 a.m.-11:40 a.m. 9:00 a.m.-11:40 a.m.	Late Start Mondays Tuesday through Friday
Early Kindergarten	12:55 p.m.-3:25 p.m.	Monday through Friday

We appreciate you having your children here on time in order to keep each classroom free of disruption during role call and to ensure they do not miss important instruction at the start of the day. **PLEASE send a NOTE if transportation plans change. (example: your child will be picked up rather than riding the bus home) Please notify the office of absences or changes as early as possible (preferably prior to 2:00 p.m.); this will allow office staff time to notify your child and the teacher.**

Please visit our school website for information, including our school events calendar at <http://elkridge.whiteriver.wednet.edu/> You can also find us on Facebook for up-to-date details on school events and schedule changes.

Welcome to Elk Ridge. It's going to be a great year!

ELK RIDGE ELEMENTARY SCHOOL MISSION AND VISION STATEMENTS

“Doing what is best for kids!”

Mission

Students, staff, and families are partners in creating a community of life-long learners.

Vision

The families, students, and staff of Elk Ridge Elementary, are committed to creating and maintaining a safe, caring, and cooperative environment. Our students will achieve high academic standards, become responsible citizens, and embrace learning throughout their lives. Our staff members collaborate to provide challenging and engaging instruction that allows each student to reach their fullest potential.

We hope the information in this handbook will help you and your child make the most of the educational programs offered here.

We need and want parents, grandparents, and others who have time and interest in working with kids. There are many different ways to volunteer. All volunteers, including chaperones for field trips, must complete a volunteer packet. Please stop by the office and pick one up or call the office at (360)829-5915.

We are glad your child and your family are a part of the Elk Ridge community.

ARRIVAL/DISMISSAL PROCEDURES

ARRIVAL PROCEDURES

Students need to be in their seats ready to learn promptly at 9:00 a.m. (10:00 a.m. on Late Start Mondays). Supervision begins for students in the front of the school at 8:45 a.m. (9:45 a.m. on Late Start Mondays). Please do not drop your child off prior to 8:45 a.m., as there will be no one to supervise earlier than this time. Students may enter the building at 8:50 a.m. and check into the classroom. Students who walk or ride a bike should not arrive before 8:45 a.m.

LATE ARRIVAL

If you arrive after 9:00 a.m., please walk your child into the building. They will need to check in at the office and pick-up a tardy slip. Students who are not in class by 9:00 a.m. when the bell rings are tardy. Five tardies will be recorded in our system as one half-day unexcused absence. Please see absence policy for details regarding unexcused absences.

CLOSED CAMPUS

Elk Ridge is a closed campus requiring all students to remain on school grounds from the time of arrival until officially excused.

DISMISSAL PROCEDURES

Our dismissal time is 3:25 p.m. for all students. Parents who pick up their child on a regular basis will be issued a dismissal number to hang on the rearview mirror of their vehicle. This allows our staff to quickly identify parents and helps ensure safety. On half days students are excused at 11:55 a.m. (including early kindergarten). All other early dismissals must be preplanned with a note signed by the child's parent or guardian. Important instructions and directions for the following day are often given at the end of the day so we ask parents to try to avoid calling students out of class early. If you need to pick up your child before the end of the day, please come to the office to sign your child out. Teachers will release students from their rooms to the office only when directed to do so by the office staff. **If the school has not received a note or phone call from a parent/guardian prior to the end of the day, the student will go home in their regular manner.**

BIKE RIDERS

Students must wear a helmet and lock their bike. Lost/stolen bikes are not the responsibility of the school. In accordance with our White River School Board Policy, scooters and skateboards are not allowed at any time.

ATTENDANCE PROCEDURES

White River School District is committed to supporting students and families in attending school regularly and will therefore adhere to its legal obligation to report all parents/guardians and/or students who fail to abide by Washington State Compulsory Attendance Law (Becca Bill- SB 5439).

Missing school for any reason negatively affects learning, achievement, and grades. Daily attendance is imperative to a student's effective and productive learning experience. The sequential presentation of school learning requires a continuity of instruction. The maximum benefits for each individual child can be achieved only from participation and interaction in daily activity. Regular school attendance is both encouraged and mandated. The primary responsibility for adherence to regular attendance rests with the student's parents/guardians and the individual student.

ABSENCES

Absences from school shall be classified as either excused or unexcused absence.

Elementary School: More than 30 minutes late to school and leaving more than 30 minutes early from school will constitute a half-day absence.

EXCUSED ABSENCES

- ◆ An excused absence is any absence that has the approval of **both** the parent/guardian and the school.
- ◆ To excuse an absence, the parent/guardian must call or send a note to the Main Office within **48 hours** of the absence. Please give the following information: student's full name, date of absence(s), reason for absence, and parent/guardian signature (if a note).
- ◆ A written statement from a doctor will be required on the 5th consecutive day of absence.
- ◆ If a parent/guardian does not phone or send a written note of clearance within 48 hours, the absence is considered unexcused.
- ◆ An excused absence shall not be granted if the school deems the absence(s) may cause a serious adverse effect upon the student's academic progress.
- ◆ If the parent/guardian and the school are not in agreement or the school/district deems an absence to cause serious adverse effect upon the student's educational progress, the absence shall be considered unexcused.
- ◆ After an excused absence, it is the student's responsibility to make up missing work with the teacher(s).

The following are valid reasons for an excused absence:

Illness/Medical Appointments- Bring *verification from the medical provider*. *Doctors notes may be required if the student does not attend school regularly. Assignments can be picked up 24 hours after requested.*

Family Emergencies

Court Appearances

School Sponsored Activities

Funeral

Disciplinary Action or Suspension

Dangerous Weather and Road Conditions

Directly related to homeless status

Chronic health conditions or extended illness- *Contact the school counselor and notify teachers.*

EXCESSIVE EXCUSED ABSENCE PATTERN

- ◆ A student who is absent from school for part of all of 12 or more days on which school is held during a semester may be required to bring a written statement from a doctor.
- ◆ In situations where a pattern of excessive excused absences from school has occurred.
- ◆ Students who meet these criteria will be required to have a parent attendance meeting with the school administrator and counselor to develop an Attendance Contract.

UNEXCUSED ABSENCES (TRUANCY)

Unexcused absences will follow state mandatory attendance guidelines for referral to the prosecuting attorney.

- ◆ A student whose absences are not excused counts as truancy and will be subject to disciplinary action.
- ◆ A student is considered truant if he/she misses any part of a school day without the school's permission and without the parent's prior knowledge.
- ◆ Excessive unexcused absences will be filed under the **BECCA Bill** to Pierce County Prosecuting Attorney's Office.

BECCA Bill (RCW 28.A225.010)

In accordance with the state's mandatory "BECCA" attendance laws and District attendance policies, if a student is absent without legitimate excuse for one third of the student's educational program day on seven (7) or more occasions in a calendar month and/or ten (10) in a year, the School District may file a petition with the juvenile court seeking the court's jurisdiction over the student's attendance in school. Any parent found to have violated the law may be fined up to \$25.00 per day of unexcused absence and the student will be ordered to attend school. The court may also order the parent and/or guardian to provide community service at the student's school in lieu of imposing a fine. A student who fails to comply with a court order to attend school may be found in contempt of court and may be placed in juvenile detention or receive alternative sentencing from the court.

LATE ARRIVAL (TARDY)

It is vital that student be on time to every class every day; when students are late to class, they disrupt the instruction in the classroom.

- ◆ Elementary Schools: Your teacher will take attendance every morning.
- ◆ Students who are not in class when the bell rings are tardy.
- ◆ Elementary- When a student has been tardy five times; it will be recorded in our system as an unexcused absence.
- ◆ Discipline will apply to students who are tardy.

PLANNED ABSENCES

If you know in advance that your child will be absent from school, please stop by the office to get a "**Planned Absence Form**". Please complete the form and return to school at least three (3) days prior to the absence. These absences may be excused, depending on the reason for the absence if all make-up work is turned in on time, with approval from the teacher and principal. If the student has already missed several days of school, the absence may be marked as unexcused. Unexcused absences may result in the filing of a Becca Petition. There are a maximum of 5 days of excused planned absences in a school year. Any planned absences beyond 5 days in a school year must be approved by administration in advance or could be considered unexcused.

DISMISSAL PROCEDURES

- ◆ If you must pick-up your child before school ends, please come to the office and your child will be called out of class. Teachers will release students from their classroom to the office **only** under direct request from the office staff.
- ◆ If the school has not received a note or phone call from a parent/guardian prior to the end of the day, the student will go home in their routine manner.

INFORMING THE SCHOOL

Please notify the school if your child is going to be absent, including the reason for the absence so we can determine whether the absence is excused or unexcused.

Our voicemail system is available 24 hours a day.
Elk Ridge Elementary, #360-829-3354

Please visit our school website for information, including our school events calendar at <http://elkridge.whiteriver.wednet.edu/>

The RCW Chapter 28.A.225 of the Washington State Compulsory Attendance Law specifies that parents/guardians have the primary responsibility for ensuring the attendance of their children at school. The law further states that students shall be regular and punctual in attendance. The attendance procedures at White River School District are designed to assist parents/guardians in carrying out this responsibility.

SCHOOL SCHEDULES

Please pay particular attention to our arrival and dismissal times. We appreciate you having your children here on time in order to keep each classroom free of disruption during role call and to ensure they do not miss important instruction at the start of the day.

Full Day Kindergarten & 1st through 5th Grades

Late Start Mondays 10:00 a.m. - 3:25 p.m.

Tuesday through Friday 9:00 a.m. - 3:25 p.m.

Half Day Early Release: 11:55 am – **FOR ALL STUDENTS**

Preschool

Late Start Mondays 10:00 a.m. – 11:40 a.m.
Tuesday through Friday 9:00 a.m. – 11:40 a.m

Early Kindergarten

Monday through Friday 12:55 p.m. – 3:25 p.m.

BREAKFAST/LUNCH SERVICE

BREAKFAST/LUNCH/MILK PURCHASE

Breakfast may be purchased for \$1.50. Individual lunches may be purchased for \$2.75 and milk sells for \$0.50. Prices are subject to change. You may establish a lunch/breakfast account with the Food Service Department. Please make checks payable to the White River School District for the amount that you want in your child's account. Please note that the check cannot include money for any other purpose other than your child's lunch account. You are now able to add money to your child's account online. Please visit our webpage for details.

Returned checks will have a \$20 NSF check fee.

Due to District Policy, **we are not able to loan money to students** when they have forgotten their lunch or lunch money. We will make every effort to contact parents to see if they can bring a lunch or lunch money for the student. If that is not possible, students will receive a "charged" lunch. A note will be given to the child asking for reimbursement. **This service is available only for emergency purposes and can be used a maximum of 3 times only.** After that, no meal will be provided.

REPORT CARDS/GRADING/HOMEWORK

REPORT CARDS/PARENT CONFERENCES

The school year is divided into two Semesters. In the fall parents are invited to come to a parent/teacher conference in October, at which time the teacher will discuss the child's progress. Students are encouraged to be a part of this process. If additional conferences are needed, they may be requested by the teacher or parent/guardian. Teachers will not have report cards to share during the fall conferences. Report cards will be mailed to the student at the end of the first semester and the final report card will go home with students on the last day of school. Report cards will be held in the event that a child owes money for a fine (library book, lunch money, etc).

HOMEWORK

Homework assignments vary by grade level. Parents may assist by providing a quiet time and place to study, and by providing the encouragement to see that the task is completed and returned to the classroom teacher. Parents are above all encouraged to read to their children, and to listen to their child read. Daily reading is one of the best ways to improve a child's academic performance.

TEXTBOOKS, LIBRARY BOOKS, AND INSTRUCTIONAL MATERIALS

Textbooks and most instructional materials are furnished to all students by the school district. Students, however, are expected to pay for replacement of lost or damaged books or materials. Library books are checked out to students on a weekly basis. If a book is lost, stolen, or damaged in any way, the student/parent is responsible for the replacement cost of the book. Fines need to be paid prior to the end of the school year. In the event this does not happen, the final report card will be held until the fine is paid.

STUDENT SUCCESS POLICY

The staff at Elk Ridge believes every child should be afforded the opportunity to realize his/her full potential. A school climate that is conducive to learning and insures the safety of each child is essential if this goal is to be accomplished. Our expectation is that each child thinks before acting, is in control of himself/herself, and that problems are solved in a positive manner. Elk Ridge is a "hands-off" school.

We provide many opportunities to recognize child for the good choices they make. Positive reinforcement is an essential element to a sound behavior policy. We also believe that students should be held accountable for their poor choices. We value the home/school partnership and its importance on influencing a child.

Behavior Policy

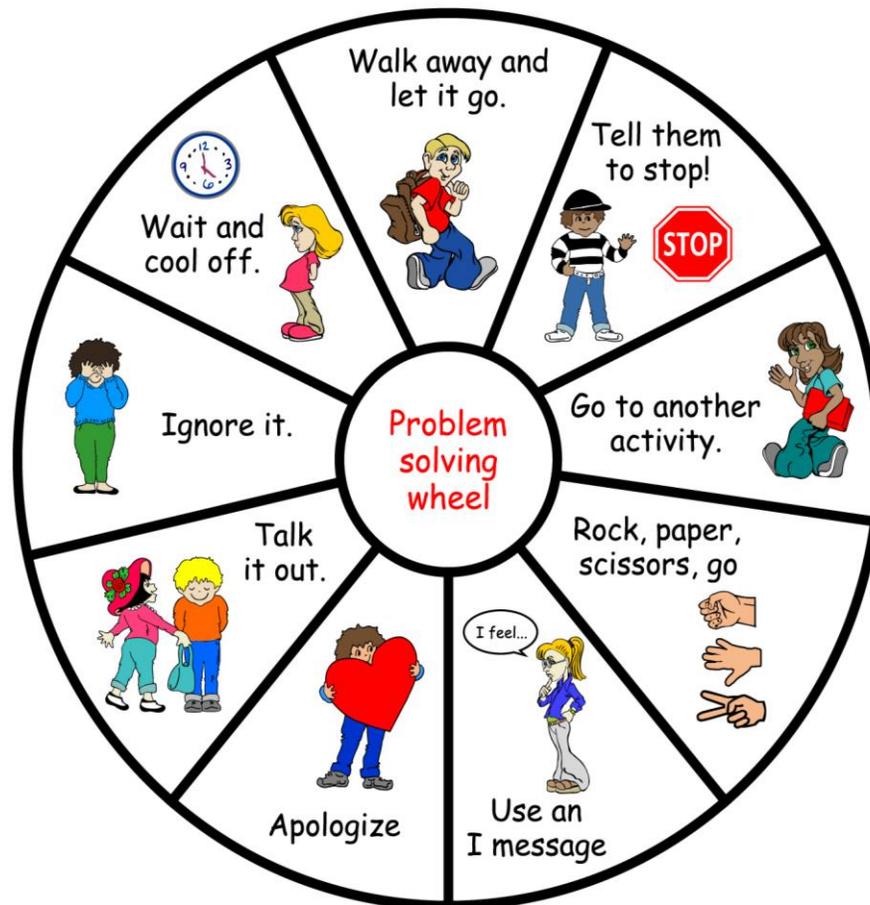
1. Students are taught behavior expectations for classrooms, lunchroom, recess, and other common areas using The Elk Ridge Way.
2. Students are given Hoofprints when they are following the Elk Ridge Way and making good choices. Hoofprints are drawn on a weekly and monthly basis and announced on Monday mornings to reinforce our expectations.
3. Students are also recognized for good behavior by being nominated for The Elk Ridge Way Award, which is given monthly by each classroom teacher. Students receive their award and a book donated by the Elk Ridge PTA at a monthly assembly to which families are invited.
4. Students are given a reminder/warning for level one issues, such as calling someone a name and other behaviors that can be quickly addressed with a reminder of expectations. This may include a written note to parents on a "Minor Incident Form." Parents need to sign the form and return it to school the next day.
5. If behavior continues, a teacher or staff member may make a behavior referral. This involves sitting out during a recess and parents are informed with a copy of the referral that is sent home with the student to be signed.
6. If behavior persists, a parent/student/teacher meeting is held. The principal may be involved in this meeting, depending on the level of offense.
7. Students who are physically aggressive and/or threaten another student will see the principal and parents will be notified. This may also result in an immediate suspension. These behaviors are documented on a "Major Incident Form" which is to be signed by a parent and returned to school the next day.
8. Progressive consequences continue if behavior continues.

Elk Ridge Way Behavior Expectations

	Arrival and Dismissal	Hallway	Playground	Restroom	Lunchroom	Assembly	Emergency
Be Safe	<ul style="list-style-type: none"> ● Walk at all times. ● Keep hands, feet, and personal items to yourself. ● Be aware of vehicles and buses. 	<ul style="list-style-type: none"> ● Walk in a single file line. ● Face forward. ● Stay to the right. 	<ul style="list-style-type: none"> ● Hands and feet to yourself. ● Use equipment the correct way. ● Ask for pass before leaving playground area. 	<ul style="list-style-type: none"> ● Walk at all times. ● If you have an accident, go to the nurse. 	<ul style="list-style-type: none"> ● Walk at all times. ● Ask for pass before leaving. 	<ul style="list-style-type: none"> ● Enter and exit quietly and carefully. ● Keep hands and feet to yourself. 	<ul style="list-style-type: none"> ● Line up quickly and quietly with coat. ● Stand in single file line. ● Walk at all times.
Be Respectful	<ul style="list-style-type: none"> ● Use quiet voices to talk to others while waiting in line. 	<ul style="list-style-type: none"> ● Voices off. ● Hands, feet, and personal items to yourself. 	<ul style="list-style-type: none"> ● Include others. ● Share equipment. ● Follow posted rules for games. ● Use appropriate language. 	<ul style="list-style-type: none"> ● Use the restroom, flush, wash hands, and return to class. ● Respect other's privacy. 	<ul style="list-style-type: none"> ● Enter and exit quietly. ● Use polite dining manners. ● Use a quiet voice to talk with kids next to you. 	<ul style="list-style-type: none"> ● Focus on the speaker. ● Voices off. ● Stay within your personal space. ● Stay seated on your pockets. 	<ul style="list-style-type: none"> ● Voices off. ● Listen to adult directions.
Be Responsible	<ul style="list-style-type: none"> ● Arrive on time. ● Wear coats and backpacks the correct way. ● Listen to adults for directions. ● Be ready when your car pulls up. 	<ul style="list-style-type: none"> ● Use a hall pass. ● Go straight to where your destination. ● Pay attention to others in the hallway. 	<ul style="list-style-type: none"> ● Put equipment away. ● Use restroom in timely manner and return quickly. ● Win and lose with honesty. 	<ul style="list-style-type: none"> ● Wash hands with 1 squirt of water. ● Throw all garbage in garbage can. ● Be quick and quiet. 	<ul style="list-style-type: none"> ● Clean up your area. ● Raise your hand for help. ● Wait until your table is dismissed to leave. 	<ul style="list-style-type: none"> ● Clap and laugh appropriately ● Follow staff directions. 	<ul style="list-style-type: none"> ● Follow directions.

Elk Ridge Problem Solving

1. Stop and think.
2. What are your choices?
3. Make a choice.



TECHNOLOGY

Computers are available to all students in classrooms, library, and the computer lab. Students may use the computer under teacher supervision and are responsible for using equipment in a responsible and appropriate manner. Misuse of computers resulting in damaged hardware, damage to programs/school data, and/or visiting inappropriate websites (filters are in operation to block known inappropriate sites) will result in loss of computer privileges and possible further disciplinary action. Students are assigned a number of online accounts used to support curriculum and instruction. Students are expected to use these accounts in an appropriate manner connected to the learning assignment provided by the teacher. Students who do not use these appropriately, or access the accounts of other students may face disciplinary actions.

CELL PHONES, ELECTRONICS, TOYS AT SCHOOL

White River School Board Policy #3245 Electronic Devices

The district acknowledges that telecommunication devices are prevalent in our culture. Therefore, while on school property or attending school-sponsored or school-related activities the students may possess personal telecommunication and/or electronic devices, provided that such devices do not pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights of others. Personal electronic devices include, but are not limited to iPods, MP3, palms, headphones, Bluetooth earpieces, etc.

Students in possession of telecommunication devices and other related electronic devices must observe the following conditions:

- Electronic devices shall be turned on and operated only before and after the regular school day.
- Students who violate this policy will be subject to disciplinary action, which may include losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
- Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property.
- Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.
- The device cannot interfere with other students' right to learn, or a student or teacher's right to privacy and integrity.

Elk Ridge's policy requires all electronic devices to remain **OFF** during the school day. Parents who need to contact their child need to do so by calling the office at (36)829-5915. All devices shall remain in the student's backpack during school hours. Any device that rings or makes noise in the classroom will be taken and given to a parent/guardian. Any device that is not in a backpack will be taken and given to a parent/guardian.

DRESS FOR SUCCESS CODE

The students at Elk Ridge Elementary are expected to dress in a way that is appropriate for an elementary school setting. A neat, clean, and safe appearance fulfills our dress standard. A student is not appropriately dressed if his/her appearance causes a disruptive influence either to oneself or to others at school. If necessary, a student may be asked to wear a shirt loaned from the office or to turn his/her shirt inside out. Parents may be contacted to bring appropriate clothing and/or footwear if needed. For these reasons, the following school expectations are provided:

1. Tennis shoes and socks are required in PE and strongly suggested on Field trips.
2. Wheeled shoes are not allowed at school.
3. No skirts or shorts shorter than mid-thigh length. No pants that will distract from the school setting, such as "shredded" or "sagging" of pants or shorts.
4. NO tank tops, crop tops, halters, or other clothes that show the torso. Shoulder straps should be at least 1" in width.
5. No swimsuits of any kind.
6. No clothing that advertises or promotes tobacco, alcohol, drug products, expresses profanity, or presents an offensive, rude, obscene, or vulgar message or image.
7. No use of insignia, dress symbols or colors which promote or create a reasonable belief or concern by students or staff of intimidation, harassment, or which encourages disruptive behavior.
8. No clothing accessories such as wallets with chains, spikes, chains, etc which could prove harmful to oneself or other students.
9. Hats are not allowed in the building.
10. Students should bring coats on rainy, windy, and cold days.
11. Make-up and/or non-permanent hair coloring or style that is disruptive to the learning environment.

EMERGENCY PROCEDURES

CURRENT EMERGENCY INFORMATION

PLEASE, keep your telephone numbers and emergency contacts current by contacting the office when there are changes. In the event of a serious accident, parents will be notified as quickly as possible. Having current phone numbers on record helps in this process.

EMERGENCY DISMISSAL

In the event of a sustained power failure, inclement weather or other unusual circumstances, it may be necessary to dismiss school early. Please develop emergency plans should this occur, especially if there is no parent at home. Each child should know exactly where to go and what to do in case of emergency dismissal.

SNOW CLOSURES

In the event of snow, school may be delayed or possibly canceled for a given day. Information regarding delays or closures are given to major local radio and television stations. The best time to look for changes is between 6:00 a.m. and 7:30 a.m. No news means that school is open and operating on the regular schedule. You can also access the Public Schools Emergency Communications System at <http://www.psecs.wednet.edu/>. Please take time to find your alternative load/unload bus stops in the event there is limited bus transportation.

SCHOOL LOCKDOWN AND SHELTER-IN-PLACE

In the event that it is necessary to Lockdown the school, (ALL doors locked-no one allowed in or out) students will not be released from school until conditions are safe. If there is a natural disaster in which the school becomes a secure shelter, students will be kept at school. During these times, student cell phones are not to be used. Communication will come from the school and district offices. When an emergency or disaster situation continues past regular dismissal time, students will be released individually to parents or emergency contacts. This release will take place at a "reunification" station in the front or back of the school, depending on the situation.

STUDENT SAFETY POLICIES

WEAPONS

In accordance to White River School District Board Policy 4315 guns, knives and other dangerous weapons - **either real or replicas** - are prohibited and will result in immediate suspension or expulsion. ***This applies to students in all grades.***

BULLYING, INTIMIDATION, HARASSMENT

Committed to a safe, secure and civil educational environment for all students, White River School District Board Policy 3207 prohibits any intentional written, verbal, or physical act that 1. Physically harms a student or damages the student's property, 2. Has the effect of substantially interfering with the students' education; or 3. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment, or 4. Has the effect of substantially disrupting the orderly operation of the school. Forms to report bullying, intimidation, and/or harassment can be obtained in our office.

SEXUAL HARASSMENT

In and effort to maintain a learning environment that is free from sexual harassment the White River School District Board Policy 3208 prohibits any verbal or physical conduct or communication of a sexual nature.

TOBACCO AND DRUG FREE COMMUNITY

Elk Ridge Elementary is a drug, tobacco, and alcohol free learning community. In accordance with White River School District Board Policies 5258 and 5258, such substances are not welcome on the school campus. Any reports of bullying, harassment of any kind and unwelcome substance possession will be investigated and lead to disciplinary action against those engaging in such behaviors.

ABUSE

Staff members are required by State Law to report suspected incidents of physical, sexual, or emotional abuse or neglect to the Police and Child Protective Services (DSHS). If you have questions about what actions might need to be reported, please check with the counselor or the principal.

HEALTH INFORMATION

MEDICATIONS

Whenever possible, the licensed healthcare provider and parent are urged to design a schedule for giving medication outside of school hours. If this is not possible, written instructions from a Licensed Health Professional with signed permission from the parent or guardian are required. The medication form, "***Authorization for Administration of Oral Medication***" is available in the school office, health room, or on the district web site. School staff designated by the principal will dispense medication. Training and supervision are provided annually by a district school nurse. It is the parent/guardian responsibility to: deliver sufficient medication in the original container that matches the medication order form, and co-sign the medication/property log. **Remember students are not to carry medication to and from school. *Over the counter medications and remedies*** such as: acetaminophen, ibuprofen, cough drops, and medicated lip balms require a completed, signed, written medication order form. The student's doctor must renew medication authorization forms each school year.

IMMUNIZATIONS

Washington State law states all new students must provide proof that they have been immunized for the required vaccine preventable diseases before school entry. A list of the required immunizations is available in the school office, health room, or district web site **www.whiteriver.wednet.edu**.

LIFE THREATENING CONDITIONS

Students with a life-threatening health condition are required by state law to have a treatment plan, medications, and a nursing care plan in place in order to attend school. A life-threatening health condition is defined as a medical condition, which may put the student in danger of death during the school day. Asthma is considered a life threatening condition.

MEDICAL EMERGENCIES

School personnel will call 911 and notify parents. If the emergency responders determine your child needs further evaluation and treatment, transport to a local hospital by ambulance may be necessary. A staff member will stay with the student until a parent arrives.

Student use of the health room is limited to health/first aid issues that occur during school hours. When children become ill or suffer more than a minor injury at school, a member of the school staff will call the parent/guardian. If your child has an injury that prohibits any activity at school, it is critical that you **send a detailed note with specific instructions.**

Children who have contagious conditions will be sent home from school immediately to keep our school healthy. Pink eye, ring worm, and chicken pox are a few examples.

COMMUNICATION

PHONE USE

Students will be allowed to use the school telephone for **emergency purposes only**. Be sure your child knows where to go at the end of each school day before leaving home in the morning.

DISTRICT NEWSLETTER

A newsletter is mailed to all residents in the district on a regular basis. This newsletter features articles from all schools in the district.

SCHOOL NEWSLETTER

Elk Ridge publishes a monthly newsletter. We encourage you to read this carefully and make note of upcoming events and changes. Newsletters can also be found online at the Elk Ridge website, <http://elkridge.whiteriver.wednet.edu/>

FACEBOOK

Elk Ridge now has its own Facebook page. Please like us on Facebook to get updated information and news of everything that is happening at Elk Ridge!

FAMILY ACCESS

Family Access is a great way to keep in touch with teachers, check on class information, and check attendance. You will log into this program using the login name and password provided by the Elk Ridge Elementary office. You can find the link to Family Access, as well as detailed instructions to frequently asked questions, on the White River Home Page, www.whiteriver.wednet.edu

- Click the link [Our Schools](#)
- Choose and click on a school link
- Click on the [Family Access Link](#)

VOLUNTEERS/VISITORS

Parent volunteers are welcomed at Elk Ridge. General duties of parent volunteers include helping teachers and working with students. Contact the office or your child's teacher if you would like to volunteer. We request all visitors and volunteers check in and out with the office staff for safety reasons.

WRSD BOARD OF DIRECTORS

The Board of Directors meets every second and fourth Wednesday of each month at 6:00 p.m. in the DDC. These meetings are open to the public and you are encouraged to attend.

GENERAL INFORMATION

BIRTHDAYS

Out of consideration for the privacy of our students, and for those not invited, students may not pass out party invitations at school. Balloons, flowers, etc sent to school cannot be taken on the bus. Room parties and treats are at the discretion of the teacher. **Treats must be store bought and peanut free.** Please let your child's teacher know if you do not want your child's birthday acknowledged. We are not able to serve candy and pop for birthday celebrations. Capri suns, juice boxes, cookies, and cupcakes are acceptable treats. Please check with your child's teacher prior to bringing these items to school.

CUSTODY CONCERNS

In the absence of appropriate legal documentation, we must consider that all children are in joint custody with legal parents and guardians. If a restraining order or other documentation exists barring a parent, guardian, or other individual from contact with a student, a copy of that order or documentation must be filed with the child's school. Special notations are made on the emergency cards so that all appropriate school staff note restrictions. We request that a custodial parent or guardian sign all permission slips and school forms. In the event that a child is to leave school before the end of the school day, it is requested that the custodial parent or guardian call the school in advance to specify who will be accompanying the child. **All children who are leaving the school grounds during the school day must be signed out in the main office.**

LOST AND FOUND

Students are given several opportunities to view the lost and found items during the year. Items not claimed at the end of the trimester are given to charity. **Please label all articles of clothing, etc. to help us return your child's belongings when found.**

LOST AND STOLEN PROPERTY

It is upsetting both for students and school staff when valuable personal items, such as jewelry, toys or electronics (such as cell phones, iPods, games) are lost or stolen at school. We strongly encourage families to be sure that children do not bring valuable objects to school.

ANIMALS AT SCHOOL

Animals are not allowed at school (during the day and at evening events) as per White River School Board Policy.

FIELD TRIPS

Classes may attend field trips that support regular classroom curriculum. Transportation will normally be provided by school busses. Signed parent Field Trip Permission forms must be returned to school in order for students to participate in field trips. Students may be asked to provide money to pay for admission and/or transportation costs. Parent chaperones are often needed for field trips however for safety reasons chaperones may **NOT** bring younger siblings or other children. All chaperones must complete a volunteer packet and pass screening prior to attending the field trip. Please talk to your child's teacher if there is a need for financial assistance for field trip costs.