

**LAVA RIDGE
ELEMENTARY SCHOOL
HANDBOOK
2018 - 2019**

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Welcome to Lava Ridge

Welcome to Lava Ridge Elementary School. For some of you it is a welcome back, and for others Lava Ridge will be a new experience. We look forward to helping every Lava Ridge student have a positive and productive school year and reach his or her full potential.

The Lava Ridge staff is here to serve you. We are dedicated to developing a love of learning in all of our children. Students are most successful when school personnel work closely with parents to meet the unique needs of each individual student. You are invited and encouraged to participate in any way possible in your child's education. We look forward to working with you to ensure your child's success.

At Lava Ridge we use a positive behavioral support system to set all students up for success. Students are instructed in common rules and expectations throughout the building and for playground areas as well. We begin teaching these rules at the beginning of the year and our teachers revisit them regularly to help ensure student success. Our rules are listed in the back of this handbook.

Academically we are committed to developing great readers, writers, mathematicians and critical thinkers. We are proud of the academic progress our school has made and look forward to continuing our journey to excellence.

This handbook is designed to give you information that is specific to Lava Ridge. If you have any questions about anything in this handbook or anything else, please don't hesitate to call or stop by the office for a visit. Our door is always open.

Once again, welcome to a new school year. We are excited to continue our pursuit of making Lava Ridge the best educational experience possible for your child(ren).

Lava Ridge School Hours

School hours are from 8:55 a.m. to 3:30 p.m. on Mondays, Tuesdays, Thursdays and Fridays. Beginning September 12th, the student school day every Wednesday will be from 8:55-2:00 PM. On these Wednesdays, Lava Ridge staff will be involved in a variety of professional development activities and trainings aimed at improving student achievement. The School Improvement early release schedule will conclude on June 5th.

Contacting Staff

We are here to serve you! Teacher work hours are between 8 a.m. and 4 p.m. At the beginning of the school year each teacher will share the best time and method for contacting them with questions or concerns. If you would like to set up an appointment or speak to a staff member, please feel free to call us by phone at 541-355-2400.

Arrival/ Dismissal Time

Students should arrive at Lava Ridge no earlier than 8:30 a.m.. We are able to begin providing supervision for students on the playground at 8:30 and also begin serving breakfast at this time. Students arriving prior to the 8:55 bell should be prepared to leave their materials and backpack by classrooms and then go to the playground or breakfast unless other arrangements have been made with their classroom teacher. We ask that students not walk the halls before school.

Dismissal is at 3:30 p.m. Thank you for always being on time if you are picking up your child.

Attendance

We plan to see every child every day. Regular school attendance is critical to your child's academic and social emotional learning in school.

Some general attendance procedures are as follows:

- Students returning to school following an absence must clear absences with a signed note, phone call or personal contact by parent or legal guardian.
- If a student must leave school during the school day or at lunch, s/he must check out at the office.
- Students who arrive late must check in at the office.
- Please call the Lava Ridge office at 541-355-2400 to inform us if your child will be absent.
- If we do not hear from you, the school will be calling you. Absences will be marked unexcused if we do not have a parent contact. The purpose of this procedure is to ensure the safety of our students.
- If your child becomes ill at school we will contact you. If you cannot be reached, we will attempt to contact the emergency number listed on your registration form. Please remember that we cannot keep ill children at school.

Stay-In Notes

If it is necessary for a student to remain indoors a daily excuse is requested from parent or guardian.

Breakfast/ Lunch Programs

Breakfast and lunch are served daily at Lava Ridge. Breakfast is served from 8:30 a.m. to 8:55 a.m. Lunch is served sometime between 11:55 a.m. and 12:40 p.m., depending on the grade level of your child.

Both breakfast and lunch are available to all students at Lava Ridge at the following prices:

- \$1.75 Student Breakfast
- \$2.75 Student Lunch
- \$4.00 Adult Lunch
- \$0.75 Milk or Juice when purchased separately

Meal account deposits should be made before school starts in the morning. Applications for free or reduced price meals are available at the school office or on the Bend - La Pine website. A new application is required each school year and is only valid for the current year.

Bus Transportation

To locate your child's bus route you may call the transportation department at 541-355-5700 or visit: <https://busstop.bend.k12.or.us/Students/BasicTransBoundarySearch.aspx>. Bend-La Pine Schools also has *My Bus Stop*, a mobile app which provides parents access to bus arrival time information. Visit <https://www.bend.k12.or.us/district/parents/school-buses/my-stop> for more information on this bus tracking feature.

Bus rules are listed in the Bend – La Pine School District Handbook and in district policy EEACC and EEACC-AR. Students not following bus rules may lose the privilege of riding the school bus.

The school bus loading and unloading zone is located in the east parking lot. Thank you for not parking in the bus-loading zone. If you are visiting our site or dropping off your child please use the west (front) parking lot.

Bicycles, Skateboards, Scooters and RollerBlades

Bicycles, skateboards, scooters and rollerblades are all viable means of transportation to and from school. In an effort to keep everyone as safe as possible, please do not ride bikes, skateboards, scooters or rollerblades on school property. Please park bikes in bike racks located by the corners of the school. It is recommended that bikes be locked. Skateboards, scooters and rollerblades must be stored in a safe place that does not interfere with learning. Students who do not adhere to the above guidelines may be asked to keep their bikes, skateboards, scooters and rollerblades at home. Don't forget your helmet!

Cell Phones/Smart Devices

At Lava Ridge we support an academic environment that does not allow for cell phones in the classrooms or hallways. We understand the need for families to communicate with their students during the day from time to time. Parents can contact the school at 541-355-2400 with messages for their children.

The school rules are as follows:

- All communication between students and parents during school hours must be made or received by school staff.
- Cell phones should be kept in student backpacks or can be kept in the teacher's desk during school hours.
- Cell phones are not to be used inside of the building during school hours.
- Smart watches can be worn during the school day as long as they aren't used for sending or receiving text messages during school hours.
- Play dates or after school activities arranged by students should be agreed upon with parents before school. Phone calls requesting after school plans with friends will not be honored. Please have these arrangements made ahead of time and a note sent with your student.

We understand that for safety reasons you may need to reach your child by phone after school hours. However, while at school, if your child is texting or calling during school hours it may be held by school staff until the end of the school day. The phone may also be taken to the office and parents will be contacted to either pick up the phone or come up with a cell phone/ smart watch plan with school administration for the remainder of the year.

iPads & Technology At School

All students in grades 3-5 in Bend La Pine Schools will receive an iPad. Students will regularly use iPads in class as one of the tools to assist them in learning grade level content. Below are some details regarding student iPads:

- *Optional insurance and a case are available for \$30.00. This insurance provides for full coverage of repair or replacement of the device. Information regarding insurance will be sent home with students during the first weeks of school.
- *Students and families will receive an Acceptable Use Policy (AUP) in early September. This will be signed by 3rd grade students prior to receiving an iPad. Students in 4th-5th grade will not annually sign this agreement.
- *Students will receive their iPad during the school day at a deployment event during the first two weeks of school.

Leaving School Grounds

Students are not to leave school without parent permission during the school day. Students leaving during the school day must check out at the office with office staff. This is to ensure student safety.

Middle School Students

Middle school students are not to be on Lava Ridge School grounds during school hours, without written consent from a Lava Ridge staff member and parent. Students with permission are required to check in at the office and wear a visitor pass. Middle school students who are in the building without permission will be required to leave school property. Siblings may pick up younger siblings after school. They may not be in the halls or visiting in classroom until after school dismissal.

Accidents

If an injury occurs at school, report the nature of the injury immediately to the person supervising the activity. If an injury occurs on the way to school, report the injury to the school office.

If your child is injured at school, we utilize basic first aid techniques and make him/her comfortable. We then call parents as soon as possible when necessary. If you cannot be reached, we will attempt to contact the emergency number listed on your registration form.

Insurance is available for purchase. Please contact the school office if you are interested in finding out more about school insurance.

Dispensing of Medication

A parent authorization form to store and administer medication is required for ALL medicine to be taken at school. This includes items such as cough drops, ibuprofen, and acetaminophen. The medication must be brought to school by the parent in the original container or with the prescription. It will be stored at the office in a locked cabinet and a running log will be kept. NO medicines in pockets, lunch boxes or baggies, please.

Lost and Found

Lost and found articles will be placed on the rack located in the north hallway. Money and articles of value should be turned in to the front office. Students who lose money or any other valuables should check the lost and found or inquire in the office. Please print your child's name on clothing articles and other school items that could be misplaced. Unclaimed items in the lost and found are donated to charity at Winter break, Spring break and the end of the school year.

Withdrawal from School

When a student is transferring to another school, parents will need to contact the office. Students will need to also check out with teachers and the library. All technology should also be returned at this time. Student records will be sent to a student's new school upon receiving a signed release from that school.

Dress for Success!

All Bend-La Pine schools have developed guidelines to provide a quality education in a safe, secure and orderly, environment. At Lava Ridge we expect that students wear clothing and attire that does not cause a substantial disruption to our school.

We ask that...

- * All students wear footwear that is safe for the school activity.
- * That students wear clothing and jewelry that is safe and free of inappropriate messages.
- * Wear shorts and dresses of an appropriate length.
- * Be sure underwear and undergarments are covered at all times.
- * Hoods must be worn down while in the building for identification purposes.

Other reasonable dress and grooming regulations may be developed for times when students are engaged in extracurricular or other special activities.

Parent/ Teacher Conferences

The parent/ teacher relationship is vital to your child's school success. We have two scheduled conference times during the school year. The first is in October and the second is in April. You will receive scheduling information a couple of weeks prior to conference time. At any time during the year that you want to meet with your child's teacher, please call the teacher to make an appointment.

Parent/Guardian Concerns

A student or parent who has a concern regarding an issue in the classroom should first bring the matter to the classroom teacher. If the outcome is not satisfactory, a conference with the principal may be requested. If you have any questions regarding this procedure, please call Mr. DeFrang at 541-355-2400.

Specialist Classes

Lava Ridge is proud to provide music, physical education, and library classes for grades K through five. Students in those grades receive regular instruction from our specialists multiple times each week.

Field Trips

Field trips are a fun and exciting part of a student's education. Teachers arrange and plan field trips that supplement and support the curriculum, and enhance a student's learning. Parents or legal guardian must sign a district permission slip and medical release form before a child may participate in field trips. Please contact your child's teacher for more information regarding field trips.

Volunteering / Visiting

The safety of our students is a high priority at Lava Ridge and we utilize the *Raptor*, Visitor and Volunteer Management System, to provide us with a consistent way to aid in keeping away people who may present a danger to our students. Each time you come to Lava Ridge during the student day you will need to:

1. Bring a valid, state issued ID (passport, drivers license, government issued identification, etc.) to school every time you visit or volunteer. You will scan this into the Raptor system using one of the kiosks in the lobby.
2. Wear a unique sticker badge that includes your name, a photo of you (pulled from your ID), the date, where you are heading in the school and if you are a volunteer or visitor. Volunteers and visitors will have different colored badges. A badge will not be necessary for those who come by to simply drop-off an item or to pick up something and do not need to go beyond the main office.
3. After receiving your sticker badge, wait for one of our Office Staff to open the locked hallway doors.

Note: A person wishing to be considered a "Volunteer" will still also need to complete the Bend-La Pine Schools background check located on the district web page prior to volunteering.

We appreciate the support we receive from our parent volunteers! It is our hope that every minute spent volunteering in our school will benefit our students and be a rewarding experience for our volunteers. Our volunteers fulfill an important role in the education of Lava Ridge students. After learning from your child's teacher what their needs are in terms of volunteers, please keep the following guidelines in mind:

Volunteer vs. Visitor

***Volunteer** status is for those people that wish to be on school grounds regularly and allows parents to work in the classroom with other students.

***Visitor** status is for those people that come to school infrequently to be with your child only. Those visiting school on a regular basis must complete the volunteer background check.

RAPTOR - Visitor & Volunteer Management System

*All volunteers must have a criminal background check completed before volunteering. This can be done online via the school district's website.

* All volunteers and visitors will be required to use our security public management system when at school. This system will scan the name, date of birth, and a photo of visitors, vendors, volunteers, and contractors to our school for comparison with a national database of registered sex offenders. A valid driver's license or state issued ID will be required each time you visit or volunteer.

*All volunteers and visitors will be required to wear a sticker badge.

* A badge will not be necessary for those who come by to simply drop-off an item or pick up something and do not go beyond the office.

Safety Drills

Safety drills are conducted regularly throughout the school year. Fire drills are conducted one time per month. Earthquake and lockdown drills are practiced twice per year. Each of the drills are taken very seriously. The primary purpose of our drills is to ensure every student's safety should an emergency arise. Please call the principal if you have any questions about our safety drills.

P.T.O.

The Lava Ridge PTO is very active in and supportive of our school. Meetings are held regularly throughout the year. Look for times and dates in the school newsletter. All are encouraged and invited to become active members in our PTO. For more information regarding our PTO and how it helps our school please visit their website at <https://lavaridgepto.org>

Site Council

Site Council is a group made up of school staff and parents. Site Councils work to improve the school setting at a very local level. The goal of a Site Council is to support the maximum level of learning for students and staff within a safe, stimulating, and caring environment.

The Lava Ridge Site Council works in many ways to try and improve our school. The Site Council develops and implements a school improvement plan each year that contains school improvement goals.

Please call the principal at 541-355-2400 if you have any questions or would like more information regarding our Site Council or school improvement goals.

Newsletter

Lava Ridge publishes a newsletter every other week to keep our families up to date on what is happening at our school. The newsletter is sent home electronically to families and is also available on our website. This is one way we attempt to keep families informed of upcoming dates and times of all school events. Please call the office at 541-355-2400 if you have any questions regarding the school newsletter.

Web Page

The Lava Ridge Website can be found at www.bend.k12.or.us/lavaridge. This is a great place to find upcoming events, newsletters and teacher web pages.

District Programs at Lava Ridge

Bridges

The High Desert Education Service District has partnered with the Bend- La Pine Schools to offer a specialized classroom called Bridges. The Bridges program is a classroom for primary, K-3 students with autism and/ or severe communication and social disabilities. The program utilizes a special teaching method called Applied Behavior Analysis (ABA). The ABA classroom provides direct teaching utilizing the principles of applied behavior analysis, individualized programming, a structured environment, 1-1 and small group instruction, opportunities for generalization and inclusion in the regular classroom. Lava Ridge is pleased to be the site for the Bridges program.

Rules Matrix- All School

The Lava Ridge staff developed this all school rules matrix. Teachers will spend time at the beginning of the year teaching students our expectations. They will also review the matrix periodically throughout the year. We believe that having consistent all school rules will help students know and follow expectations that will create a safe and secure learning environment. Please take time to go over these expectations with your child(ren).

	Be Safe	Be Respectful	Be Responsible	Be Kind
Arrival	<ul style="list-style-type: none"> · Use sidewalks and crosswalks · Use front entrances and enter building · Buses unload in back · You may drop your belongings at your classroom, and then go to recess or breakfast 	<ul style="list-style-type: none"> · Follow adult directions · Touch property with permission only · Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> · Arrive on time · Leave backpack in class and then go to supervised area. (playground or breakfast) · Turn in lunch money before school 	<ul style="list-style-type: none"> · Use kind words and actions · Be polite · Be helpful · Be friendly
Cafeteria Breakfast	<ul style="list-style-type: none"> · Sit with bottom on bench, feet on floor, and face forward · Keep food to self · Walk · Get permission from adult before leaving 	<ul style="list-style-type: none"> · Clean up after yourself · Visit quietly when done, or go outside for recess · Be on time to class 	<ul style="list-style-type: none"> · Clean up after yourself · One-way traffic through breakfast line · Raise your hand and ask an adult if you forgot something · Breakfast ends at 8:55 	<ul style="list-style-type: none"> · Include others at your table · Allow anyone to sit next to you · Use kind words and actions · Be polite · Be friendly

All Common Areas Halls and Passing Areas	<ul style="list-style-type: none"> · Walk at all times · Keep hands and feet to self · Keep to the right of the hallway 	<ul style="list-style-type: none"> · Respect property, yours and others · Keep hands off the walls · Walk quietly at all times 	<ul style="list-style-type: none"> · Go directly where you need to be · Must have pass to go to the office · Stay in supervised areas: Library, classroom, recess 	<ul style="list-style-type: none"> · Use kind words and actions · Be polite · Be helpful · Be friendly · Include others
Cafeteria Lunch	<ul style="list-style-type: none"> · Sit with bottom on bench, feet on floor, and face forward · Keep food to self · Walk · Raise hand to get permission from adult to leave seat · Students can only leave if dismissed by an adult 	<ul style="list-style-type: none"> · Clean up after yourself · Use inside voices · Wait to be excused, area is clean and hand is raised 	<ul style="list-style-type: none"> · Clean up after yourself · Leave the gym once you are excused, do not loiter · Wait respectfully in the lunch line, hands to self and inside voices 	<ul style="list-style-type: none"> · Include others at your table · Allow anyone to sit next to you · Use kind words and actions · Be polite · Be friendly
Bathrooms	<ul style="list-style-type: none"> · Use the toilet appropriately · Keep water in the sink and off the floor · Toilet paper goes in the toilet and not on the floor or in the garbage · Wash hands · Students can wait on the waiting wall for toilets and sinks 	<ul style="list-style-type: none"> · Respect others' privacy · Inside voices · Flush the toilet when finished · Turn off water when finished · All paper towels in the trash 	<ul style="list-style-type: none"> · Use inside voices · Go quickly, wash hands, and return to classroom promptly · Inform adults of vandalism, spills, or problems 	<ul style="list-style-type: none"> · Leave the bathroom clean and tidy · Take turns

Assemblies and Special Events	<ul style="list-style-type: none"> · Enter and leave by walking · Keep hands and feet to self 	<ul style="list-style-type: none"> · Leave hats in the classroom · Sit on bottom and keep body to self · Engage in appropriate responses to the speaker · Show appreciation to presenters/performers by applause 	<ul style="list-style-type: none"> · Follow staff directions · Keep body under control 	<ul style="list-style-type: none"> · Use kind words and actions · Clap to show appreciation
Dismissal	<ul style="list-style-type: none"> · Line up on grass, off of the concrete sidewalks · Wait for signal before boarding the bus 	<ul style="list-style-type: none"> · Follow adult directions · Wait in your bus line · Keep hands, feet, and objects to self · Respect backpacks, they could have iPad in them 	<ul style="list-style-type: none"> · Need teacher permission to use telephones · Do not loiter after you leave your classroom, report directly to your bus line 	<ul style="list-style-type: none"> · Keep the bus neat and tidy · Make room for others · Allow anyone to sit next to you
General	<ul style="list-style-type: none"> · Always follow adult directions · Always use kind words and actions · Always keep hands and feet to yourself 			

Recess Rules Matrix- All School

The Lava Ridge staff developed this all school recess rules matrix. Teachers will spend time at the beginning of the year teaching students our expectations. They will review the matrix periodically throughout the year. We believe that having consistent all school rules will help students know and follow expectations that will create a safe and secure learning environment. Please take time to go over these expectations with your child(ren).

Equipment/Location	Rules
Slide	<ul style="list-style-type: none"> -Going down one way on bottom -One at a time
Swings	<ul style="list-style-type: none"> -One body, one swing -Two hands on chains -Forward/backward only -Stepping on and off -When swings are full, a count of 50 waiting by the pole. (a count is one full swing)
Glider	<ul style="list-style-type: none"> -One at a time, gentle hand off -Using two hands -Wait in single file line
Field	<ul style="list-style-type: none"> -Stay off fences, trees, backstop -Avoid games that resemble fighting -Keep your body to yourself – positive contact only -Stay within boundaries
All equipment in general	<ul style="list-style-type: none"> -Use the equipment appropriately -Return what you use -Share
Jump Rope	<ul style="list-style-type: none"> -Jumping rope only on the black top

Covered Areas	<ul style="list-style-type: none"> -The covered areas are a walking area -The covered areas are a quiet play zone -Balls outside of the covered areas
Dome	<ul style="list-style-type: none"> -Climbing with both hands and feet -Hanging safely while keeping self space -<u>Never</u> standing
Tether Ball	<ul style="list-style-type: none"> -Played with hands only -Feet on ground -3 wins, get in line
Black top	<ul style="list-style-type: none"> -No tag zone. Walk to and from recess. -Designated games(basketball, 4 square, tetherball, jump ropes) -Kicking balls on grass only
Parallel Bars	<ul style="list-style-type: none"> -Keeping self space -If full, a count of 50 while you wait -<u>Never</u> standing on the bars
Monkey Bars	<ul style="list-style-type: none"> -One way traffic, hands only -Waiting in line going one at a time -Stay on the bottom
Sportsmanship/all games	<ul style="list-style-type: none"> -Share equipment -Taking turns/taking outs -Play by the rules -Be kind to younger players
Passes	<ul style="list-style-type: none"> -Required to go into the building during recess
Wall Ball	<ul style="list-style-type: none"> -Use outside walls -Not in covered areas -Follow the rules

Snow	<ul style="list-style-type: none">-Throw at designated targets only, otherwise-Snow stays on the ground-Respect snow sculptures-Stay off of the piles of snow/ice
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