

*Yankee Ridge Elementary School*

**STUDENT AND PARENT HANDBOOK  
2022 - 2023**



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**Yankee Ridge School@Yankee\_Ridge**

The Facebook logo, which is the word "facebook" in a white, lowercase, sans-serif font centered within a solid black rectangular background.

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**Yankee Ridge School**

## **Yankee Ridge Belief Statements**

We believe all children...

can learn;

learn in many ways;

should be guided and encouraged to take responsibility for their learning;

are entitled to a positive, inclusive learning environment where social and emotional learning supports their academic success;

have academic, social, emotional, and physical needs that are best met when families, schools, and communities work together;

and will have the opportunity to reach their personal best.

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**Please note that some of our guidelines in this handbook may change if guidance changes throughout the year.**

### **OFFICE HOURS AND BELL SCHEDULE**

**School Hours:** 8:10 a.m. – 3:00 p.m. Monday through Friday

**Office Hours:** 7:30 a.m. - 4:30 p.m. Monday through Thursday (Friday until 4:00 p.m.)

**Arrival:** 7:55-8:10 a.m. Students are allowed on campus (there is no supervision before 7:55 a.m.)

**Bell Schedule:** 8:10 a.m. First Bell

8:15 a.m. Tardy Bell (Students must come to the office with a caregiver for a pass after 8:20) Use the main entrance off Mumford Dr. after 8:15 a.m. Students arriving late or returning from appointments will walk to class from the office. Parents and students should plan to say goodbye in the office and not walk down together to the classroom.

Lunch/ Recess schedules will be sent out at the start of the school year.

**Dismissal:** 3:00 p.m. Students are expected to leave school grounds immediately after dismissal.

### **YANKEE RIDGE STAFF LIST**

Please check this link for the most up to date list of staff members and their positions.  
[https://docs.google.com/spreadsheets/d/1pHEj9\\_HmXp9ZeE7aFbIy-FhM8WLIF07GgOaxjBXTkWs/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1pHEj9_HmXp9ZeE7aFbIy-FhM8WLIF07GgOaxjBXTkWs/edit?usp=sharing)

### **FIRST DAY OF CLASS**

**All Grades (K see below)** Thursday, August 18th, 2022 Full Day 8:10 a.m.-3:00 p.m.

*(First bell rings at 8:10 a.m. – students enter building, tardy bell rings at 8:15 a.m., instruction begins at 8:15 a.m.)*

### **KINDERGARTEN INFORMATION**

For information regarding registration for new Kindergarten students, please check our district website:  
<https://usd116.org/kindergarten/>

Half of the Kindergartners will begin on Thursday, August 18th the other half will begin on Friday, August 19<sup>nd</sup>. **ALL** Kindergartners will attend on Monday, August 22<sup>nd</sup>. Kindergarten families will receive a letter from Yankee Ridge regarding child’s teacher and child’s first day of class.

## **BREAKFAST AND LUNCH**

**\*\* (Please note all announcements regarding breakfast and lunches are subject to change between the time this handbook is printed and the beginning of the school year.) \*\***

Urbana School District 116 is participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for this school year which means breakfast and lunch are free for all students. A breakfast includes 1 entrée, choice between 2 fruits, and milk. Elementary lunch includes a lunch entrée, choice between 2 fruits and 2 vegetables, and milk.

**BREAKFAST SCHEDULE:** The schedule for Breakfast will be announced in August.

### **LUNCH/RECESS SCHEDULE:**

**Lunch / Recess schedules will be sent out at the start of the school year.**

**Menu:** The monthly menu is available on the school district website.

**Vendor:** Arbor Management (both breakfast and lunch). Meals are free but families can pay for extra meals on students' online accounts with Skyward Family Access. (Accounts are set up at registration).

**Sack (Home) Lunch:** **To encourage healthy eating habits, soda/pop is not allowed during lunch.** (Exceptions to this are special events such as "Invite a Friend to Lunch Day".) **To prevent food allergy cross-contamination, students are not allowed to share foods in the lunchroom.** Students may bring a lunch from home and purchase milk at .30 per carton. Students may take a school lunch (minus entrée) to supplement a home lunch for free as long as they select a fruit, a vegetable and a milk. Please notify the office of any dietary restrictions. Food substitution forms (to be filled out by a physician) are available in the office.

**Off-site:** Parents or a designated adult must check their child both in/out of the office in order to take them out of the building for lunch. **Photo identification is required to check a student out from Yankee Ridge.**

**Time:** Forty-five minutes which includes lunch/recess.

**Lunch with my student:** Families are welcome to join their students during lunch at school. Sign in at the office.

**LUNCH RECESS:** All students will go outside during lunch recess unless it is raining or if the temperature is less than 20 degrees. The wind chill factor is taken into account. Please make sure that your child is dressed appropriately.

## **ABSENCES**

1. Notify the school by phone before 9:00 a.m. if your child is going to be absent that day. The answering machine will take messages from 4:30 p.m. to 7:30 a.m.
2. Anticipated long-term absences (a day or more) should be reported 5 days in advance. A form is available in the office. All absences, regardless of the reason, will be recorded as unexcused if no written or verbal reason is given for the absence within two school days following the return to school.

**According to State Regulations, if a student is absent for more than 120 minutes (Kdg. and 1<sup>st</sup> grades) or 60 minutes (2<sup>nd</sup> – 5<sup>th</sup> grades), they are considered ½ day absent. Please keep this in mind when scheduling appointments.**

### **Attendance, Absences, and Truancy**

Please reference the school district's General Policies and Procedures booklet for updates on these policies.

## **ARRIVAL AND DISMISSAL PROCEDURES**

1. **STAY WITH YOUR CHILD UNTIL 7:55 AM. CHILDREN SHOULD NOT BE ON SCHOOL GROUNDS BEFORE 7:55 AM AS THERE IS NO SUPERVISION PROVIDED BEFORE THEN.**
2. **Changes in After School Plans:** Make arrangements with your student before school if there are changes to a student's after school plans. Let the teacher know and call the school office with those changes as soon as possible. Messages received in the office after 2:30 pm are not guaranteed to reach students before school lets out at 3:00. **To ensure the safety and supervision of the student/s, it is the parent or guardian's responsibility to inform the school office of transportation changes before 2:30 p.m. each school day.**
3. Pets are not allowed on school grounds when students are present. For the safety of your pet and the other children, please make certain that your pet does not follow your child to school. Please leave pets at home when dropping off or picking up students from school.
4. Additional arrival and dismissal procedures will be shared with families in their welcome letter which includes their classroom teacher assignments.

## **CLASSROOM INSTRUCTIONAL MATERIALS**

It is the responsibility of parents to inform the building principal or assistant principal if they would prefer their children not use or observe instructional materials that have content that might be offensive to them. The teachers are professional and conscientious, but we recognize that families have a right to determine the appropriateness of materials for their children. It is the responsibility of students or their parents to inform classroom teachers when they need to use an alternative set of materials for personal reasons. This complies with Board of Education policy 6:40, Curriculum Development.

A comprehensive list of core materials and major works that may be used for instruction can be found on the Urbana School District 116 website. This list is reviewed by the Board of Education on an annual basis. This complies with Board of Education policy 6:210, Instructional Materials.

## **BEFORE AND AFTER SCHOOL CARE PROGRAM**

The Urbana School District will again offer before and after school child care programs for children in kindergarten through grade five who are enrolled in any Urbana School District #116 elementary school for the 2022-23 school year. This program provides quality supervision and opportunities for your child to participate in a variety of recreational activities before and after school. The Before School Child Care Program operates at Leal Elementary from 6:45–8:05 a.m. The After School Child Care Program operates from 3:00 p.m. to 6:00 p.m. at Yankee Ridge Elementary. The phone number for the Yankee Ridge program is 384-3598. Information regarding before or after school care can be obtained by calling the ASCCP director for the district, at 384-3536.

## **INSTRUMENTAL MUSIC**

All 5<sup>th</sup> grade students are eligible to participate in group band or strings. There is no fee for this program. Band instruction will take place twice a week, and strings instruction will take place twice a week. Students participating in either band or strings instruction will miss that portion of their regular school day when they are out of the classroom for instruction.

## **BEHAVIORAL SUPPORT & EXPECTATIONS**

### **Expectations for Excellence**

The Yankee Ridge Behavioral Expectations for Excellence are built upon a positive premise:  
We Are Respectful, We Are Responsible, and We Are Safe.

### **Social Emotional Learning (SEL)**

Significant time and attention are given to establishing a positive school climate and a pro-social atmosphere. All teachers utilize the *Second Step* and *Zones of Regulation* social emotional learning curriculum to teach friendship and empathy skills. All students participate in daily class meetings.

### **Positive Behavior Interventions & Supports (PBIS)**

Yankee Ridge builds on a safe and positive learning environment for students and staff through the implementation of Positive Behavior Interventions & Supports (PBIS). PBIS is a data-driven, proactive systems approach for establishing the behavioral supports and social environment needed for all students to achieve social, emotional, and academic success. This schoolwide system helps improve consistency in expected behaviors, resulting in students being ready and prepared to learn; thus, achieving their own personal greatness.

The building's behavioral expectations are taught, reviewed, and reinforced throughout each school year.

Universal reinforcements and building-wide celebrations are planned to recognize students' efforts and the demonstration of respectful, responsible, and safe behaviors. Students are given "RRS tickets" as positive incentives for displaying expected behaviors. Building-wide celebrations are planned when the building reaches its goal. Classroom behavior management plans are aligned with the building's PBIS program and classes celebrate when they meet their specific goals.

Interventions are designed for students whose behaviors may be interfering with their academic and/or social success. Our goal is to provide additional early support for students experiencing behavioral challenges. Interventions provide increased adult attention, frequent feedback about behavior and academics, and additional positive reinforcement. A universal screener is utilized with first through fifth grades to assist in identifying students that may require an early intervention.

Tier 2/Social Academic Instructional Groups (SAIG) are developed to provide re-teaching of building expectations and PBIS/bullying prevention lessons. Typical areas of focus are “Managing Emotions” and “Friendship/Peer Skills”.

Some students participate in a “Check In Check Out” program to help establish relationships as they transition to Yankee Ridge or to provide support during challenging times.

More extensive social and emotional supports and/or wraparound services are provided to students whose behaviors indicate a need for more intensive (Tier 3) supports.

Behavioral data is collected, monitored, and used to evaluate progress and guide decision-making and planning.

Yankee Ridge parents are informed of building and classroom SEL and PBIS efforts and activities through articles in the building’s newsletter and weekly classroom newsletters. This information encourages the use of a common language and the transfer of skills to the home environment.

### **Character Education**

Character education is provided to all students, focusing on the following district adopted traits: Respect, Responsibility, Integrity, Compassion, Cooperation, and Perseverance. Information about each trait is provided to all students and staff. Specific follow-up discussions occur in the classroom setting. Regular awards ceremonies will be held to recognize students who display these positive character traits.

### **Bullying Prevention**

Yankee Ridge plans for and utilizes a variety of interventions to reduce behaviors and attitudes that are associated with intimidation and harassment. We believe all children should feel safe in their school environment.

As a proactive approach, all students are taught the social skills necessary for positive social interactions. Teachers and other staff members support students as they problem solve how to react to specific situations. All students receive instruction on “Stop, Walk, and Talk” and are encouraged to use that approach when dealing with offensive behaviors and to report disrespectful behaviors that make them feel unsafe. Parents, staff, volunteers, and visitors should also report unsafe behaviors that they observe. As part of our positive approach to learning, we are careful not to label students as bullies, but instead describe the repeated actions as “bullying behaviors”.

Yankee Ridge staff members or the building administrator address reports of alleged incidents of bullying behaviors, intimidation, or harassing behavior by talking with the individuals involved. When a pattern of disrespectful and unsafe behaviors have been reported or documented, the situation will be



investigated. Following the investigation, the teacher or principal will notify parents. Students that violate behavioral expectations are assigned appropriate consequences. If needed, a referral for additional social and emotional supports may be made. The situation will be monitored and the coaching of appropriate behaviors will continue.

All staff members receive annual training on the district's School Board Policy (7:180) re: Preventing Bullying Intimidation, and Harassment and know how to proceed if an incident is reported to them or if they observe intimidation, harassment, or bullying behaviors. All reported incidents of intimidation, harassment, or bullying are taken seriously.

### **Restorative Practices**

Yankee Ridge staff believes in holding students accountable for their actions, providing safety for all students, and developing students' social and emotional skills. Student misbehaviors present an opportunity to correct and then teach the misbehaving student more appropriate choices. Whenever possible aspects of restorative practices will be incorporated into the response for students' misbehaviors. Restorative practices focus on calling attention to misbehavior in an effort to problem solve the misbehavior and repair the possible injustice felt by other Yankee Ridge community members. The principal, or designee, will work to facilitate restoration by the offender towards the affected student or staff member. Restorative practices improve safety by preventing future harm or disruption, offer a supportive environment that can improve learning, and provide an alternative to suspension, when possible. Through the use of restorative practices students can learn appropriate behaviors while being held accountable for behaviors. The following behaviors will not be tolerated and could be addressed through the use of restorative practices:

- a. Class disruption
- b. Non-compliance and insubordination
- c. Misuse of school property/vandalism
- d. Verbal aggression towards students or adults
- e. Threats or inappropriate language directed at others
- f. Physical aggression towards students, staff, or property
- g. Inappropriate physical contact
- h. Stealing

### **Behavior Accountability and Consequences**

Consequences for student misbehaviors may include, but are not limited to: loss of privileges, temporary removal from class, lunch detention, after school detention, conference with parents, in school suspension, out of school suspension, or a bus suspension.

Additional discipline information is outlined in the *USD 116 General District Policies and Procedures Handbook*. (This handbook is given to all Urbana School District families upon registration in the district.)

Dententions, during lunch/recess or after school, are options staff may utilize to respond to inappropriate student behaviors. For those students who do not follow school, classroom, or bus expectations, a detention may be assigned. A detention may be assigned for a range of misbehaviors, including blatant misbehavior and for physical aggression. A reasonable effort to contact the student's parent or guardian

(by phone or written communication) on the day of the lunch detention will be made using the information families have provided. Caretakers are responsible for their student's transportation from school when the student has an after school detention.

## **BIRTHDAY CELEBRATIONS**

At Yankee Ridge, we have put effort into encouraging exercise and healthy eating habits. Therefore, we are encouraging parents not to bring sweet treats to celebrate birthdays. **If you choose to bring treats to celebrate your child's birthday, please follow the guidelines provided for his/her classroom.** Due to food allergies, some teachers prefer that trinkets or school supplies be shared instead of food treats. This information is provided by the teachers at the beginning of each year. Instead of sweet treats, suggestions include fruit, pretzels, or dollar store trinkets such as glow bracelets or pencils. To avoid classroom disruptions, birthday treats will not be delivered to classrooms without prior approval from the teacher. Please do not send balloons or flowers to the school for your student's birthday. They will not be allowed in the classroom.

**Homemade snacks cannot be served to our students.** Any foods brought in for students must be store bought (prepared by commercial bakers or food preparers), in the original packaging, and the ingredients label still on the package. Whole fruit may be brought in; however, sliced fruit will only be accepted if it was prepared in a commercial kitchen and is in the original packaging. If labels are missing, or the teacher has questions about the origin of the snack, it will not be served to children.

## **CLASS VISIT POLICY**

One day advance notice is expected. School administration has the authority to waive this expectation on a case-by-case situation. Contact your child's teacher to arrange a visit (email, phone, written communication). Teachers will then confirm the appointment and notify the office of expected visitors. Visitors should report to the office to check in and get a visitor's sticker. Visits are approximately 30 minutes. Seating arrangements and level of involvement will be at the discretion of the teacher.

## **CLOTHING**

1. Athletic (gym) shoes are required for gym activities. Stocking feet, flip-flops, sandals, and hard soles are not allowed because of the danger of slipping. If a student does not wear gym shoes to school, they must bring shoes to school for PE activities. **Please note: Students that choose to wear flip-flops to school should also bring other footwear in case of breakage or other circumstances.** Students must wear some sort of shoe at school at all times.
2. Students are not allowed to wear hats in the school building.
3. Students will go outside for classroom recess in the morning or afternoon, or during lunch recess unless it is raining or if the temperature is lower than 20 degrees. **The wind chill factor will be a consideration, but it may not be the determining factor. Please make sure that your child is warmly and appropriately dressed.**
4. Jackets, coats, sweaters, boots, mittens, (lunch boxes), etc. should be marked with the student's name. Please check the "Lost and Found" area on a regular basis. Lost and Found is located in the lunchroom. Items not claimed by the first of each month will be disposed of.

5. Clothing should not distract from the learning environment.
  - a. Hats, caps, hoods, sunglasses, handkerchiefs, and scarves should not be worn in the building, with the exception of approved religious head coverings.
  - b. Students may not wear clothing or symbols that advertise or promote alcoholic beverages, tobacco or other controlled substances, weapons or include profanity or inflammatory messages.
  - c. Chains should not be worn as accessories.
  - d. Clothing should allow for easy movement during recess and physical education class. Thus, shorts shouldn't be too brief or too tight.
  - e. Student clothing must cover their body appropriately. In the event that a student's clothing becomes a distraction to other learners, parents or guardians will be contacted and the student may be asked to change into more appropriate clothing.

### **FIELD TRIPS**

Classrooms and grade levels may schedule academic related field trips throughout the school year. At times, teachers may request chaperones for these trips. Teachers reserve the right to determine if chaperones are needed and how many are needed. See the section on Volunteering for more information about chaperoning. Parents and guardians are required to give permission for the student to attend prior to each field trip. Students must follow the Yankee Ridge behavioral expectations while on field trips. Field trips are also a privilege that may be revoked if a student's behavior poses a safety risk the day of the field trip.

### **FOOD/DRINKS IN THE CLASSROOM**

**Homemade snacks cannot be served to our students. (See BIRTHDAY CELEBRATIONS on page 6.)**

Water bottles with WATER ONLY are okay in the classroom. Sweet, sugary, sodas and other drinks are not permitted.

### **HOMEWORK GUIDELINES**

**Homework is defined as specific tasks related to the district curriculum, the *Illinois Learning Standards*, and the *Common Core Standards* that should be completed during non-school hours.**

**Homework is assigned to:**

- Provide practice, review, and enrichment of skills that have been taught in class.
- Develop independence, individual study skills, and personal responsibility while reinforcing skills and concepts.
- Foster a home-school connection and provide parents with the knowledge of what their children are learning in school.

**Students are responsible for:**

- Knowing what the assignments are.
- Completing assignments and turning them in on time.
- Completing assignments to the best of their ability.
- Letting the teacher know if they do not understand an assignment or cannot complete it on time.

**Parents are responsible for:**

- Providing a space and quiet time for their child to complete their homework daily.
- Encouraging and monitoring the completion and return of all homework by the due date.
- Signing the assignment sheet/book, when necessary.
- Reviewing corrected and returned homework.
- Contacting your child's teacher if there are concerns or questions related to homework.

**Teachers are responsible for:**

- Clearly explaining directions for the homework and due dates.
- Reviewing homework and providing timely feedback to students.
- Communicating with parents regarding any homework issues.

**KINDERGARTEN**

- Students are expected to read/be read to each night.
- Homework will be sent home daily or weekly, depending on the teacher.
- Additional work may be assigned during the year.

**1<sup>st</sup> GRADE**

- Students are expected to read at least 20 minutes each night and record their reading time in their reading log.
- Additional homework will be assigned weekly.
- Other work may be assigned during the year.

**2<sup>nd</sup> GRADE**

- Students are expected to read for 20 minutes each night.
- Additional homework will be limited to 20 minutes nightly.
- Spelling and/or grade level sight words should be studied nightly.

**3<sup>rd</sup> GRADE**

- Assignments will be sent home daily or weekly, depending on the teacher.
- Homework may include math, reading/language arts, science, social studies, and/or work not completed during the school day.
- Homework will be limited to approximately 120 minutes per week (or approximately 30 minutes per night) including required reading.

**4<sup>th</sup> GRADE**

- Homework will be assigned daily - Monday through Thursday.
- Homework may include math, reading/language arts, science, social studies, and/or work not completed during the school day.
- Homework will be limited to approximately 60 minutes per night.

**5<sup>th</sup> GRADE**

- Students are expected to read for 30 minutes each night and record their reading responses in their reading log.
- Homework will be assigned daily - Monday through Thursday.
- Special science and social studies projects are assigned throughout the year.
- Students are expected to record their assignments in their assignment books- which should be kept in their homework folders. The homework folder will include any work not completed during the school day.

## **STUDENT HEALTH**

### **ILLNESS:**

1. Due to the COVID-19 pandemic, these policies are subject to change.
2. A sick child is a parent/guardian's responsibility. In case a child becomes sick at school, i.e. fever, vomiting, please make sure that arrangements have been made for him/her to be picked up if you cannot come.
3. If out for a fever, the student must remain fever-free for 24 hours without medication before returning to school. If sent home due to vomiting, the student must stay home until the following day and only return if fever free and able to keep food down.
4. To excuse extended illness, the school requests a note from the doctor when a child is out for more than two consecutive days. This is to ensure they have nothing contagious. Additional COVID-19 policies may apply.
5. Please report all contagious diseases and illnesses to the office. This allows the office the opportunity to alert other families of communicable diseases.

### **MEDICATION:**

1. Parent/Guardian and the child's physician must complete the USD116 Medication Authorization Form **before** the first dose can be given at school. Forms must be completed yearly and can be obtained at the school office or on the USD116 website.
2. The medication must be prescribed by a physician.
3. The medication must be in a pharmaceutical container (or original container), and must be clearly labeled by the pharmacist. Parents should bring the medication to the office; it should not be sent in the child's backpack.
4. Only a USD116 nurse can dispense/package medication.

These guidelines include over-the-counter medications such as Tylenol, cough drops, medicated lotions, etc. For additional information, see School Medication Guidelines included in the General District Policies and Procedures handbook.

## **VOLUNTEERING & MENTORING AT YANKEE RIDGE**

For information on current volunteer and mentoring opportunities and policies, please contact our Community Outreach Coordinator, Brice Boembeke at [bboembeke@usd116.org](mailto:bboembeke@usd116.org) or 217-384-3607.

### **PARENT CHAPERONES/PRESENTERS/COORDINATORS:**

Parents that chaperone Yankee Ridge students – or volunteer in other ways – are expected to make other arrangements for younger siblings (when they are serving in those capacities). It is imperative that, during field trips and other school activities, all adult attention is focused on keeping our students safe as they participate in the various educational opportunities that have been planned for them. (We strongly encourage younger family members to attend and participate in events that are designed for family involvement.) This is also the expectation for (paid) presenters and activity coordinators for Enrichment and other programs (before, during and after school).

## **PERSONAL ITEMS**

Students are not allowed to bring distracting items such as iPads, iPods, watches with games, ‘fidgets’, toys, Pokemon cards, etc., nor athletic equipment of any kind. P.E. equipment is provided by the school. If it is necessary for a student to bring a cell phone to school, it is suggested that she/he leave it in the school office during the school day. All cell phones should be turned off during school hours. Students may be required to give their cell phone to office staff if the cell phone is being used during the school day.

## **SOCIAL MEDIA**

Do not post photos or videos taken of students in class, at assemblies or on field trips to any social media sites without specific permission from the school or families of students.

## **LEAVING SCHOOL EARLY**

1. Students are not permitted:
  - a. To leave the building or school grounds anytime during the school day unless with a parent/guardian/designated adult or a Yankee Ridge staff member. If a student leaves school grounds without permission, it may be necessary to contact the Urbana Police Department.
  - b. To go home during school hours without parental notification and written consent.
  - c. To leave during lunch except with a parent or designated adult.
2. If a student leaves school for any reason (appointments, etc.) she/he must report in person to the office before leaving and upon returning. **Parents or an approved adult must sign students in and out of the building. Please be prepared to show a photo ID when signing a student out during school hours.**
3. It is recommended that parents contact the school office in advance if it is necessary to pick up a student during school hours.

## **TELEPHONE CALLS**

Please help us avoid interruptions of the instructional environment by making arrangements with your child before school regarding where she/he is to go after school, pick up for appointments, etc.

## **BUS EXPECTATIONS**

All school bus information may be obtained directly from the **First Student Bus Company** at **344-4586**. Students are directed to follow school expectations on the way to and from the bus stop and while waiting for the bus. They are subject to school disciplinary consequences during that time period. A safe, orderly, and respectful environment for everyone is the expectation on the school bus. Whenever students are riding a school bus, whether on a regular route each day or on a field trip, they are responsible to follow these rules. Parents are urged to encourage good bus riding habits so that the driver may direct his or her attention to the surrounding traffic and to safe loading and unloading procedures.

Please reference the school district’s General Policies and Procedures booklet for an update on these policies.

## **CHANGE OF STUDENT INFORMATION**

Please remember to notify the office **immediately** of the following changes:

1. Address - Proof of new address is required.
2. Phone number - residence and emergency numbers
3. Physician or hospital
4. Emergency contacts and phone numbers
5. Authorized pick-up contacts and phone numbers
6. Parent/Guardian Email

## **EMERGENCY RESPONSE PLANS**

Fire, disaster, and Emergency Operation Procedures are in place in all buildings throughout the district. Yankee Ridge staff and students practice responding to these types of situations on a regular basis in order to help assure their safety and security in the event of an unexpected incident. Yankee Ridge also participates in area earthquake drills. If a parent or visitor is in the building when a drill takes place, they are expected to participate in the drill accordingly. At least once a school year, Yankee Ridge staff and students participate in the legally required Intruder Drill. In the event of a real emergency that requires evacuating the school grounds, the Stone Creek Church located at 2502 S. Race is the emergency Reunification Site. In the event of the need to evacuate the school grounds, parents and guardians will be contacted as soon as possible with directions for reuniting with the student/s.

### **Parent Guidelines for School Emergencies:**

Working closely with the Unit 116 administrative office and local law enforcement and emergency agencies, the staff at Yankee Ridge Elementary School has developed a plan to safeguard your child in the event of an emergency. All staff members at Yankee Ridge know what to do during an emergency and the plan has been discussed with students in their classrooms. We want you to know what we plan to do in an emergency and want you to know how you can help us should such an event occur. Please read this information carefully and keep this handout in a safe place at home.

### **If there is a problem at Yankee Ridge, what should I do?**

- **DO NOT COME TO THE SCHOOL.** If we have a serious problem here, law enforcement agencies will block the streets near the school so that emergency services have access. They will not allow you to enter the area.
- **DO NOT CALL THE SCHOOL.** In an emergency, we need to keep the phone lines open.
- **REMAIN AT HOME UNTIL YOU HEAR FROM US.** Make sure someone is available at your home or work number. If it is required, we will be trying to contact you using our mass messaging service. We will utilize email, text messages, and phone calls to share information in mass.

### **Will I be able to pick up my child?**

- Depending on the nature of the emergency, we will release students to parents when it is safe to do so. It is important that you wait for school communication to inform you of the pick-up process. Do not come to the school until you hear our instructions. Those instructions will include where to come to at the school or if you should meet us at the reunification site.
- If we must evacuate the school, **the pre-arranged reunification site is the Stone Creek Church in Urbana.** You will be notified if the emergency warrants the need to move the students to the reunification site. We will provide information through how students may be picked up after we have checked attendance and accounted for all students who were in school that day.
- Anyone who picks up a student will have to produce identification and sign the school's student release form. Only a parent, someone listed on the student information sheet, or someone having parental authorization may sign out a student. Please do not take your child without signing him or her out.

### **When will I find out what has happened?**

- We will give instructions through our mass messaging services as quickly as possible while the emergency exists. Please understand that during an emergency our first concern is for the safety of students and staff. We will provide information about the problem after everyone is safe and the problem is under control. This may take some time, as our staff must follow instructions of law enforcement and emergency services when they are at the school.
- Depending on the problem it may take us some time to sort through what has happened. We will explain after we understand the situation. We will confirm what we know before we make any statements because we do not want to mislead anyone about an emergency situation. We appreciate your patience.

We know that your child is the most important person in the world to you. We also know that it will be difficult for you to do what we ask. Please realize that we take your child's safety very seriously. In an emergency, what you do can help or hinder the efforts of law enforcement agencies, emergency services, and our staff, as we work to protect all of Yankee Ridge's students. It is hoped that we will never have to use our emergency plan, but being prepared makes Yankee Ridge Elementary School a better and safer place for your child.

## **FRENCH DUAL LANGUAGE PROGRAM**

Yankee Ridge is proud to host the district's only French Dual Language instruction program. The program is designed to provide 50% of instruction in English and 50% instruction in French. Currently the French Dual Language program will serve kindergarten, 1st, 2nd, 3rd and 4th graders during the 2020 - 2021 school year. More information on the bilingual dual language program can be found on the school district website: <http://usd116.org/programs/bilingual-programs/dual-language-program/>



## **LOST AND FOUND**

Please check the **LOST AND FOUND** regularly for lost items. It is suggested that parents label items with students' names. The Lost and Found is located in the lunchroom. Items not claimed by the 1st of each month will be disposed of.

## **PETITIONING PROCEDURES**

Parents may request an assignment to an attendance center outside their residential area by filling out the appropriate form and sending it to the district office. This procedure must be completed each year. Written procedures for petitioning and the necessary form can be obtained online at the district's website ([www.usd116.org](http://www.usd116.org)), from the school office, or you may contact the Department of Curriculum and Instruction at 384-3651.

## **SCHOOL CLOSINGS**

All students should know what to do and where to go in the event of an unexpected early school dismissal caused by an emergency or disaster. On **snowy days** or **excessively hot days** we may have to dismiss early. Parents should have plans made for supervision of their children in the event no one is home during such an emergency. If weather conditions become severe, due to snow, ice, heat, etc., parents are advised to check any of the following locations for busing information, early dismissals and school closings. Decisions are based on the safety of the students.

District website: [www.usd116.org](http://www.usd116.org); Online: [www.news-gazette.com](http://www.news-gazette.com)

Listen to radio stations: WDWS-AM 1400; WHMS Lite Rock 97.5 FM; WBCP 1580 AM;

WILL-AM 530; WKIO 92.5 FM; WIXY 94.5 FM; WPCD 88.7 FM; WBGL 91.7 FM

Watch on TV: WICD Channel 15; WCIA Channel 3; WAND Channel 17

## **STUDENT DROP-OFF/PICK-UP**

Parents who bring their children to school in cars should unload and load from the circle drive off of Anderson St. on the west side of the school. Students **should not** be dropped off in the bus loop off of Mumford Dr., and students **should not** be dropped off on Anderson St. If it is necessary to park, there is visitor parking on the north side of the building in the parking lot off Mumford St. Additional parking in the southernmost parking lot off Anderson Street. The lot known as the "car loop" on the southwest side of the building off of Anderson Street is **reserved for staff only**.

**Note: Parents are expected to say "good-bye" to their children before they enter the building in the morning. If parents need to enter the building, they must sign in at the office before going elsewhere within the building.**

## **WALKERS AND BICYCLE RIDERS**

1. Parents should talk to their children about the routes they should take and that they ***must*** cross with the crossing guard.
2. Yankee Ridge School's crossing guard is employed by the Urbana School District. Supervision starts at 7:55 a.m. and again at 2:55 p.m. Students are expected to obey the Crossing Guard.
3. Children should not leave for school too early because it is important that the crossing guard has started their supervision before walkers and bicycle riders arrive at their locations.
4. Students should wait on the curb until the crossing guard tells them to proceed. Students should still look for traffic with their own eyes, too.
5. For the safety of all students, bike riders must walk their bikes when they are close to the school. Students should park and lock bikes in school bike racks immediately upon arrival on school grounds. Each bike must have a lock. The school is not responsible for lost, stolen, or damaged bicycles.
6. Children are encouraged to use the buddy system. Two or more children are less likely to make mistakes. It is also simply safer when a child is not alone.
7. Skateboarding and rollerblading are not allowed on school grounds. Skateboards and rollerblades must be carried upon reaching school grounds.

## **SAFE WALKING ROUTE MAP**

## Yankee Ridge is a “School-wide Title 1 Building”

**Parent Involvement:** In addition to structuring our educational program to best meet the needs of minority and low-income students, Yankee Ridge staff are committed to increasing parental involvement in order to address educational equity concerns in our building. The school improvement teams develop strategies to make effective home-school connections in promoting the development of oral reading fluency and students’ understanding of number sense.

Yankee Ridge has an agreed upon vision for all students, with a clear focus on improving academic achievement in reading, writing, and math. We are also committed to continued professional growth with particular emphasis on techniques that improve reading fluency and number sense for all students. We will continue to actively pursue ways to involve parents and focus our efforts on building a solid school and community partnership. Through the continual analysis of student achievement and the implementation of our school-wide plan we believe that all of our students, especially those most at-risk, will grow academically.

### Parent Involvement Statement

Yankee Ridge students, staff, and parents believe in the importance of working together to support student success and academic achievement. Establishing effective communication is a priority. Parents are recognized as having a significant role in their child’s education. **It is important the school has an updated email address for each child’s family, because school newsletters are sent out via email.** Activities are planned and implemented to support parents in this role. Important information about school and classroom activities are included in weekly newsletters, information shared during Family Nights, Parent/Teacher Conferences, phone calls, and individual written communications. Parents are welcome to visit classrooms (preferably with prior arrangement). School or district approved surveys are used as a “needs assessment” to help determine the direction of parent/family involvement activities.

If you have questions or concerns regarding your child in their classroom, please contact their teacher first. After discussing the situation with your child’s teacher, if you still have concerns please contact the main office. If your concerns are in regard to busing, lunch or lunch recess, please contact the office.

Based on academic and social emotional needs, parents may request a teacher. However, requests may not be fulfilled as the school considers various factors when creating class lists.

Each quarter a Community Round Table will meet to discuss progress towards the school improvement goals and other relevant topics. Any parent or guardian can attend these meetings and join the committee. A schedule for these meetings will be shared in a school newsletter after the school year begins.

COVID-19 guidelines may require us to adjust the scheduling of school events. Events will be announced throughout the year. Please watch for information both in your child’s backpack and emailed to parents and guardians. Parent/family activities and events are purposely scheduled at different times of the day to encourage attendance and enable parents to participate actively in their child’s education. Both staff members and representatives of the Yankee Ridge PTA plan and facilitate these events. Discussions occur that determine if there are barriers to student and/or parent participation in activities and attempts are made to provide the necessary services or support to remove those barriers. Attendance at events is studied to determine if all Yankee Ridge neighborhoods are equally represented. A School-Family Compact is on the Yankee Ridge website.

**YANKEE RIDGE SCHOOL**  
**School Supplies List**  
**2022-23**

**KINDERGARTEN**

1 full set of clothes (underwear, socks, shirt, pants)  
1 pair headphones (not earbuds)  
24 #2 pencils (prefer Ticonderoga)  
5 glue sticks (prefer Elmer's)  
2 boxes 24 ct. Crayola crayons  
1 box 8 ct. large Crayola crayons  
2 boxes 8 ct. washable Crayola markers  
1 box Crayola colored pencils  
1 pair kid scissors  
4 pack or larger black dry erase markers  
1 box zipper quart size freezer bags  
1 box gallon size freezer bags  
2 boxes facial tissues ("family size") pop-up

**1st GRADE**

1 full set of clothes (underwear, socks, shirt, pants)  
1 pair headphones (not earbuds)  
24 #2 pencils (prefer Ticonderoga)  
1 box Crayola colored pencils  
2 big pink erasers  
2 boxes 24 ct. Crayola crayons  
1 box 8 ct. washable Crayola markers  
2 packs dry erase markers (black only)  
5 glue sticks (prefer Elmer's)  
1 yellow 2-pocket folder  
1 blue 2-pocket folder  
Boys- 1 box zipper quart size bags  
Girls - 1 box zipper gallon size bags  
2 boxes 250 ct. facial tissues (pop up)

**2nd GRADE**

1 pair headphones (not earbuds)  
36 #2 pencils (prefer Ticonderoga)  
2 big pink erasers  
1 box 12 ct. colored pencils  
1 box 24 ct. Crayola crayons  
2 boxes 8 ct. washable Crayola markers  
1 pack dry erase markers (**black only**)  
5 glue sticks  
1 box zipper quart size bags  
1 box zipper gallon size bags  
2 boxes facial tissues  
1 Plastic pencil box  
1 pair of kid-safe scissors  
3 plastic, prong, 2-pocket folders (1 red, 1 yellow, 1 blue)  
1 composition notebook

**3rd GRADE**

1 pair headphones (Not earbuds)  
48 #2 pencils (prefer Ticonderoga)  
(NO mechanical pencils)  
1 pencil pouch  
1 big pink eraser  
1 pack of Pencil Top Erasers  
2 2-pocket folders different colors  
1 composition notebook (wide ruled)  
1 box 8 ct. Washable Crayola markers  
1 box Crayola colored pencils  
1 pack small dry erase markers  
5 glue sticks (prefer Elmer's)  
2 large boxes of facial tissues  
1 box zipper quart size bags  
1 box zipper gallon size bags

#### **4th GRADE**

Earbuds or headphones (3mm jack)  
1 pencil pouch  
2 boxes facial tissues (large)  
1 pair of scissors(to fit your child)  
1 box 24 crayons  
1 pkgs. of Post-it notes (3x3 size)  
48 #2 pencils (prefer Ticonderoga) No  
mechanical pencils  
4 single subject wide-ruled notebooks(red,  
yellow, blue, green)\*  
4 2-pocket folders (red, yellow, blue, green)\*  
1 box 12 ct. Crayola colored pencils  
1 box 8 ct. Washable Crayola large markers  
1 4-packs chisel tip Black dry erase markers  
1 4-pack fine tip Black dry erase markers  
4 glue sticks  
1 composition notebook  
1 1.5" hard cover 3 ring binder

\* If possible, please get red, yellow, blue and  
green notebooks and folders to help teach  
organizational skills.

#### **5th GRADE**

Headphones  
48 #2 pencils (Ticonderoga)  
1 pencil pouch  
1 box 24 ct. crayola colored pencils  
1 box 24 ct. Crayola crayons  
2 - 1 inch 3-ring binders  
1 pkg. 200 ct. wide-ruled paper  
6 2-pocket folders (solid colors)  
6 spiral notebooks (single subject wide ruled)  
1 pair **large** scissors  
2 large boxes facial tissues  
1 big pink eraser **or** 1 pack of cap erasers  
1 pkg. of Post-it notes (3x3 size)  
2 black dry erase markers(thick)  
1 pkg. of Post-it notes (3x3 size)

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# 2022-2023 PTA Membership/Email list/Volunteer Sign-Up

Please complete and send with your child back to school in an envelope marked "PTA Membership/Email Sign Up" – Please include \$5 cash or check (made out to Yankee Ridge PTA) if you wish to sign up as a member.

First & Last Name: \_\_\_\_\_

First & Last Name (Additional person in household): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_ Home phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail (Additional Person): \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Do you wish to join the PTA as a member?(circle one) Y N

**Dues are \$5 per year per household. Members are automatically added to the PTA email list.**

If you don't want to become a member at this time, do you wish to join the PTA Email list?(circle one) Y N

## Yankee Ridge PTA Officers

President - Abby Millar - amillar85@gmail.com  
Vice President - Janell Elliott - janellbeth@gmail.com

## Vice PTA Meeting Dates

Thursday, September 8, 2022

Thursday, November 10, 2022

Thursday, February 2, 2023

Thursday, April 20, 2023

PTA Representative

Dues Payment Info (circle):    \_\_\_ Cash    \_\_\_ Check (# \_\_\_\_\_)    \_\_\_ Plans to pay later