WELCOME

Welcome to Ridgeway Elementary School. Ridgeway is a magnet school based on the concept of Individually Guided Education (I.G.E.). The Ridgeway philosophy is founded on the idea that ‘success teaches success’ and that students are unique individuals.

When a student is successful every day, this continued success builds a positive self-concept. If a student has a positive self-concept, that student will do his/her best work. If a student does his/her best work that student will be successful. Thus the system builds on itself.

Ridgeway Mission Statement: The mission of Ridgeway IGE School is to help each student become a self-directed, self-motivated, lifelong learner, capable of meeting the challenges faced during a lifetime.

Belief Statements:
- We believe successful learning experiences build successful learners, parent involvement encourages and nurtures student learning, children learn best in environments that utilize multiage and flexible grouping, children benefit from being part of a learning community and developing relationships with a variety of teachers, and teachers need to have opportunities to learn and collaborate.

ORGANIZATION

The principal of Ridgeway coordinates with the Central Office Staff of Columbia Public Schools. She receives significant input from the Ridgeway Autonomous School Committee (ASC), Ridgeway Parent Advisory Committee (PAC), the Program Improvement Committee (PIC), and the Student Advisory Council (Student Council.)

Students are divided into three learning communities or Units:

- Unit A serves students from five to seven years old and four teachers (one serving as a Unit Leader*.)
- Unit B serves students seven to nine years old and has four teachers (one serving as Unit Leader*.)
- Unit C serves students nine to eleven years old and has three teachers (one serving as Unit Leader*.) Unit C also has one part-time teacher for science instruction.

Unit teachers are assisted by parent volunteers, preservice teachers, and student aides.
# Ridgeway Faculty and Staff 2019-2020

<table>
<thead>
<tr>
<th>Main Office</th>
<th>Home School Communicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shari Lawson (Principal)</td>
<td>Taylor Buckner</td>
</tr>
<tr>
<td>Angie Kome (Secretary to the Principal)</td>
<td></td>
</tr>
<tr>
<td>Whitney Gibbons (Secretary)</td>
<td></td>
</tr>
<tr>
<td>Nurse Office</td>
<td>Instructional Coach</td>
</tr>
<tr>
<td>Taylor Ancell, RN</td>
<td>Nicole Pagoada</td>
</tr>
<tr>
<td>Jeni Dorsey (Health Secretary)</td>
<td></td>
</tr>
<tr>
<td>Unit A</td>
<td>Instructional Aide</td>
</tr>
<tr>
<td>Windy Shull</td>
<td>Suby Wallace</td>
</tr>
<tr>
<td>Kathy Dempsey</td>
<td></td>
</tr>
<tr>
<td>Amanda Horn</td>
<td>Intervention Specialist</td>
</tr>
<tr>
<td>Becky Newkirk</td>
<td>Stephanie Shafer</td>
</tr>
<tr>
<td>Unit B</td>
<td>Kitchen</td>
</tr>
<tr>
<td>Lori Rice</td>
<td>Lori Atkins (Kitchen Manager)</td>
</tr>
<tr>
<td>Meghan Malloy</td>
<td>Bonnie Freelon (Cook/Cashier)</td>
</tr>
<tr>
<td>Laura Sandstedt</td>
<td>Media Center/Computer</td>
</tr>
<tr>
<td>Wendi Sima</td>
<td>Rebecca Munsterman (Media Specialist)</td>
</tr>
<tr>
<td></td>
<td>Spenser Morgan (Media Instructional Aide)</td>
</tr>
<tr>
<td>Unit C</td>
<td>Music</td>
</tr>
<tr>
<td>Tabi Williams</td>
<td>Abby Meeds</td>
</tr>
<tr>
<td>Marla Cox</td>
<td>P.E.</td>
</tr>
<tr>
<td>Zach Gramke</td>
<td>Paige Cowdrey</td>
</tr>
<tr>
<td>Greg Colman</td>
<td>Paraprofessional</td>
</tr>
<tr>
<td></td>
<td>Judy Pruett</td>
</tr>
<tr>
<td>Adventure Club</td>
<td>Special Education</td>
</tr>
<tr>
<td>Katie Ensign</td>
<td>Candice Malveaux (Learning Specialist)</td>
</tr>
<tr>
<td>Art</td>
<td>Steve Wallace (School Psychologist)</td>
</tr>
<tr>
<td>Fran Lakatos</td>
<td>Carrie Weaver (Speech Language Pathologist)</td>
</tr>
<tr>
<td></td>
<td>Nicole Worley (Educational Diagnostician)</td>
</tr>
<tr>
<td>Classroom Aid</td>
<td>Tech Support</td>
</tr>
<tr>
<td>Julia Draper</td>
<td>Adam Cullina</td>
</tr>
<tr>
<td>Cristy Lillig</td>
<td></td>
</tr>
<tr>
<td>Counselor</td>
<td></td>
</tr>
<tr>
<td>Beth Ryberg</td>
<td></td>
</tr>
<tr>
<td>Custodial Staff</td>
<td></td>
</tr>
<tr>
<td>Ron White (Head Custodian)</td>
<td></td>
</tr>
<tr>
<td>Ted Decker (Night Custodian)</td>
<td></td>
</tr>
</tbody>
</table>
STUDENT ABSENCES

If your child will be absent from school for the day, or a part of the day, please contact the Ridgeway office to report the absence. The office number is 214-3550. You will receive an automated call from Columbia Public Schools if you do not call to excuse your child. The goal of Columbia Public Schools is to have a student attendance rate of at least 90% for the entire school year. Please help us with our attendance goals by making sure that your child is at school each and every day that they can be.

Tardy Students or Students Picked up Early from School
Students who are late to school or who are picked up from school early often miss valuable instructional time. It is important that students are at school by 7:40 each morning. Students who enter the building after 7:40 should check in at the office. Although dismissal begins at 2:35, our school day officially ends at 2:40. We count attendance minutes up to that time. When students leave early, it affects their attendance. Please help us by waiting to pick your child up until students gather in the media center hallway at 2:35.

SAFETY AT RIDGEWAY

Building Safety:
Our building is locked each day. There is a doorbell and security camera available at the West front entrance. All visitors, parents, and volunteers to our building should enter at the west front entrance and sign in at the Main Office upon arrival. The playground supervisors and custodian monitor the playground daily for unsafe conditions. Faculty and staff are equipped with two way radios for efficient communication in and out of the building.

Traffic Safety:
Supervision of students will begin at 7:20 each morning. Please do not drop off students prior to that time.

General procedures:
Before and after school traffic congestion with cars and buses presents several problems. The corner of Grand and Sexton is a congested area. Do not park in yellow marked areas to wait for children.

Arrival Procedures:
Pull up as far as possible in the unloading zone by the front sidewalk every morning. Students need to be ready to get out of the car and not hold up the line. People trying to pull out and pass create very dangerous situations. Do not unload students in the eastbound lane in front of school. Students should be dropped off between 7:20 and 7:40 am. Students should NOT be dropped off or
escorted to the playground from the back of the building or the parking lot. Buses and parents should pull all the way forward on Sexton Road to unload children to maximize the space along that road. Students are greeted by Ms. Suby Wallace as they arrive at Ridgeway. The traffic will flow smoothly when students are ready to unload as soon as you pull up. If you want to park and walk your child to the playground, please park on Woodlawn. Woodlawn is the street that intersects Sexton in front of the school. Our school crossing guard is at the intersection of Woodlawn and Sexton to help families cross the street.

Dismissal Procedures

Bus Riders:
Bus riders will be dismissed to their buses beginning at 2:38. Bus riders will leave their classroom when their bus is called and go immediately to their bus.

Students being Picked Up:
For the safety of our students we will not dismiss car riders through the front entrances. The buses will be using the front of the school as their loading zone. Students being picked up at the end of the day will be dismissed from the West back Entrance (north door by the media center). At 2:35 each day, the north parking lot will be closed to all traffic. Parents should pull up along Grand Avenue and walk to the building in order to pick up their children. The corner of Grand and Sexton is a congested area. **Do not park in yellow marked areas** to wait for children. Please following these additional dismissal procedures:

- **Do not park or stop along yellow marked curb areas or in the parking lot driveway** to wait for children. This halts the traffic flow and creates a barrier for other parents.
- There are crossing guards to help families/students cross the street.
- Our primary purpose is to keep students and families safe as they leave school. Parents should listen and heed instructions to stop and wait before crossing the street. By having parents stop and cross in small groups near the crossing guard, we will be able to manage the traffic flow to reduce congestion.
- Parents should walk to the back door of the school building to pick up their children. Please extend kindness and grace to parents with very small children in safety seats that arrive after 2:45 and pull up to receive their children.
- We appreciate parents and other caregivers being patient and considerate during this busy time.

**HOMEWORK POLICY**

The homework policy at Ridgeway is as individualized as our regular school day. Some students may need to spend more time at home on schoolwork than others. However, **it is important for all students to have a regular, quiet learning time at home.** Whether this time is spent on school assignments, independent reading, problem solving, pursuing an interest in a specific topic, or creating a special project, it is
important to establish the habit of an independent work time, away from the distraction of television and other electronic devices. Daily independent reading in a topic of the student's interest will pay great dividends.

Unit C has more assigned homework and preparation for tests than other units. At the Unit C level, students should be responsible for getting the assignment home and returning it to school. They also have the opportunity to meet long term deadlines and to learn to organize their time to complete a project by a specific date.

Unit B students will have homework assigned occasionally. Homework activities might include math work extensions, reading assignments, and independent work. All students should spend quiet time reading by themselves and with a parent at home daily.

Different families have different expectations regarding homework. The teachers are more than willing to discuss the needs of your child and offer ideas for home activities. We may offer specific family learning nights in an academic area. Your child is always welcome to bring in his/her home projects to share. The display case can be used for this purpose as well.

RECESS

Elementary school educators value outside recess. Children learn better when they have opportunities to take a break and get outside for fresh air. We use the following guidelines for outside recess. These are guidelines only and not meant to be a substitute for professional judgement.

Above 15 degrees: outside recess
10-15 degrees: students will go outside for 15 minutes
Below 10 degrees: inside recess

**Temperatures include temperature/wind chill

Students should come to school with appropriate gear for outside play. A student should not wear a 'hoodie' all day, and then expect that it will keep them warm at recess. Students should have a winter coat, gloves/mittens, and headgear to keep them warm while outside for 15-25 minutes. None of these items are available at school to borrow. On days with fluctuating temperatures, students should dress in layers. We will send students to recess with the outerwear that they bring to school

If a child is well enough to come to school, he/she should be well enough to participate in outdoor recess and Physical Education class. The children feel better and work better after a little fresh air and exercise. If a child is recovering from an illness and needs to stay inside for one or two days, please send a note to this effect, and they will be allowed to remain inside the building. For longer periods of time, parents need to send a note from the doctor.
PARENT-STUDENT-TEACHER-CONFERENCES

Progress reports are filled out three times a year. These reports reflect student effort in behavior and each subject area. Letter grades are not given at Ridgeway. Unit teachers conference together to fill out each progress report form which is then shared by the homeroom teacher.

Parents and students meet with the homeroom teacher at the first and second trimesters to discuss this information. It is important for the student to be a part of the conference in accord with the IGE philosophy of giving students responsibility and involvement with their own learning program. Topics of discussion include progress in each curriculum area, work habits, and social growth. Students take an active role in this discussion and are expected to set trimester goals at this time. Parents are encouraged to share information (medical, social, developmental) which may have an impact on learning or classroom performance. When parents, students, and teachers work as a team, the very best learning situations occur.

Parents should not feel that they must wait until conference time to discuss concerns. Please call the office if you would like to talk with the Unit teacher(s) and someone will get back to you as soon as possible.

STUDENT ACTIVITIES

Parties and Invitations: Please do not send invitations to private birthday parties to school to be handed out. The office staff will be happy to help you find addresses for mailing of invitations.

PRESERVICE TEACHING EXPERIENCES

Students majoring in education from Columbia College often come to Ridgeway as part of their field experience or student teaching experiences. We welcome the opportunity to have an impact on professional teacher training and to give our students the benefit from extra adult assistance in classes. We may have Cadet Teachers from Hickman High School as well.

APPROPRIATE CLOTHING

Our main goals are for students to use good judgment on how they dress for school and that clothes should not be distracting to the educational environment.
Unacceptable clothes include:
- Sheer, tight, or revealing clothes (tube tops, spaghetti straps, halter tops, very short clothes, etc.)
- Underwear that shows outside of clothing
- Sagging, bagging, or loose fitting pants
- Headgear (hats OK outside but must be removed inside)
- Clothing, jewelry, accessories with inappropriate messages

All shoes should be safe for PE and recess. Open toed shoes, flip-flops, and high heeled shoes are dangerous on the playground. Necklaces and strings on hoods can get caught in play equipment also. Jeans with metal studs can cause injury to students when they fall.

**CAFETERIA RULES**

1. Units sit by class grouping at lunch time. At times, Unit C students may have the privilege of open seating as long as they show responsibility.
2. Students should stay seated and raise hand for help to avoid collisions and spilled trays.
3. Eat and visit quietly.
4. Retainers and/or other orthodontic items are the responsibility of the student. If a retainer is thrown away with the lunch tray, it is the student's responsibility to look for the item.
5. All regular school rules apply in the lunchroom.

* Ridgeway students are safe, kind, responsible, respectful learners. *

**RIDGEWAY BEHAVIOR MANAGEMENT**

We believe that all students have the right to a positive, successful learning climate. When a problem arises it is an opportunity for learning and problem solving. If a behavior problem persists, interferes with the learning environment, or the safety of others, the Ridgeway staff endorses a policy of disciplinary action that is prompt, consistent, firm, fair, predictable, and commensurate with the offense committed and the record of the student involved.

The goal of this policy is twofold. The first is to help each student develop positive behavior patterns and the second is to ensure the right of each child to a safe and orderly learning environment.

With this in mind, it is our intent to have high standards/expectations regarding student behavior. Most of the students in a typical class never need disciplinary action; they simply do what is expected of them. The small percentage of students who do require
correction of inappropriate behaviors often take a majority of the teacher's time and attention. We hope to work together with parents to provide the students in this last category with learning opportunities and support to change inappropriate behaviors.

At the beginning of the school year each teacher will spend time with students on classroom expectations to help students develop the independence and responsibility that comes with an IGE classroom. **Ridgeway students are safe, kind, responsible, respectful learners.** Students will be given a two-week trial period with the policy to help them understand and adjust to expectations. Students with consistent appropriate behaviors will be recognized through various activities, privileges, and feedback from the unit teachers.

**Media Center Donations**

Books donated to the Media Center – If families want to make a donation to the Media Center: Email Rebecca with a list of the books. She will tell you what books she is able to accept according to the Ridgeway ‘Collection Development Plan’.
**Adventure Club:** Before and after school daycare at Ridgeway contracted by the College of Education, University of Missouri.

**All School Picnic:** A Ridgeway tradition at the end of the school year during the last week of school. The whole school goes to a park for a daylong picnic. All students pay regular school lunch prices (or use meal ticket) for a hot dog lunch grilled and served by the faculty. All faculty members attend. Parents do not attend this event.

**B-bucks:** Unit B has a classroom economic system. Students are paid in “B-bucks” which they can redeem for certain items or rewards.

**Back-to-School or Literacy Night:** Orientation for all Learning Communities in September.

**Belief Statements:** We believe that

- Successful learning experiences build successful learners.
- Parent involvement encourages and nurtures student learning.
- Children learn best in environments that utilize multi-age and flexible grouping.
- Children benefit from being part of a learning community and developing relationships with a variety of teachers.
- Teachers need to have opportunities to learn and collaborate.

**Box tops for Education:** General Mills and Betty Crocker products have coupons we collect and send in for reimbursement. Everyone is encouraged to cut and bring box tops to the office.

**Birthdays:** We recognize student birthdays by having them come to the office to receive a pencil. Students may bring a birthday treat to share. We encourage families to provide nutritious birthday snacks. In Units A & C, birthdays are celebrated by room; in Unit B, birthdays are celebrated by Unit. We ask that students do not bring invitations to school for birthday parties as it leads to many hurt feelings. The secretary will be happy to help you find addresses for mailing invitations from home.

**Choir:** The Ridgeway Choir is composed of Unit B and C boys and girls and is under the direction of Ms. Abby Meeds. They sometimes perform for other groups and for assemblies.

**Conference Day:** Parent-teacher-student conferences are held twice a year, once at the end of the first and second trimesters. Progress reports are sent home at the end of the third trimester. Our goal is 100% participation with parent and students meeting with the teacher for both conferences in fall and spring.

**Directory:** A directory of Ridgeway family phone numbers and addresses is produced each year and handed out at the first conference day. On the school emergency card there is a place to check yes or no as to whether or not you want your name and contact information listed in the family directory.
**Early Dismissal:** At pre-scheduled times, Columbia Public Schools dismiss at 12:10 p.m. so teachers can participate in curriculum development. See yearly calendar. Please check the CPS website, local TV or radio channels for heat announcements.

**Expectations:** Ridgeway students are safe, kind, responsible, respectful learners.

**Family Math:** Math workshops for parents and Unit A students to learn activities to extend mathematical thinking using everyday items that you can find at home. Watch the RAP for times and dates and sign up forms.

**Field Trips:** On occasion, units will plan a field trip that supports curriculum study. When you approve the emergency card, there is a space on the back of the card to give blanket permission for field trips. For some field trips we require an extra signed note if there is some special information such as supplying food or money. Watch the RAP for information on field trips throughout the year.

**Flag Patrol:** Unit C fourth grade volunteers are trained to raise, lower, fold, and store the flag daily.

**Friday Folder:** Every other week each homeroom teacher sends home a Friday Folder. This folder has a mini report checklist for work completion, behavior, etc. The folders also contain student work samples and a space for parent comments. Parents need to sign the folders and return each time.

**Fun Day:** The main fundraiser of the year usually held in March at Ridgeway. A family event with games in every classroom, lunch is served, the Big Drawing in the gym, and lots of fun for everyone. Everyone contributes on this great occasion. Read the RAP for more details and please volunteer to help as this event nears.

- **Big Drawing:** Parents and local businesses donate items for our drawing.
- **Country Store:** Families donate good used toys, games, books, and household items to sell.
- **Environmaze:** A huge 2-room maze constructed of cardboard that families explore during Funday.
- **Sweet Shop:** Baked goods for sale at Funday.
- **Teacher Raffle:** Each teacher volunteers to do a special activity with the student whose name is drawn. Ten cent tickets are sold during the lunch hour the week prior to Funday.

**Holiday Parties:** Unit parties are held three times a year: Halloween, Winter Holiday, and Valentines Day. Parents organize treats, games, crafts, and other activities.

**IGE:** Individually Guided Education. Our magnet school is based on this concept. See website, read page one of the Ridgeway School Handbook, call, or email for additional information.

**IGE in Action Night:** In May, parents are invited to come to school in the evening to view student projects and work samples. There are many great projects on display. Be sure to attend this special evening as the students love to explain and display their work.
**Inside Recess:** Watch for a sign on the West Front Door on days when it is too cold or wet to go out before school. Unit A students go to a downstairs classroom and Unit B & C students go to the gymnasium for inside recess before school.

**Kindergarten screening:** This takes place in August before the start of school. It provides time for each student to be with a Unit A teacher individually, who will converse and screen on basic readiness skills. It is a great get-acquainted time and another chance to feel comfortable here at school.

**Learners:** Ridgeway students are safe, kind, responsible, respectful learners.

**Lost and Found Boxes:** Items of clothing and articles left on playground and around the building are taken to the rack at the east end of the basement level. Parents and students are welcome to check there at any time. Twice a year we empty the boxes completely and display the items in the gym where each class walks through to claim their items. Several items are usually left after that and are taken to the Wardrobe or similar organization as donations. **Be sure to label all outer garments with the student's name.**

**Motto:** Success Teaches Success

**Mission Statement:** The Mission of Ridgeway Elementary IGE School is to help each student become a self-directed, self-motivated, lifelong learner, capable of meeting the challenges faced during a lifetime.

**Munch & Read:** Another Ridgeway tradition – Students bring favorite books and a snack for a special reading time. In Unit A ONLY, parents come to read with their children. (This is a Big Deal in Unit A, so plan to attend.) In Units B and C, students read on their own. This is generally held in the afternoon once a month. Healthy snacks are encouraged.

**Open House/Ice Cream Social:** An open house is held for all students and parents one evening before the start of school. This is a good time to meet the teachers, see the rooms, find the bathrooms, get information, and put away supplies. You will receive a letter at the end of the summer notifying you of the date and the name of your child’s homeroom teacher.

**PAC:** Parent Advisory Committee. This committee is made up of interested parents from all units who meet to find out what’s going on at school, to bring questions, suggestions, and comments from other parents, and to find ways to support our school. This committee overlaps with the PTSA monthly meeting and is usually held after the PTSA meeting. PTSA (Parents, Teachers, Students Assoc.) Everyone is welcome to attend.

**Partners-In-Education:** Ridgeway’s Partner-in-Education is Ameren/UE. They help with career education and support us in many ways throughout the school year.

**Philosophy:** The Ridgeway philosophy is founded on the idea that "success teaches success" and that students are unique individuals.

**Progress Reports:** Official progress reports are completed three times a year. They are given to parents at first and second trimester conferences and sent home with students the final trimester. Kindergarten students do not receive a progress report the first trimester, but a conference is held.
**PTSA: Parent Teacher Student Association:** This group meets once a month immediately following the PAC (Parent Advisory Council) meeting. We are affiliated with the National and Citywide PTA groups. This group plans activities, enhancement of programs and the fundraising for our school. Everyone is encouraged and is welcome to become a member and attend at any time.

**Ridgeway RAP:** Our parents look for this newsletter every Friday in their student’s backpack. We work hard to keep open and ongoing communication with our families at all times. This will keep you informed as to what is going on at school and in the Units. We post an Upcoming Events calendar & Principal’s View from the Office in each Friday RAP. There will be information on field trips, school pictures, ways to volunteer, special events & opportunities, PTSA events, calendars, academic resources, weekly attachments and more. The RAP is also posted each Friday on the Ridgeway website. Be in the know! Read the RAP!

**Safety Patrol:** Open to fifth graders only. Students are trained as crossing guards for crossing families at Grand Avenue before and after school, and are trained as safety helpers for students at 3:45 daily dismissal.

**Snow days:** District administrators make the decision to hold or cancel school on severe weather days. It is always the parent’s prerogative to keep their student at home if they feel the roads are too bad. Listen to your local TV or radio station, watch Channel 16, or check the district website at [www.cpsk12.org](http://www.cpsk12.org).

**Student Council:** Each homeroom is represented by a student council representative. The student council meets once a month. We have a fall student council and a spring student council.

**T-Shirts:** PTSA generally sells Ridgeway T-shirts every other year. This is not a fundraiser but just an opportunity for our families to buy them if they wish. We especially enjoy wearing them on School Spirit Days, which will be announced in the RAP.

**Teacher Appreciation Committee:** A PTSA committee that organizes special treats for the teachers, teacher luncheons on Conference Days, and a whole week of special activities in May for Teacher Appreciation Week.

**Track and Field Day:** Another Ridgeway tradition the last afternoon of the school year. Parents help organize a fun track and field day the last afternoon of school. Activities: Egg tosses, relays, break the balloon, water games, etc. Popsicles are served to everyone at the end provided by Partners in Education.

**Unit:** Ridgeway is organized into three multiage learning communities: Unit A is the Kindergarten/First Grade unit, Unit B is the Second/Third Grade unit, and Unit C is the Fourth/Fifth Grade. The teachers in each unit work as a team to collaborate and plan for the success of all students assigned to that unit.

**Volunteers:** Ridgeway has a long history of using parent, grandparent, and community volunteers in our classrooms. Volunteers start after the first month of school when teachers have had time to establish the classroom routine. There is a sign-in book on the counter of the main office where volunteers sign in and out each time to track all volunteer hours for our school.
**Website:** Ridgeway has its own website at www.cpsk12.org/rwe. You can find the registration forms, school calendar, Ridgeway history and I.G.E. information, PTSA calendar of events, copies of the Ridgeway Rap and much more at this site.

**“With-it” parents:** Parents who read the RAP and Friday folders regularly, and support the school through volunteering, and/or serving on PAC or PTSA committees. We believe parent involvement encourages and nurtures student learning.

**Yearbook:** Order forms are sent out in the spring for families to place an order in advance for the yearbook(s). Ridgeway yearbooks are traditionally handed out on the last day of school to those who have purchased it in advance. Time is given for students to autograph the books that day. This is a special closure for the students and teachers at the end of the school year and a great keepsake for families.