

Pepper Ridge Elementary School
2602 Danbury Drive
Bloomington, Illinois 61704



HISTORY

Pepper Ridge is one of 15 elementary schools located in McLean County Unit District No. 5 in Bloomington, Illinois. Originally constructed in the spring of 1994, the school opened its doors to students for the 1994-95 school year. A seven classroom addition was completed in the fall of 1998. Approximately 520 students attended Pepper Ridge during the 2008-2009 school year.

HOW TO CONTACT US

Office: 309.452.1042

Attendance Line: 862-3687

Fax: 309.821.9122

On the internet: www.unit5.org/pepper/index/html

Before/After School Programs: La Petite Academy 662-2237

Principal: Mrs. Sarah Edwards edwardsl@unit5.org

School Administration Manager: Mrs. Julia Schoonover

Administrative Assistants: Mrs. Justine Wheeler, Mrs. Valerie Ambrose





Theme:

Unlocking your Potential with the keys to success!

Pepper Ridge Pumas are Roaring with Pride!

PEPPER RIDGE PARENT/TEACHER ORGANIZATION OFFICERS

President	Dawn Beck
Vice President	Janine Peacher Lisa Petrovichs Melissa Rinehart
Secretary	Kelly Atkins
Treasurer	Hope Chubb

DAILY SCHEDULE

7:45 a.m.	Office opens
8:10 – 8:25 a.m.	Students line up in the gym by grade level
8:25 a.m.	Students travel to classrooms
8:30 a.m.	Classes begin
3:15 p.m.	End of school day
4:15 p.m.	Office closes

ATTENDANCE

Regular daily school attendance has been shown to have a direct impact on a student's academic achievement. At Glenn we have a very dedicated staff that works hard every day to help your child learn and achieve to their fullest potential. Missing classroom instruction sets a child back in the learning process. Any time your child will be absent from school, a parent or guardian must call the school before 9:00 AM at **862-3687. This is a 24 hour line so absences can be called in at any time, day or night.**

Sick children should not attend school. If your child has a fever, diarrhea, rash, signs of respiratory infection, head lice, has been vomiting, or has or any contagious illness, please do not send your child to school. They must be fever-free and must not have vomited for 24 hours before returning to class.

Students who may not participate in a school activity due to health reasons must bring a note from home to the school office. This type of note will

suffice for a period not to exceed 3 days. For more than 3 days, a note signed by a doctor is needed. If the note states that a student is not to participate in PE, they will also not be allowed to actively participate in recess for the same length of time.

ARRIVAL AND DISMISSAL PROCEDURES

Students should plan to arrive at school **AFTER 8:10 AM** unless students are involved in the before school program. School is dismissed daily at **3:15 PM**. All students should clear the building and playground area by **3:30 PM** unless students are participating in the after school program. Bus riders and day care students will go directly to their buses and vans or line up on the front sidewalk in their designated area. Teachers will be on duty in the gym in the morning and in front of the building in the afternoon from **8:10- 8:25 and 3:15-3:30**.

LEAVING WHILE SCHOOL IS IN SESSION

When a student needs to leave school early, it is best for a parent/guardian to call the school (452-1042) or send a note indicating what time the child will be leaving. Students must be signed out in the office by a parent/guardian. If the student returns on the same day, he/she must be signed in by a parent/guardian the office before returning to class.

PBIS PROGRAM

Be Safe

Be Respectful

Be Responsible

Pepper Ridge Elementary School fosters positive student behavior through clearly defining expectations for behavior. Expectations are posted throughout the building, taught in classrooms and reviewed as necessary. Students are recognized and rewarded for positive behavior. Students are expected to behave in a way that does not interrupt the teaching and learning process for themselves, their teachers and others. Our focus for students and staff is on respect, responsibility and being safe at school so all can be successful. Puma Paw slips are one way students making good behavioral choices are recognized.

VOLUNTEERS

Volunteers at Pepper Ridge help increase the effectiveness of our educational programs. They assist in a wide variety of ways including help in the IMC, office, classrooms, supervision of extra-curricular activities and a multitude of other ways.

Volunteers must have completed the volunteer screening procedures and be a certified volunteer. They should sign-in in the office and wear their badge indicating they are volunteers. This helps us know who is working in the building in addition to our regular staff. Volunteers should stop in the office and return their badge.

VISITORS

All parents, guardians and other visitors to Pepper Ridge School are required by law to report to the principal's office upon arrival at the school. They need to sign-in in the office and receive a badge to be worn while they are visiting the school. The badge needs to be returned to the office prior to leaving the building.

We invite parents and guardians to visit classrooms during the school year. Please schedule the visits in advance with the classroom teacher.

INSIDE/OUTSIDE DAYS

It is always beneficial for students to have an opportunity to run and play during noon hour recess time and we try to have children outside for play as often as possible. At times, however, weather conditions don't allow this. We use a temperature of 20 F degrees and above as a guideline for deciding whether students should be inside or outside for playtime. We also take other factors into consideration (wind chill, precipitation, etc.) when making this decision.

During inclement weather, students will have noon recess activities in their classrooms or the gym, which will be monitored by noon supervisors. Rules will be reviewed and posted by the classroom teacher. Activities on inside days usually include quiet games to be played while seated. Students are not to leave their classrooms without permission from a supervisor or teacher.

When the weather is fair and the temperature is above 20 F degrees, the students will have noon recess outside. It is important that students dress appropriately for colder weather. During times outside, students are expected to follow playground safety rules. It is recommended that students play games and sports with other students of their same age or grade level.

Children who cannot go outside due to health reasons must bring a note from home to the office. These students will be assigned to areas inside the building for quiet study or reading. This type of note will suffice for a period not to exceed 3 days. For more than 3 days, a note signed by a doctor is needed.

Teachers who require students to stay inside during a recess time for some reason will stay in the classroom to supervise these students.

GENERAL LUNCH INFORMATION

Pepper Ridge students have a regularly scheduled lunch period. They may bring their own lunch to school or purchase a hot lunch.

The hot lunches served at Pepper Ridge are prepared in our kitchen. We must develop a lunch count by 9:00 AM each day. Parents of students eating hot lunch who may be arriving late should call the office before 9:00 AM so the child may be included in the lunch count.

We encourage parents to use the web-based Family Access to keep track of your child's food service balance. When you need to add money to your account, please send a check or cash in an envelope with your name, your child's legal name, the date, and the amount. Checks should be made out to McLean County Food Service.

Breakfast is also served at Pepper Ridge from 8:10-8:25 each day for any student wishing to participate. Charges for breakfast are taken from the same food service account that is used for lunch. Students who qualify for free or reduced lunches also receive free or reduced breakfasts if desired.

HOT LUNCH

Students eating hot lunch will enter the lunchroom and proceed to the serving area. Students must have their lunch card ready. After picking up their lunch, the students will return to the assigned grade level table. After lunch, students will be dismissed by table. They are responsible to clear the table and adjacent floor area of all litter while disposing of uneaten food and garbage in the trash barrels. Spoons and forks should be dropped in the bucket of soapy water that is near the trash barrels and trays should be stacked on the dishwashing counter.

COLD LUNCH

Students eating cold lunch will get their lunch out of the box assigned to their classroom. They may purchase milk or go directly to the tables assigned for their grade. After lunch they will be dismissed by table. They

should clear their table and adjacent floor area of all litter and dispose of it in the trash barrels.

LUNCH ROOM RULES

1. Walk - no running in the lunchrooms.
2. Stand quietly in the lunch line keeping your hands to yourself.
3. Once seated, remain seated. Raise your hand if you need assistance from a supervisor.
4. TALK IN A QUIET VOICE to those at your table.
5. Keep your hands and feet to yourself.
6. Do not share or trade food or drink.
7. Pick up after yourself. You are responsible for ALL your own garbage.
8. All food is to be eaten in the lunchroom.
9. The good table manners used at home are to be used in the school lunchroom

GENERAL BEHAVIOR RULES

1. Toys and electronic equipment are to be left at home unless requested by a teacher for a special project. This includes, but not limited to: "heelys", skateboards, roller blades, hardballs, frisbees, radios, music players, laser pointers, cameras, toy cars and dolls.
2. Cell phones for student use must be kept in the office.
3. There is to be no buying, selling or trading of anything at school by children unless approved by the office and parents.
4. Chewing gum and candy are not permitted unless there is teacher permission.
5. There will be no snow balling, or throwing of rocks, sand, or other items that may create hazards to others.
6. Fireworks or any type of explosive device are not permitted.
7. Fighting and/or "play fighting" are not permitted (no biting, tripping, punching, slapping, kicking, wrestling, etc.). Fighting presents a substantial threat to both personal safety and reasonable order within the school and will not be tolerated. A fight shall be defined as "two or more individuals involved in a mutual, aggressive physical conduct with one another." Students involved in an incident of fighting may be subject to detention, suspension and/or appropriate alternative consequences as the administrators recommend.

8. The distribution of any printed material on school property must be approved by the principal.
9. Students are not to come to school with colored hair spray and hair dyes that are non-traditional colors (traditional being blonde, brown, black, red).

PLAYGROUND BEHAVIOR

Students will use the playground and its equipment in the manner for which it was intended and refrain from any activity that has the potential for hurting themselves or others. Weather and ground conditions will determine whether or not grassy areas can be used for play.

1. Swings may be used safely by only one student at a time.
2. Students using the slides will climb up the steps and slide down while seated. Students must wait for the slide to clear before beginning their turn. Students are not to climb up the slide.
3. Students using any of the climbing equipment will play cooperatively with others on the same equipment. No tag or combative games are allowed on any equipment.
4. Students may play games that have the potential for physical contact such as tag, soccer, basketball, and kickball. Rough play is prohibited. If games such as those mentioned become too rough, those games will be prohibited.
5. Playground supplies such as jump ropes and various balls are available for use during daily recess. Students are responsible for returning these supplies to their proper location. PE equipment and supplies may not be used during recess unless approved by a PE teacher. A cart containing playground supplies will be available for use during the noon hour.
6. Noon hour supervisors are to be given the same respect as is given to teachers. Students are to follow directions given by the supervisors. When a whistle is blown on the playground, students should STOP, LOOK AND LISTEN.
7. THE FOLLOWING ACTIVITIES ARE NOT ALLOWED AT ANY TIME!!
 - a. Name calling, teasing, swearing or using any type of demeaning or personally insulting language.
 - b. Rough play, fighting including “play fighting”.
 - c. Tackle football, or similar type games.
 - d. Throwing or kicking sand, stone, gravel, sticks etc.
 - e. Snowballing of any kind on school property.

CONSEQUENCES FOR PLAYGROUND INFRACTIONS

When a child creates a problem on the playground, it will be addressed in a progressive form of discipline depending on the severity of the problem. Consequences may include: a warning, TIME OUT for 5 minutes, TIME OUT for the remainder of the period or the incident may be reported to the principal for further action including detention, withdrawal of playground privileges or suspension. Parents will be contacted when severe and/or continuous infractions occur.

SAFETY PATROL

Fifth grade students who maintain a C average or better and have no reoccurring behavior issues at Pepper Ridge School may serve as members of the Safety Patrol. These students are trained and supervised by a certified staff member. They are on duty from 8:10-8:25 AM and 3:10-3:25 each day. The supervising teacher will determine the patrol stations.

The Safety Patrol members have been instructed to:

1. Restrain children (with outstretched arms only) from walking in the parking lot.
2. Not step into the street/parking lot (except to see around parked cars).
3. Not to attempt to direct auto traffic.
4. To report student violations to the supervisor.
5. Conduct themselves as student leaders while on and off duty. We encourage students and parents to cooperate with the patrols.

BICYCLE RIDERS

Students living in the Pepper Ridge area will be allowed to ride bicycles to school using the following rules:

- *Bicycles must be walked on school property
- *Locks are required (racks will be located on the front side walks)
- *Helmets are recommended

PARKING LOT REGULATIONS

The Bus Lane is restricted for use only by school buses and day care vans before school, after school and during the lunch period. Please see the letter concerning the parking lot procedures that came home on the first day of school. Students that are going home in cars will only be allowed to be picked up in the lane of next to the sidewalk. Students may not walk through traffic to get to a car. We will have one pick up line each morning and evening for the safety of all of our students. This information is also available on the website.

EXTRA-CURRICULAR ACTIVITIES

Pepper Ridge is proud to provide a number of extra-curricular activities for students. These activities are held before school, after school and during the noon hour. They are sponsored by teachers and/or parents. There may be a small registration fee for some of the activities. The principal may deny student participation based on academic and/or behavior concerns. Activities planned for this school year include:

1. Student Council for grades 3-5
2. Contig Math Contest grades 4-5
3. Safety Patrol for grade 5
4. Band/Orchestra for grade 5
5. Young Authors Contest grades K-5

LOST AND FOUND

Lost and found boxes are located right outside the cafeteria. Students should look in the lost and found boxes for lost clothing, books, lunchboxes, etc. and should check in the office for smaller lost items. The school CANNOT be responsible for lost items. Marking everything brought or worn to school will make it easier to locate the owner of lost items. Items not claimed by the end of the school year will be donated to a local charitable organization.

PARTIES

Several parties are planned each year in combination with the teacher and the Room Parents. Those parties include Halloween, Winter Holiday and Valentine's Day. Parents are asked to volunteer help and donate party goods/food for each party.

Invitations for parties at home are not distributed at school unless the entire class is included. There should not be any surprise parties at school without the approval of the teacher involved or the principal.

SCHOOL PICTURES AND YEARBOOKS

Parents will be notified in the fall and spring as to the day when student pictures will be taken. A packet of pictures may be purchased by the parents from one of the choices accompanying the announcement of picture day.

Yearbooks are sold annually. Watch the school newsletter for the date and price. Yearbooks need to be prepaid at the time of ordering.

TELEPHONE

School telephones are for business use only. In emergency situations, the office staff will determine if a child may use the phone. A member of the office staff must give prior permission before a child may use the telephone. Students are not to use the phone to make arrangements to go home with others students.

Parents should notify the classroom teacher if it is necessary for their child to have a cell phone at school and the cell phone will be kept in the office throughout the school day.

It's a Great Day to be a Puma!

