

Riddle Elementary School



Panthers

2026-2027 School Handbook

Riddle Elementary School

August 2026

Dear Parents and Guardians,

Welcome to a new school year at Riddle Elementary School! We are excited to begin another year of learning, growth, and community. To help ensure a successful year for your child, we are pleased to share our School Handbook with you.

The purpose of this handbook is to provide families with important information about our school's policies, procedures, and expectations. It serves as a guide to help you understand how we operate and how we can work together to support your child's education.

Inside, you will find details and guidance about:

- School philosophy and staff names with contact details
- School procedures, rules and behavior expectations
- Communication procedures-be sure to download the Riddle School District App-Rooms
- Cafeteria-breakfast and lunch information
- Health and wellness guidelines
- Attendance, student activities, and positive behavior interventions and supports
- Parent information-volunteering, visiting, and conferences
- Other general rules-behavior, dress code, cell phones

We ask that you take some time to review the handbook carefully and discuss relevant sections with your child. Understanding and following these guidelines helps us create a safe, respectful, and productive learning environment for all students.

If you have any questions about the handbook or need clarification on any policies, please feel free to contact the school office or reach out to me directly. We value your partnership and are here to support you every step of the way.

Thank you for being a vital part of our school community. We look forward to a wonderful year ahead!

Warmly,

Katrina Scott, Principal

Riddle Elementary School Philosophy

1. All students can and have the right to learn.
2. Students are responsible for participating in the school learning experience, this responsibility is shared amongst students, staff and parents.
3. Positive relationships amongst staff, parents and students are essential for student learning and progress.
4. Riddle Elementary sets high standards and expects students to achieve them.
5. Riddle Elementary provides experiences to help each student achieve their intellectual, social, physical and emotional wellbeing, to ensure character development.
6. Discipline will be firm, fair and consistent; encouraging self-discipline, self-respect and personal responsibility.
7. Within its financial parameters, Riddle School District strives to employ the best possible personnel, define and implement appropriate curriculum and provide an optimal learning environment.



Teaching Staff

Kindergarten:	Jessica Grubbs
First Grade:	Cheri Wood & Dawn Kennington
Second Grade:	Kimberly Moore
Third Grade:	Paulette Goodman
Fourth Grade:	Bud Osborn
Fifth Grade:	Jeri Edwards & Monica Mitchell
Sixth Grade:	Megan Matthews & Crista Debs
PE:	Tammy Stever
Band & Music:	Alex Dunigan
Special Education & DLC:	Cindy Van Allen

Support Staff

Superintendent:	Erika Dockweiler
Principal:	Katrina Scott
Office Staff:	Amy Chandler & Karinda Rainwater
Custodian:	Adrian Pappas
Cafeteria:	Christine Dewitt
SPED Director/Behavior:	Dana Olson
Title IAs:	Laura Ellison, Debby Hendrick, KC Mann, Bobbie Short, Peggy Willis
Special Education IAs:	Christopher Dubie, Rayven Miller, Amanda Ulam, Mary Wilson
DLC IAs:	Tapaita Gianotti, Hailey Stever
Library:	Diana Rainwater



School Hours

Monday, Tuesday, Thursday, Friday

8:00 a.m. to 2:30 p.m.

Wednesday

8:00 a.m. to 1:30 p.m.

Supervision of Students

Adult supervision is provided between, 7:30 a.m. and 2:30 p.m.

At the end of the school day students are to go directly home.

Before School

Doors will be locked and staff will be unavailable for supervision before 7:30 a.m. To ensure your child's safety, students should not arrive on the campus before this time.

After School Dismissal

Students, who are not in school sponsored activities, need to go directly home and not return to school.

Bus

Bus students will exit through bus door. The safety of every child depends on each student following the safety rules for buses. Activities that distract the bus driver will not be permitted. The school office will be glad to help you with general information regarding bus routes.

Walk/Bicycle

Students who are walking or riding a bike home will leave the school through the side door by the intermediate playground. Students with bicycles must walk the bicycle on school grounds.

Parent Pick-up

Please do not park in the bus lane. Parents may pick up their children outside of the front office after school.

*Students will only be released to authorized caregivers.



Communication Procedures

Phone

Riddle Elementary School will communicate with families on a regular basis. When there is an immediate question or concern, please call the office.

Email

All staff members have a school email address. Email contact information is available on our *Riddle School District App* and the Riddle School District website (www.riddleschooldistrict.com).

Riddle School District App

Parents, please, install the *Riddle School District App*. Our new communication system is called Rooms which is housed right in the *Riddle School District App*. Rooms allows communication through notifications and messaging between parents and teachers. Contact the office if you have not yet installed the app, and have questions. Our Rooms communication system is also available at www.eduroom.com for anyone who prefers a computer login.

Attendance

Absences

Regular attendance is very important for our students. School attendance is a huge predictor of student success. Even ten (10) missed days per school year can have a dramatic negative impact on graduation rates. We are committed to promoting positive school attendance at Riddle Elementary School! Thank you for doing your part in keeping your children healthy, making sure that they get to school on time each day and providing consistent routines to help them with overall attendance. In the event that your student is absent, please call or send a note to the office explaining the absence.

School Closure

When emergency conditions make it necessary to close school for the day, announcements will be made by 6:30 a.m via the Riddle School District App, Riddle School District website, and local area radio stations. If we need to send students home during the school day, we will call parents, or the listed emergency contact. It is important to keep phone numbers updated.

School Attendance Law

Oregon State Law (ORS 339.010) requires all children between ages 6 and 18 years, who have not completed the 12th grade are required to attend regularly a public full-time school during the entire school term. All children five (5) years of age who have been enrolled in a public school are required to attend regularly the public school while enrolled in the public school.

Cafeteria

All student meals are provided free of charge

Riddle Elementary participates in the National School Lunch/Breakfast Program.

Breakfast

Breakfast is served each morning from 7:30 a.m. to 8:00 a.m. If you would like your child to eat breakfast, please make sure they arrive with enough time to eat before class begins.

Lunch

Students eat lunch during their scheduled time. You are welcome to provide your child with a lunch from home. We ask, for safety reasons, no glass containers.

Menus

Breakfast and lunch menus are sent home at the beginning of each month. You can get copies at the office. The monthly menu is posted on our website and can be found on the *Riddle School District App*.

**This institution is an equal opportunity provider*

For a more detailed policy please see our website: <https://www.riddleschooldistrict.com/page/dining>



Health & Wellness

Medication

Only designated, trained school personnel may administer medicine. Students are generally expected to take their medicine under the supervision of school personnel. The Oregon State Health Department guidelines are as follows:

1. A medication form must be completed and on file in the office.
2. Medicine must be in the original prescription bottle.
3. The prescription must be in the student's name.
4. A parent or guardian must bring in and pick up all medication.

Injuries, Illness & Accidents

The safety and health of your child is our highest priority. In case of injury, we provide basic wound care. If the wound seems serious or questionable, we will call parent(s) or the emergency contact(s) listed for your student.

Children who come to school sick, or become sick during the school day, will be sent home. Medical emergencies, medication questions and wet or soiled clothes will require a phone call.

Head Lice

Head lice is a parasite and most often affects children who are in direct contact with one another or who share personal items, such as hair brushes, hats, coats and backpacks. We require each student to be louse free. If your student comes to school with live bugs they will be sent home until all lice has been removed. If your student is found to have nits, they will be able to continue their regular school day. Upon return to school, staff will check to make sure your student's head is louse free. If your student participates in a school sponsored extra curricular activity they are required to be lice and nit free, per our Riddle School Board Policy JHCCF-AR.

Hazardous Materials & Asbestos

Asbestos has been identified in Riddle Elementary School. A written management plan has been developed. Copies of the plan are available to the public through the school's library. Hazardous materials are identified as required by State and Federal regulations. The Material Safety Data Sheets are available through the school library. Call (541) 874-3131 for more information.

Fire, Earthquake & Lockdown

Emergency drills are required by law and are an important safety precaution. There is an evacuation plan posted in each room. Students should obey orders from staff promptly, quickly and quietly.

Student Activities

Library

All students are scheduled to use the library on a weekly basis. Students who lose or damage books are expected to pay for them. Book checkout privileges will be suspended until fines are paid.

PE

PE is part of daily curriculum. Your student should bring athletic shoes. Each student is graded on his/her effort, attendance and participation. Students may be excused with a doctor's note.

After School Clubs

There are a variety of afterschool clubs. Most clubs are limited to a first-come basis. Parents should check for announcements about upcoming clubs. Transportation is not available.

Celebrations

Throughout the year there are various celebrations. There are three major parties: Halloween, Christmas and Valentine's Day. Please refer to the current school calendar for dates. The school will also celebrate spirit days and other events throughout the year. The monthly event calendars gives details about these events. Please check *Riddle School District App* and our website for announcements.

Field Trips

Students, in connection with their class instruction, may take trips to gain first-hand experience. Parent permission is required for field trips outside of the Riddle School District. A notice explaining the field trip will be sent home before the activity occurs.

Lost & Found

There are two lost and found areas. One is located by the office and the other is by the gym. Items not claimed will be donated to charitable organizations twice a year.

Phone Use

Student cell phone use is prohibited during the school day and on the school bus.

Band

Band is a great opportunity for students. Fourth grade students are taught the basics through recorders. Fifth and Sixth grade students play more advanced instruments. Parents may choose to purchase an instrument for their child, or there is a \$20.00 rental charge for the use of school instruments. Rented instruments must be returned to the school at the end of the year in the same condition they were received.

Panther Pride

At Riddle Elementary we believe parents play a key role. When students know parents are actively interested and support school programs, there is greater student success.

Together, we can create an environment where courtesy and kindness prevail, and where there is a respect for differences in other people, cultures and customs.

Riddle students are asked to work on our four guidelines for success.

- 1. Be Safe**
- 2. Be Responsible**
- 3. Be Respectful**
- 4. Be Kind**

These four guidelines are taught, modeled and practiced in all areas of our school. The expectations are posted and reviewed often. It is important to us, that your child feels safe and welcome in our building, and student expectations are clear.

If students choose not to follow our school guidelines, every effort will be made to re-teach school guidelines and expectations. Sometimes, staff will need to assign a consequence for negative behavior. This might include loss of activities or privileges. For severe or repeated behavior, an Office Discipline Referral would follow. The principal would then notify parent(s) and assign appropriate consequences.



Positive Behavioral Supports

Be Safe, Be Responsible, Be Respectful & Be Kind

We reinforce positive behaviors with praise and positive encouragement. A system of tangible rewards are given to students who demonstrate they can follow our school guidelines. Examples of incentives:

Plus Prize Tickets: students earn tickets by following expected behaviors. Tickets can then be used to purchase items in our school store, once they have collected ten (10) or more.

Student of the Month/Quarter: Students are selected and recognized for following the four guidelines, demonstrating outstanding citizenship and work ethic. Monthly character traits are taught building wide. Students are selected each month by their classroom teacher for being an excellent example of that particular trait. We recognize those students at our quarterly assemblies.

Panther Pride Cards: Fifth and Sixth Grade Students receive a card which entitles them to certain prizes or rewards when presented.

Positive Paws (positive referrals): When students are noticed by school staff for doing exceptional things or being exceptional examples of the four guidelines, they are given a Positive Paw to recognize their positive behavior.

Parent Information

Volunteers

Please let us know if you are interested in being a Riddle Elementary School Volunteer. We welcome help from parents, and community members. Volunteers operate in the school under the supervision of a teacher, staff member or principal. All volunteers must complete a Volunteer Packet before beginning their volunteer service, this includes a background check and Safe Schools trainings.

Conferences

Parent/teacher conferences are scheduled twice a year, as listed on the published school calendar (found on our website/app). Please feel free to request a conference with the teacher or principal, at any time, if you have questions or concerns.

Parent/Guardian Expectations

All parents and guardians are expected to follow the same behavioral guidelines as students and staff while on school grounds. This includes no profanity or tobacco products on school grounds.

General Rules

Language

Vulgar, profane or obscene language or actions are prohibited on school property. Such actions may result in office referral or suspension.

Fighting

Students are expected to solve conflicts without fighting. Students who choose to fight will earn an office referral or possible suspension.

Forbidden Items

Possession of guns (including toy guns), knives, alcohol, drugs or tobacco are prohibited on school property. Violations will be dealt with according to Riddle School District Policy (published on our website) and appropriate Oregon law.

Supervision

Students must be under adult supervision at all times. For this reason, students are not allowed on the playground, in the gym or in classrooms unsupervised.

Dress Code

- Students should come to school neat and clean.
- They are not to wear shirts or other clothing with inappropriate mottoes.
- Spandex shorts can be worn under skirts or shorts, but they cannot be worn alone.
- All shirts should cover the midriff.
- Shorts or skirts should be at least halfway down the thigh.
- Hats may not be worn in the building during regular school hours.



No T-Strap



No Spaghetti Strap



No Muscle Shirts

Immigration Enforcement – School Board Policy KNA

We strictly protect the privacy of our students, staff, and families, and we comply with all Oregon state laws and federal regulations regarding school records and safety.

Oregon law prohibits disclosure of school records or information to federal immigration authorities for the purpose of enforcing federal immigration laws. Federal and state laws also make records and information related to students confidential and permit disclosure only in limited circumstances.

To make sure our procedures are followed correctly and to avoid any disruption to the learning environment, individual staff members do not answer questions or handle requests from immigration authorities.

Our school district has a designated Primary Point of Contact, Superintendent Erika Dockwieler, who handles all interactions with immigration officials on campus. If she is unavailable for any reason, the school principal may serve as the back-up contact.

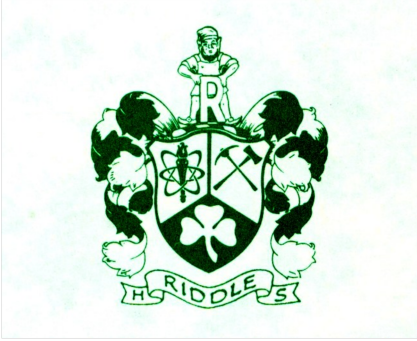
No staff member is permitted to give immigration officers access to non-public school areas or student records without approval from the District Superintendent.

If federal immigration officers visit our campus, a school-sponsored event, or a school bus, they are asked to wait outside the door until the Superintendent and legal advisors have reviewed any paperwork. The school will comply with requests accompanied by a valid judicial warrant. Administrative papers issued directly by immigration agencies do not allow access to non-public areas nor student records,

If a legal action must take place, the school will take precautionary measures to ensure it happens in a manner that prioritizes student well-being and causes as little disruption as possible to the school day.

Riddle School District 70

401 First Street
PO Box 45
Riddle, OR 97469
(541) 874-3131



Board of Education

John Woody, Chair
Amanda Canty, Vice Chair
Krista Chambers
Erwin Hackett
Chantel Terry

Superintendent

Erika Dockweiler

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, marital status, religion, or reprisal or retaliation for prior civil rights activity.

Civil Rights Coordinator, Title IX Coordinator, Section 540 Coordinator & ADA Coordinator:

Erika Dockweiler, erika.dockweiler@riddle.k12.or.us

Riddle School District Policy Manual: <https://policy.osba.org/riddle/index.asp>

Riddle School District Complaint Procedure: <https://aptg.co/HdjdDK>

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** Program.Intake@usda.gov

This institution is an equal opportunity provider

www.riddleschooldistrict.com