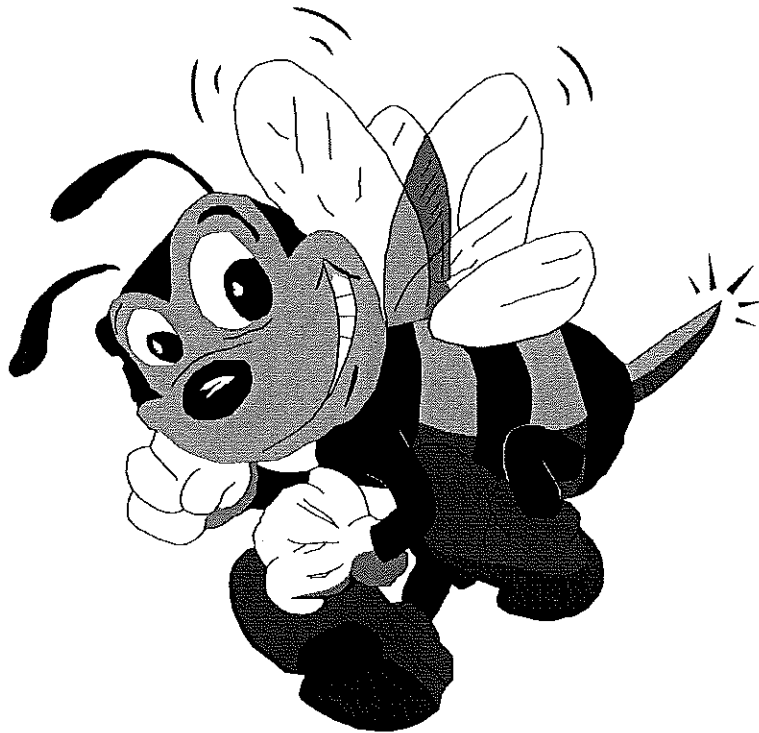


RIVERLAWN ELEMENTARY SCHOOL



“A SPECIAL PLACE TO BE”

2016-2017

SCHOOL HANDBOOK

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SCHOOL HANDBOOK VERIFICATION FORM

(Please sign this form and return it to the office or your child's teacher for a prize.)

I _____, acknowledge
(Parent's name)

that I have read the 2016-2017 Riverlawn

Elementary School Handbook and have discussed

its contents with my child _____.
(Child's name)

Your child's teacher's name _____

Date _____

RIVERLAWN ELEMENTARY FACULTY & STAFF CONTACT INFORMATION

	Phone #	Room #	Email
PRESCHOOL			
Burkhart, Hannah	643-0726	300	hburkhart@pcva.us
Clay, Barbara	643-0183	302	bclay@pcva.us
KINDERGARTEN			
McDowell, Laura	643-0185	204	lmcdowell@pcva.us
Nuckols, Elizabeth	643-0146	206	enuckols@pcva.us
Quesenberry, Natalie	643-0802	208	nquesenb@pcva.us
FIRST			
Berkebile, Karla	643-0905	205	hburkhart@pcva.us
Hunt, Melissa	643-0302	209	mhunt@pcva.us
Pirie, Lynn	643-0148	211	lpirie@pcva.us
Williams, Brittany	643-0605	207	bwilliams@pcva.us
SECOND			
Moore, Debra	643-0608	305	dmoore@pcva.us
Price, Angela	643-0312	307	aeprice@pcva.us
Simmers, Rachel	643-0799	312	rsimmers@pcva.us
THIRD			
Rose, Robin	643-0303	417	rlrose@pcva.us
Poole, Melissa	643-0706	416	mpoole@pcva.us
Worrell, Samantha	643-0686	419	bwilliams@pcva.us
FOURTH			
Hickman, Susie	643-0724	407	shickman@pcva.us
Duncan, Kim	643-0907	409	kduncan@pcva.us
Dunnigan, Emilie	643-0739	405	edunnigan@pcva.us
Riley, Suzanne	643-0806	411	sriley@pcva.us
FIFTH			
Arnold, Stephanie	643-0894	404	starnold@pcva.us
Millen, Lisa	643-0709	401	lmillen@pcva.us
Bentley, Kristin	643-0908	400	tkbentley@pcva.us
TITLE I			
Chandler, Helen	643-0149	212	hchandle@pcva.us
Cook, Alice	643-0704	403	acook@pcva.us
King, Vicki	643-0807	122B	vking@pcva.us
SPED			
Fisher, Laura	643-0181	414A	lfisher@pcva.us
Jones, Amy	643-0307	406B	ajones@pcva.us
Phillips, Stacey	643-0810	203	smphillips@pcva.us
Hammond, Amy (Speech)	643-0712	155B	ahammond@pcva.us
Houde, Leslie (Occupational Therapy)		414B	lhoude@pcva.us
SPECIALS			
Aylor, Laura (Art)	643-0304	301	lmaylor@pcva.us
Kennedy, Mike (PE)	643-0308	123	mkennedy@pcva.us
King, Lori (Library)	643-0611	124	lking@pcva.us
Owen, Chad (PE)	643-0511	123	cowen@pcva.us
Sykes, Kelsey (Music)	643-0311	303	kesykes@pcva.us
ITINERATES			
Arnett, Stacy (PK Coordinator)	643-0708	122	sarnett@pcva.us
Butler, Dan (Psychologist)	643-0123	126	dbutler@pcva.us
Card, Danah (ELL Coordinator)	643-0919	414B	dcard@pcva.us
Davis, Bonita (Gifted)	643-0717	314	bcdavis@pcva.us

Ratcliffe, Robert - ITRT	643-0701	128B	rratcliffe@pcva.us
GUIDANCE			
Wilson, Jenna - Guidance	643-0705	128A	jwilson@pcva.us
OFFICE			
Sink, Kimberly (Principal)	643-0305	153D	ksink@pcva.us
Betteken, Patricia (Asst Principal)	643-0184	153F	pbetteke@pcva.us
Lytton, Tracy (Office Assistant)	643-0603	153A	trlytton@pcva.us
Reese, Missie (Bookkeeper)	643-0710	153C	mcreese@pcva.us
Tatman, Debra, (Nurse)	643-0306	151A	dtatman@pcva.us
CAFETERIA			
Dalton, Darlene (Café. Manager)	643-0906	103	dadalton@pcva.us
Bayse, Alice			ajbayse@pcva.us
Kolarich, Tammy			tkolarich@pcva.us
Robertson, Betty			tkolarich@pcva.us
Slayman, Betty			barobertson@pcva.us
Weddle, Bobby			bslayman@pcva.us
CUSTODIANS			
Robinette, Sonny	643-0707	116	hrobinette@pcva.us
Alley, Samuel			salley@pcva.us
Lawson, Charles			cglawson@pcva.us
Worrell, Belinda			bfworrell@pcva.us

HOURS OF OPERATION AND DAILY SCHEUDLE

OPENING DATE:

Thursday, August 11th ** Preschool, Kindergarten, Sixth and Ninth only

Friday, August 12th ** All Grades attend

**** denotes 1:00 p.m. dismissal on these days**

SCHOOL HOURS:

Daily Hours:

- 7:30 a.m. first buses arrive and we start serving breakfast
- 7:30-8:10a.m. students wait in gym
- 8:10 a.m. teachers take students to classrooms
- 8:25 a.m. all students must be in classroom (**late arrivals report to the office**)
- 3:00 p.m. first buses dismissed
- 3:05 p.m. Parent Pick up dismissed
- 3:30-3:45p.m. late buses dismissed

Except in certain situations as requested by parents, students should attend school the entire day. If it becomes necessary for your child to arrive or leave at unscheduled times, please come to the office first and sign your child in or out.

SCHOOL SAFETY AND SECURITY:

Riverlawn Elementary utilizes a security system at our main entrance. The system incorporates a visual monitor, intercom and remote-controlled lock.

All doors, including our main entrance are locked at all times. Anyone wishing to gain entry must:

1. Depress button located by the entrance to notify staff
2. State business through the intercom
3. **Provide photo-identification**
4. Upon entrance, proceed to the office to continue the check in procedure.

Parent drop off/pickup and bus arrival/departure will be at the canopy entrance between the cafeteria and gymnasium.

All k-5 students who arrive after 8:25 must use the main entrance and be escorted into the building by an adult.

Our children's safety is our number one priority. We hope you understand our need to take this step to maintain our school security. Please feel free to contact the principal at any time.

BUSES

Every student is encouraged to use the privilege of riding a school bus. School bus drivers have the tremendous responsibility to transport our students to and from school safely. Our students can do their part by engaging in appropriate bus behaviors. These are:

1. Remain seated
2. Speak quietly
3. Stay in your self-space (keep hands and feet to self)
4. Follow bus driver directions

When students follow these rules the bus riding experience will be safe for all passengers. If a student has difficulty following these rules, the driver will report violations to school administrators. A written warning will be issued for the first offense, and the child will be given an opportunity to correct his/her actions (unless the violation is severe). Following that, bus suspensions will be used to reinforce the seriousness of bus behaviors. Video cameras have been added to many of our school buses to ensure the safety of our students. School rules are in effect on the school bus.

CHANGES IN BUSES TRANSPORTATION

Parents must inform the office in writing of any changes during the school year in the bus transportation for their child. Changes include riding a different bus and getting off at a stop other than the usual one. **If one student desires to go home with another, the parents of both students must make this request in writing.**

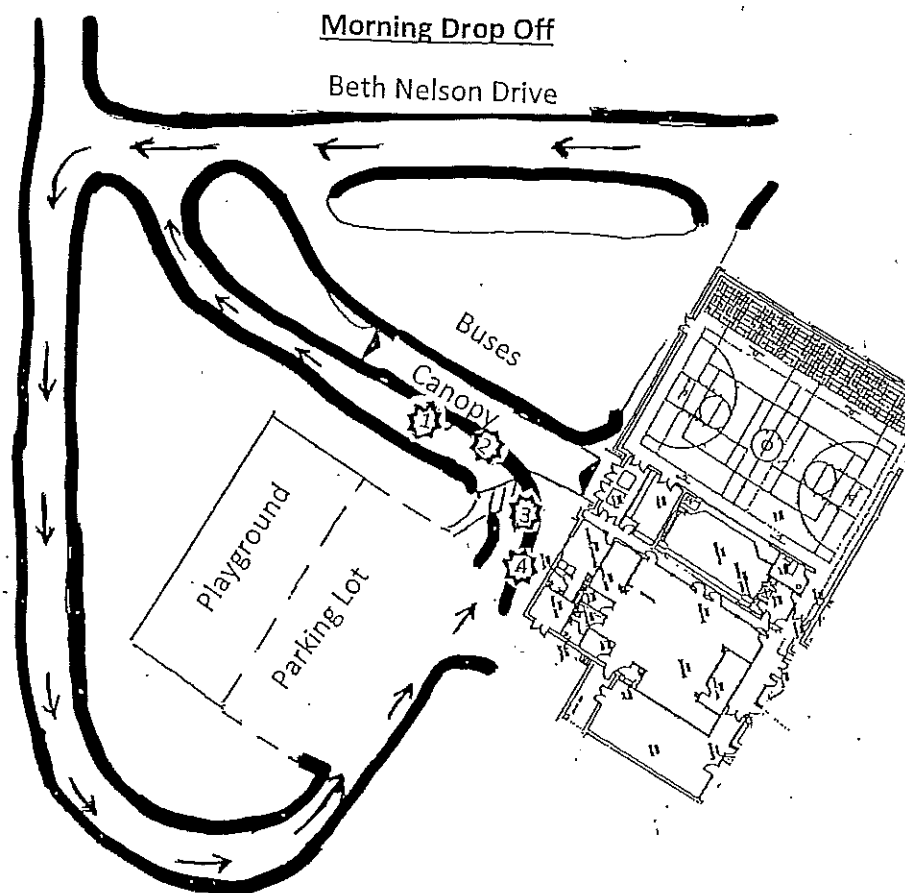
PARENT PROVIDED TRANSPORTATION

Parents, who transport their child in the morning or afternoon will drop off and pick up at the canopy. **Parents are asked to use the parent loop and stay in a single file line.** In the afternoon we will load 4 cars simultaneously in order to keep the traffic moving.

Students arriving by car who will be eating breakfast should arrive by 7:55 a.m. All students (bus and car riders) will exit the building at the canopy.

PARENT DROP-OFF PROCEDURE

1. We have cones in place which indicate the specific areas for students to be let out.
2. Please do not let children out of your vehicle until you are at one of these cones.
3. The cones are numbered 1-4. This is similar to our parent pick-up procedure.
4. **Please stay in line and pull up to the first available cone.** This will allow 4 cars to unload at the same time.
5. Do not stop on the crosswalk.
6. Do not park your car in the line. You are encouraged to park in the lot by the playground if you wish to walk your child to the door.



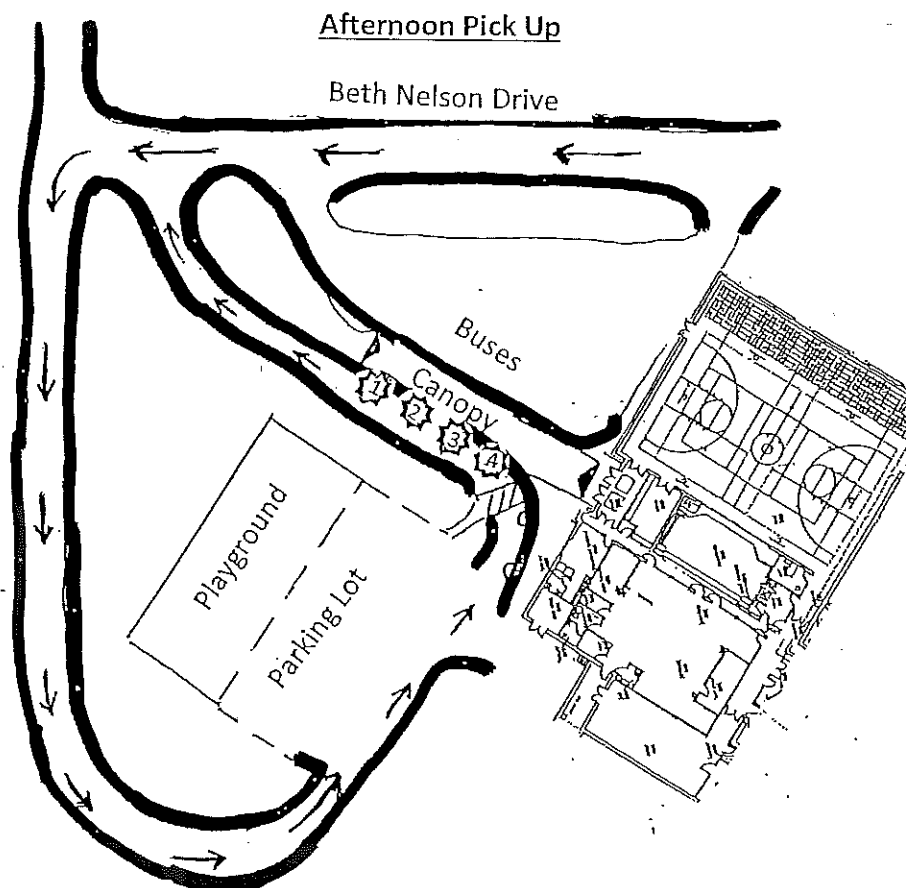
PARENT PICK-UP PROCEDURE:

1. Pull up to the teacher on bus duty calling names.
2. Show them the **cranberry colored** parent pick-up card you have been issued, with your child's name facing the teacher.
3. The teacher will call your child's name and will tell you which colored cone you need to pull up to.
4. When you arrive at this cone another teacher on duty will open your car door for your student.

** if you have forgotten your parent pick-up card you will need to present the **password** you have chosen to the teacher at the front of the line, she will then call for your child

if you have **forgotten your card and your password than you will need to pull around and park, and **enter the office in order to show a secretary your ID**

This policy has been instituted in order to ensure the safety of your child. We want to make sure your children are cared for and released to the proper guardian. Thank you for your patience in this matter.



TRANSPORTATION CHANGES:

Please notify the school office by 2:15 if there is a change in transportation for your child for that afternoon. We work diligently to communicate with teachers and students to ensure that everyone is aware of the changes.

EMERGENCY DRILLS:

Emergency drills are held periodically during the school year. Each class will practice so that all students are prepared to go to their assigned areas safely. The following drills will be routinely practiced: bus evacuations, fire drills, reverse evacuations, high wind/tornado drills, earthquake, shelter in place and lockdown drills.

ATTENDANCE:

It is important for every student to be at school each day. **If a student must be absent, the parent or other responsible person is required to report the absence and the reason by 9:00 a.m. on the day of the absences to verify your child's whereabouts.** The office telephone has an answering machine so your calls may be made at anytime. If your child misses school to visit the doctor, dentist etc. please provide written documentation to the office upon return.

The Principal or his/her designee will regularly review attendance reports and make contact with parent/legal guardian of any student who has five (5) unexcused absences. All parties shall jointly develop an Attendance Improvement Plan (AIP) to resolve the student's non-attendance.

Unexcused absences include an absence that is not acknowledged or supported by the parent/guardian, an absence resulting from a student's refusal to attend school, an absence occurring in excess of the allowable ten (10) absences with parent notification, or a combination of the above. This also includes ten (10) tardies. A tardy is defined as the late arrival to school, assigned classroom, or learning location without professional documentation.

(See Pulaski County School Board JED-R)

OUT OF ZONE ATTENDANCE:

Parents of children who reside outside Riverlawn's attendance zone are required to complete a transfer request form or nonresident application for enrollment. These forms must be completed each school year and submitted to the office by June 1 for approval.

CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES:

Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher.

At no time may any device be used with an unfiltered connection to the Internet.

The division is not liable for devices brought to school or school activities.

If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

STUDENT TO STUDENT CORRESPONDENCE:

Student to student correspondence such as notes, flyers or party invitations are not to be distributed at school.

COMMUNICATION FOLDERS

Every student will receive a Teacher/Parent Communication folder at the beginning of the year. Please make sure to look for this folder daily. One side will be marked Return to School and the other will be marked Keep at Home. We hope this will be an effective tool for students, teachers, and parents to use for communication.

GUIDANCE COUNSELOR

Counselor Ms. Jenna Wilson is our guidance counselor. She is available to assist students with questions regarding social problems, family crises, or school related issues. She will also offer classroom guidance to our students as well as personal/social counseling to small groups.

SCHOOL BREAKFAST/LUNCH PROGRAM:

Elementary Student - Breakfast & Lunch Prices

Elementary Breakfast: \$1.15

Reduced Price Breakfast: **\$0**

Full Price Lunch: \$1.75

Reduced Price Lunch: \$.40

Student Full Price Breakfast & Lunch per day: \$2.90

Student Full Price Breakfast & Lunch per week: \$14.50

Adult Meal Prices:

Breakfast: \$1.60

Lunch: \$2.70 (adult portions are the same as 9-12 grade group)

We encourage every parent/guardian to utilize the convenience of prepay- Parents/guardians are welcome to contact the school nutrition manager to monitor account activity. We accept cash & checks. **Please write student pin# on checks to ensure payment is correctly applied.**

ONLINE Pre-pay - My School Bucks -- Visit www.myschoolbucks.com– the process is very easy and convenient.

- Parents/guardians may pay or view account history and check account balances 24/7
- View student cafeteria purchases
- Make payments using VISA, Master Card or Discover – credit/debit cards
- Option to have payments made automatically each month
- Receive deposit confirmations directly to email account
- Low-balance emails

With our new accounting system, you may send money for a week, month or an amount to be put in your child's account. Please send your child's check (made out to Riverlawn Elementary

School) or cash in a sealed envelope with their name, teacher's name and any special instructions you may have.

The Free/Reduced Lunch applications will be handed out at our Open House. Free or reduced price meals are provided upon receiving and approval of the application. Applications **MUST BE COMPLETE** (all information must be filled in) by the parent or guardian and we must have an application for each child in the family. New applications must be submitted each year and all household income reported. You may update the application at any time during the school year if circumstances change.

Due to the large number of charged lunches, students will only be permitted to charge three days in a row. You will be notified that your student's account has been depleted. We prefer that lunch charges be paid promptly.

If you have any questions or concerns about the lunch program or your child's lunch account, you may contact Mrs. Darlene Dalton, Cafeteria Manager, at 643-0906 between the hours of 7:00 a.m. and 2:00 p.m.

WELLNESS POLICY:

The Pulaski County School Board recognizes the link between student health and learning and desires to provide a program promoting healthy eating and physical activity in division students.

As a result, **parents/guardians are not allowed to bring "fast food" meals to students during breakfast and/or lunch time. We are also asking that you consider the nutritional content of foods and beverages donated for class parties or other school events.**

The complete policy and snack guidelines are listed in the health information packet.

SCHOOL ACCIDENT INSURANCE:

All students of Pulaski County Public Schools will be covered for the 2016-2017 school year through the VACORP Student Accident/Athletic student accident insurance program. This school time coverage is provided free of charge and covers accidental bodily injury during a school-related activity, including athletics and school-sponsored field trips. This coverage is secondary to any other coverage the family may have and will pay only eligible medical expenses not payable by other sources of coverage.

MEDICATION GUIDELINES:

Please review the PULASKI COUNTY SCHOOLS – GUIDELINES FOR MEDICATION information that has been enclosed in this health information packet. If your child needs to receive medication during school hours, please take the "Authorization for Medications" form to your child's doctor. You will need to complete SECTION 1 and the doctor will need to complete SECTION 2. This needs to be done each school year for each medication your child needs to take. **Remember, students are not allowed to transport medication to and from school.** The parent or guardian must bring the medication to school in the correct prescription bottle.

PHYSICAL EDUCATION:

Physical Education is an integral part of the instructional program. On assigned Physical Education days children should wear tennis shoes and comfortable clothing. If your child is unable to participate in P.E. please send a note informing his/her P.E. teacher.

CHANGE IN STUDENT OR PARENT INFORMATION:

It is imperative that the school office be notified immediately of any change of address, home or work telephone number or of a change in emergency information during the academic school year.