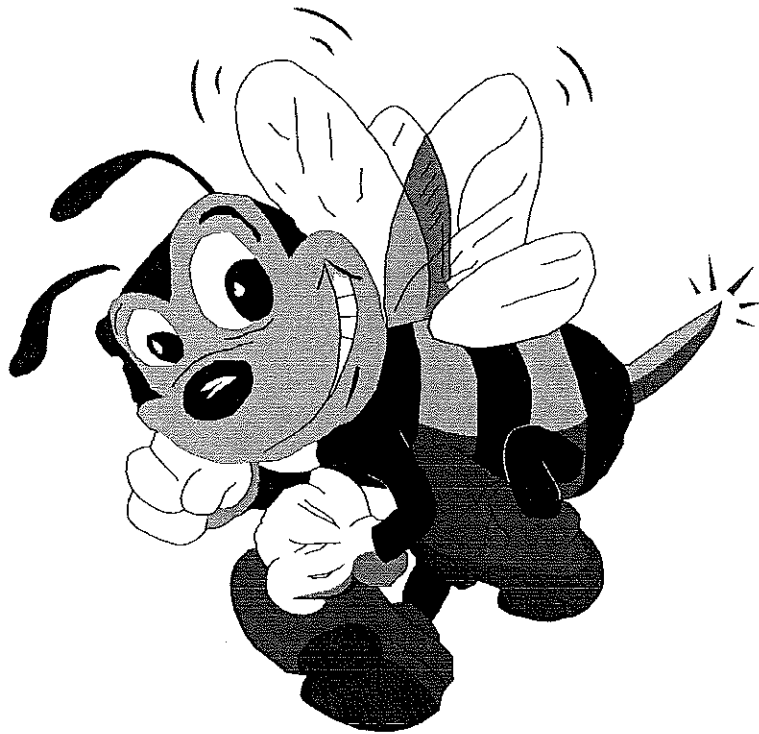


RIVERLAWN ELEMENTARY SCHOOL



“A SPECIAL PLACE TO BE”

2017-2018

SCHOOL HANDBOOK

HOURS OF OPERATION AND DAILY SCHEUDLE

OPENING DATE:

Thursday, August 10 th **	Preschool, Kindergarten, Sixth and Ninth only 2 Hour Early Dismissal (1:00 pm)
Friday, August 11 th **	All Grades attend 2 Hour Early Dismissal (1:00 pm)

SCHOOL HOURS:

Daily Hours:

7:30 a.m.	first buses arrive and we start serving breakfast
7:30-8:15 a.m.	students wait in gym
8:15 a.m.	students will be dismissed to go to class
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.

BUS TRANSPORTATION

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. Pulaski County Schools have division wide school bus expectations.

Pulaski County Public Schools Bus Expectations	
Be Respectful	Keep body and belongings to self Listen and follow directions Use kind language
Be Safe	Keep voice Level 0 or 1 Stay seated and facing forward until bus comes to a complete stop Keep aisles clear Walk
Be Responsible	Get to stop on time Wait for driver's signal to cross the road Clean-up after yourself

When students follow these expectations the bus riding experience will be safe for all passengers. If a student has difficulty following the expectations, the driver will report 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.

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.** These notes are provided to the bus driver so they are informed of the bus changes.

ALL TRANSPORTATION CHANGES

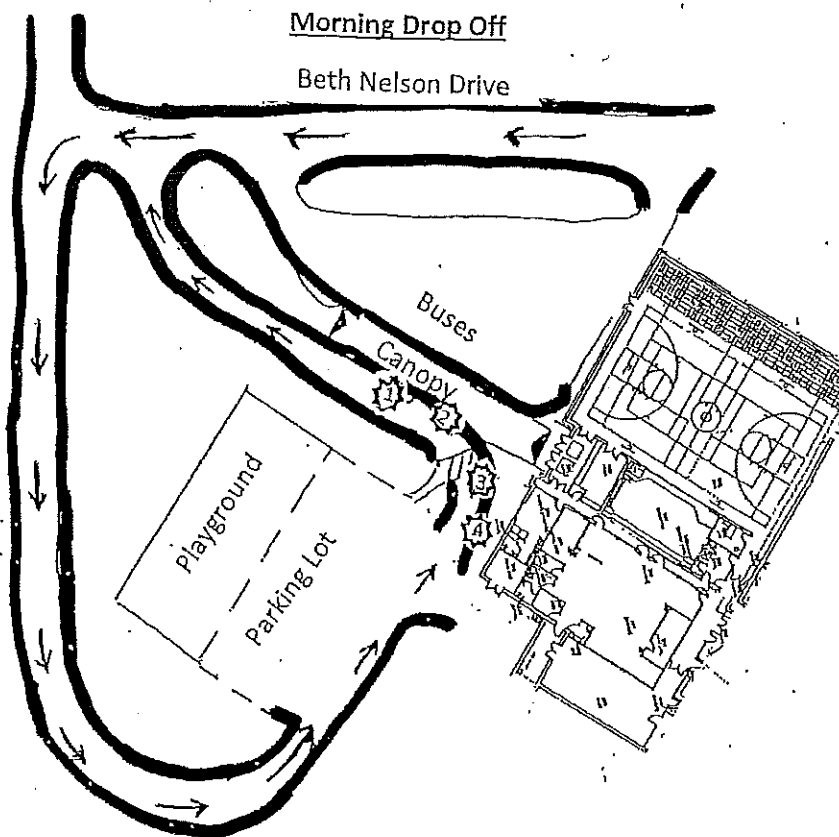
Please notify the school office by 2:15 if there is a change in transportation for your child for that afternoon. We work diligently to communicate with teachers and students to ensure that everyone is aware of the changes.

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.

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. Please do not stop on the crosswalk.
6. If there is a reason your child needs to be escorted into the school, you will need to park in the parking lot by the playground.



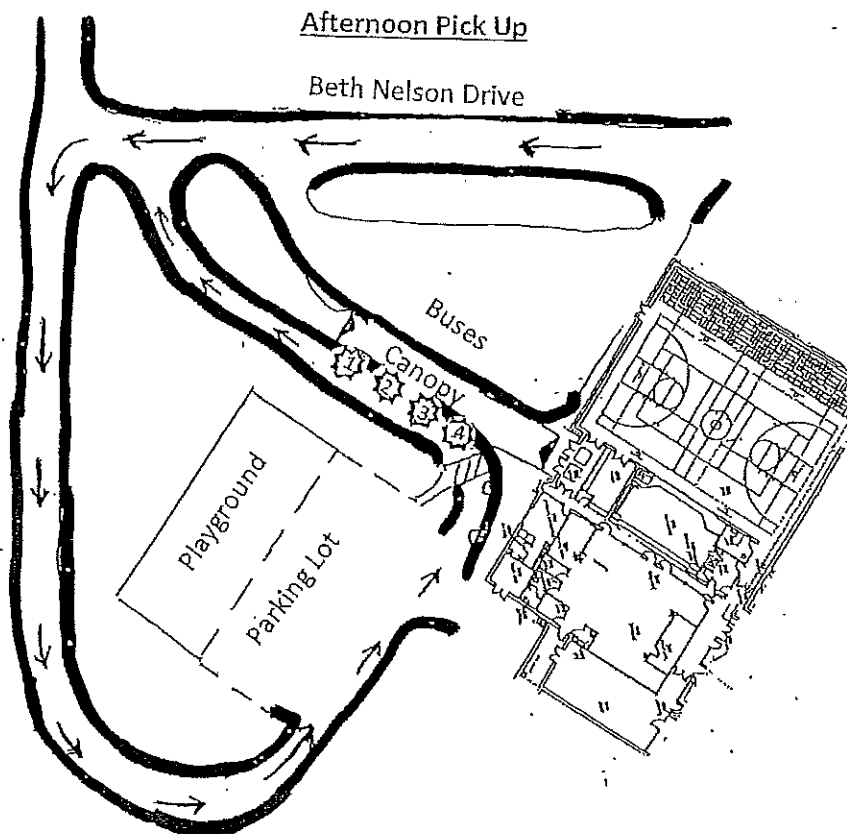
PARENT PICK-UP PROCEDURE

1. Pull up to the teacher on bus duty calling names.
2. Show them the **hospital blue** 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 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.



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 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. Each folder will be numbered. During the morning announcements, if your child's number is selected and they have returned their folder to school that day; he or she will get to select a prize from the school's prize box.

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 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.

SCHOOL BREAKFAST/LUNCH PROGRAM

Riverlawn Elementary has been approved to participate in the Community Eligibility Provision Grant. This grant provides students enrolled at Riverlawn Elementary with FREE breakfast and lunch daily. Meal applications will not be required for any student enrolled at Riverlawn. All students are encouraged to participate in eating school breakfast and lunch. Participation in the program will be important to the sustainability of continuing it in the following school years.

Please note, students may purchase additional entrees and other beverages or food that meet the Smart Snacks in School regulations. Also, any student that pack their lunch will need to pay for milk or any other food or beverage.

Breakfast Options

For convenience, students will have the choice of having receiving two different styles of eating breakfast.

- Cafeteria style
- Grab and Go

Cafeteria Style -If your child likes to sit down and enjoy their breakfast in the cafeteria then cafeteria style breakfast would be a good option for them. Cafeteria style breakfast will be offered from 7:40 am-8:10 am daily.

Grab & Go - Grab and Go breakfast will be offered from 8:15am-8:30am. Students will receive a bagged breakfast that will be taken to the classroom to be eaten.

Studies show good nutrition leads to improved classroom performance and better behavior. Breakfast helps students be their BEST!

Breakfast menus will include a minimum of 1 oz grain and 1 oz. protein or 2 oz grain combination. Students must select 3 of the 4 menu components, one of which must be fruit and/or juice for the meal.

Lunch

Lunch menus will be sent home monthly. They will also be available online at the Pulaski County Public School Website. Chef salads will be available for students to select on Mondays and Wednesdays. Smucker's Uncrustable (peanut butter & jelly) will be available for students to select on Tuesday's and Thursdays.

Cafeteria Contacts Information

If you have any questions or concerns about our breakfast and lunch program you may contact Mrs. Darlene Dalton, Cafeteria Manager at 540-643-0906 during the hours of 7:00 am – 2:00 pm.

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.

RIVERLAWN ELEMENTARY SCHOOLWIDE EXPECTATIONS

The staff and faculty have identified expectations for student behavior in each areas of the school. Every classroom teacher will be teaching the same lesson on how students are expected to behave throughout the entire school day in the various locations.

In the past, schoolwide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior through school wide expectations is an important step of a student's educational experience.

When we want students to learn specific math or reading concepts we teach all the skills that were associated in mastering that skill. Behavior should not be treated any different. The Riverlawn Faculty is excited about strategically teaching and reinforcing positive behavior skills to students.

Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of schoolwide expectations is to establish a climate in which appropriate behavior is the norm.

The expectations are listed on the next page. We encourage you to discuss these with your students regularly.

PULASKI COUNTY PUBLIC SCHOOLS CODE OF STUDENT CONDUCT

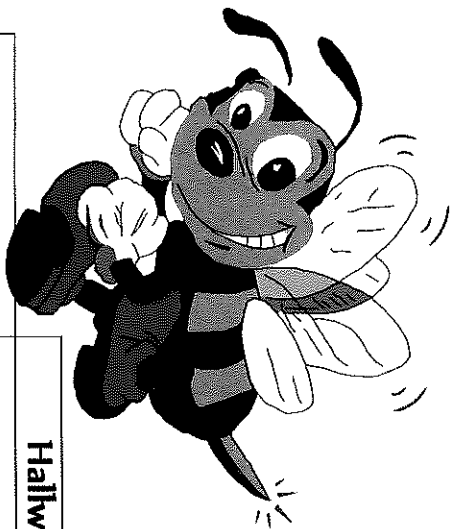
Pulaski County Public Schools has a code of student conduct policy. The development, implementation, and enforcement of the student conduct policy is intended to ensure a safe, non-disruptive environment for effective teaching and learning.

You may access the code of student conduct through two methods. It can be located at the hyperlink listed below or you pick one up from the office at Riverlawn. You will need to sign and return the last page of this handbook acknowledging you have been notified of the location of the code of student conduct and took time to review it with your child.

<http://www.pcva.us/departments/leadership/handbooks/PCPSStudentCodeofConduct.pdf>

VOULUNTEER OPPORTUNITIES AT RIVERLAWN

The faculty and staff at Riverlawn Elementary Recognize the importance of a parents, grandparents, and community members helping to support the school. There are multiple opportunities for volunteers to participate in various activities throughout the school year. Some of these opportunities include joining the PTO Organization, becoming a volunteer as a BUSY BEE MOM or RIVERLAWN D.R.O.N.E, agreeing to work as a volunteer at a PTO supported event, being a club member sponsor, or simply just visiting to assist a teacher with an activity in the classroom. For more information, contact the office at 643-0747 between 8:00 am – 4:00 pm.



Riverlawn Elementary School

	Hallways	Bathroom	Cafeteria	Bus Wait	Bus
Be Respectful	Voice Level 0	Allow for privacy of others Voice Level 0 or 1 Use kind language	Listen to all adults Voice Level 0 – 2 Use kind language	Voice Level 1 or 2 Keep bodies to yourself Use kind language	Keep body and belonging to self Listen and follow directions Use kind language
Be Safe	Stay in self space Walk	Keep water in the sink Keep towels in the trash	Walk Clean up after yourself	Walk Ask Teacher before leaving room	Stay seated and facing forward until bus comes to a complete stop Keep aisles clear Walk
Be Responsible	Move with a purpose	Use time wisely Return to class quickly	Eat only your food Stay seated	Stay in your assigned area Read while you wait	Get to stop on time Wait for driver's signal to cross the road Clean-up after yourself

Pulaski County **Voice Levels**

0

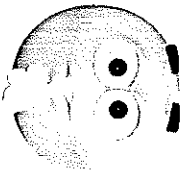
Silent Voice



Zero people can hear you.

1

Partner
Voice



Quiet voice. Only one person
on each side can hear you.

2

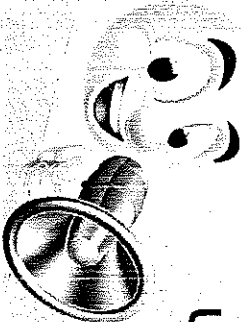
Conversation
Voice



Several people within 5 feet
of you can hear.

3

Speaker
Voice



Use this voice when talking
to large groups of people.



Pulaski County Public Schools

Parent Acknowledgement of Receipt of Location and Review of the Code of Student Conduct

I acknowledge:

1. I am aware that the Pulaski County Public Schools Student Code of Conduct can be located at <http://www.pcva.us/departments/leadership/handbooks/PCPSStudentCodeofConduct.pdf>, my child's school, or a paper copy will be provided upon request. Also, the attendance policy is located at <http://www.boarddocs.com/vsba/pcva/Board.nsf/Public#>
2. I am in receipt of the Pulaski County School Board's *Code of Student Conduct* and understand that printed therein are Section 22.1-279.3 of the *Code of Virginia* and the PCPS Acceptable / Safe Use of Technology and the Internet.
3. I am receipt of the *Code of Student Conduct* from the school attended by my child, and I have reviewed its contents with him/her.
4. That signing below only signifies receipt and review, and furthermore, that by signing this statement of receipt, I am not waiving, but expressly reserving, my rights protected by the constitutions or laws of the United States or commonwealth of Virginia, and my right to express disagreement with a school's or school division's policies or decisions.

Student's Name and Grade

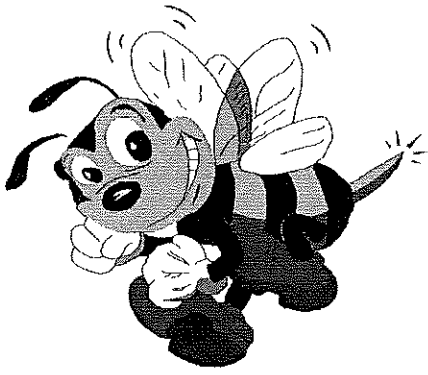
Student Signature/Date

School Parent/Legal Custodian

Parent/Legal Custodian Signature/Date

Principal Signature

Please return this page to your child's teacher with in two (2) weeks of enrollment of each new school year.



RIVERLAWN ELEMENTARY 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 2017-2018 Riverlawn
Elementary School Handbook and have discussed
its contents with my child _____.
(Child's name)

Your child's teacher's name _____

Date _____