

Riverlawn Elementary Information Handbook 2020-2021



A Special Place to Be

Reaching Each Child Through Quality Teaching and Learning

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Principal's Message

Dear Riverlawn Elementary Parents and Students,

It is great pleasure that I welcome you to the 2020-2021 school year. I am very excited to serve all of you in my fifth year as your principal. Last school year was a fun and interesting year as we experienced many new adventures and unprecedented events.



Looking back on last school year, our staff and students experienced the fun of reading one book for the entire school. We read about Humphry the Hamster and the adventures he had when he snuck out of his cage at night. All students and staff showed random acts of kindness by showing others they can be the “I” in kind. When school closure occurred, the Riverlawn Community worked together to get through a difficult and unprecedented time by supporting each other.

If a plant is carefully nurtured by gardeners, it will grow and produce abundantly. The same applies to our students. The staff at Riverlawn Elementary carefully nurtures each student through academic and emotional support so they can grow to become successful and accomplished.

We value and welcome parent and community support. We all have to work together in a partnership and a team to grow our students and make this school year the best one yet. Even though we are faced with challenges this school year, I believe this will be one of the best years Riverlawn Elementary has ever experienced.

I look forward to another amazing school year in service to our students, parents, and community.

Best to you all,
Kimberly Sink Ed.S

HOURS OF OPERATION AND DAILY SCHEDULE

OPENING DATES

September 8 th	First Day of School for students with last names beginning A-D
September 9 th	First Day of School for students with last names beginning E-K
September 10 th	First Day of School for students with last names beginning L-R
September 11 th	First Day of School for students with last names beginning S-Z

50% CAPACITY WEEKS

Pulaski County Schools will operate at 50% capacity for the two weeks after your child's first day of school. This means your child will come to school two days a week and be assigned work for the other three days for virtual learning.

- **September 14th - September 18th - 50% Capacity Week**
 - Monday & Tuesday for students with last names beginning A-K
 - Thursday & Friday for students with last names beginning L-Z
- **September 20th - September 24th - 50% Capacity Week**
 - Monday & Tuesday for students with last names beginning A-K
 - Thursday & Friday for students with last names beginning L-Z

If there are no outbreaks of COVID 19 during these two weeks, the schools will operate at 100% capacity with all students attending school on Monday, Tuesday, Thursday, & Friday. Wednesday will be used as virtual learning days for students and deep cleaning days for staff.

SCHOOL HOURS

Daily Hours:

7:45 am	First buses arrive, students sit on distanced marking in the cafeteria
8:00 am	Students dismissed to classroom
8:00 am	Parent drop off begins at grade level doors (see map below)
8:00-8:30 am	Students eat breakfast in the classroom
8:30 a.m.	All students must be in classrooms (late arrivals report to the office)
2:45 p.m.	Parent pick up begins at grade level doors (see map below)
3:00 p.m.	First buses are dismissed
3:15-3:30p.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.

MORNING ARRIVAL PROCEDURES

Parent Drop Off

Parents may begin dropping off students at 8:00 am. Students will be dropped off at their grade level doors according to the map on the next page. There will be staff members stationed outside each grade level door with touchless thermometers. One staff member will hold the door while the other staff member will take preliminary temperatures.

1. All vehicles will enter on Beth Nelson Drive.
 - Any cars dropping off for PK will continue straight on Beth Nelson Drive toward the playground.
 - Cars dropping off for 5th grade will follow the loop around the main entrance.
 - Cars dropping for Kindergarten through 4th grades will enter the parking lot and continue straight until they reach their drop off point.
 - See map below for more detail.
2. Doors are labeled with entrance numbers. Students will be dropped off at the following doors:

○ PK	Cafeteria
○ 5th	Door 2
○ 2nd & 4th	Door 3
○ 3rd	Door 4
○ K & 1st	Door 5
3. A cones will be placed to indicate the drop off points at each site.
4. Parents will pull up to the available cone.
5. PLEASE NOTE -There will not be enough room for cars to pass another car parked at a cone. Parents must wait for the car in front to pull out before attempting to leave their cone.
6. A staff member will take the temperatures of the student before he or she exits the car.
7. If a student has a temperature of 100.4 or higher, the parent will be asked to take the child home.
8. Students who clear the pre-screening will exit the car and enter the building.
9. Once inside the building students will go straight to the closest grab and go breakfast station to pick up their breakfast.
10. Older siblings will be dropped off at the younger sibling drop off site.
11. Any cars dropping off for K-5th grades will exit the parking lot onto Brooklyn Rd.
12. PK parents will follow the loop around back onto Beth Nelson Drive.

AFTERNOON DISMISSAL

Students who are picked up by their parents will begin dismissal at 2:45 pm while students who ride the bus will be dismissed at 3:00 pm. These pick up times for parent pick up may be adjusted to a later time if it is discovered that it is running smoother and quicker than expected. Clear communication will be established by administration if this occurs.

Parent Pick Up

Parent pick up will begin at 2:45 pm. Students will be picked up at their grade level doors according to the map listed below. The older sibling will go to the younger siblings pick up spot for parent pick up. Cones will be placed along the curb showing parents where to stop for pick up.

1. All vehicles will enter on Beth Nelson Drive.
 - Any cars dropping off for PK will continue straight on Beth Nelson Drive toward the playground.
 - Cars dropping off for 5th grade will follow the loop around the main entrance.
 - Cars dropping for Kindergarten through 4th grades will enter the parking lot and continue straight until they reach their drop off point.
 - See map below for more detail.
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○ 5th	Door 2
○ 2nd & 4th	Door 3
○ 3rd	Door 4
○ K & 1st	Door 5
3. Cones will be placed to indicate drop off points at each site.
4. Parents will pull up to an available cone.
5. PLEASE NOTE -There will not be enough room for cars to pass another car parked at a cone. Parents must wait for the car in front to pull out before attempting to leave their cone.
6. A staff will ask to see the child's parent pick up card or ask for the password.
7. The staff checking cards & passwords will radio the hallway requesting to have the child sent to the cone
8. Cars will need to merge into the parent pick up line in order to exit the parking lot onto Brooklyn Road for K-5th grades.
9. PK parents will follow the loop around back onto Beth Nelson Drive.

PLEASE NOTE:

1) 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, they will then call for your child

2) 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.



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.

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.

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. **Unless otherwise deemed an emergency; visitors will not be allowed into the building in the efforts of minimizing potential COVID 19 exposures.**

CHECK IN & CHECK OUT PROCEDURES

1. Depress button located by the entrance to notify staff
2. State business through the intercom
3. **Provide photo-identification**
4. A staff member will meet you at the door for further assistance.

Parents and guardians are encouraged to contact the office to schedule check outs. Close to the parent or guardian arrival times, office staff will contact the teacher to have the child sent to the office so they will be waiting.

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.

MASK REQUIREMENTS & SOCIAL DISTANCING

Staff members and students will be expected to wear masks during transition times and when 6ft social distancing guidelines cannot be maintained. Your child will receive two cloth masks from school. Disposable masks will also be provided in the event a staff member or student forgets to bring their mask. The use of face shields instead of masks will not be allowed. They do not provide the same protection masks do. Your child will be able to take their mask off when they are in class sitting at their desks. All desks have been placed to maintain the 6ft of social distancing.

SCHOOL ACCIDENT INSURANCE

All students of Pulaski County Public Schools will be covered for the 2019-2020 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.

RIVERLAWN ELEMENTARY SCHOOL WIDE EXPECTATIONS

The staff and faculty have identified expectations for student behavior in each area 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.

Bee Bucks will be awarded to students who are caught being respectful, safe, and responsible. These buck will later be spent for classroom or school incentives.

Riverlawn Elementary School Wide Behavior Matrix

	Hallway	Bathroom	Cafeteria	Bus Wait
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
Be Safe	Wear a mask Stay in self space keeping 3-6 feet apart Walk	Wear a mask Keep 3-6 feet apart Wash your hands Keep water in the sink Keep towels in the trash	Wear a mask Keep 3-6 feet apart Walk Wash your hands before eating Clean up after yourself	Wear a mask Keep 3-6 feet apart Walk Ask Teacher before leaving room
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

Definitions of 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	Using the voice when talking to a large group of people.

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	Wear a mask 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 BUS 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 2:00 pm 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.

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

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.

Your child will be responsible for picking up a grab and go breakfast when they arrive. Mobile breakfast stations will be set up in the intersection of the PK-2nd grade hallway and the 3rd-5th grade hallway. Lunch for students in PK -2nd will be delivered to the classrooms. Students in 3rd-5th will pick up their boxed lunch daily from the cafeteria and return to their classroom to eat. **Due to Covid 19 restrictions, guest will not be allowed to eat lunch with students.**

Breakfast and lunch menus will be sent home monthly. They will also be available online at the Pulaski County Public School Website.

Cafeteria Contacts Information

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

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>

**RIVERLAWN ELEMENTARY SCHOOL
HANDBOOK VERIFICATION FORM**



I _____, acknowledge
(Parent's name)

that I have read the 2020-2021 Riverlawn

Elementary School Handbook and have discussed

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

Your child's teacher's name _____

Date _____