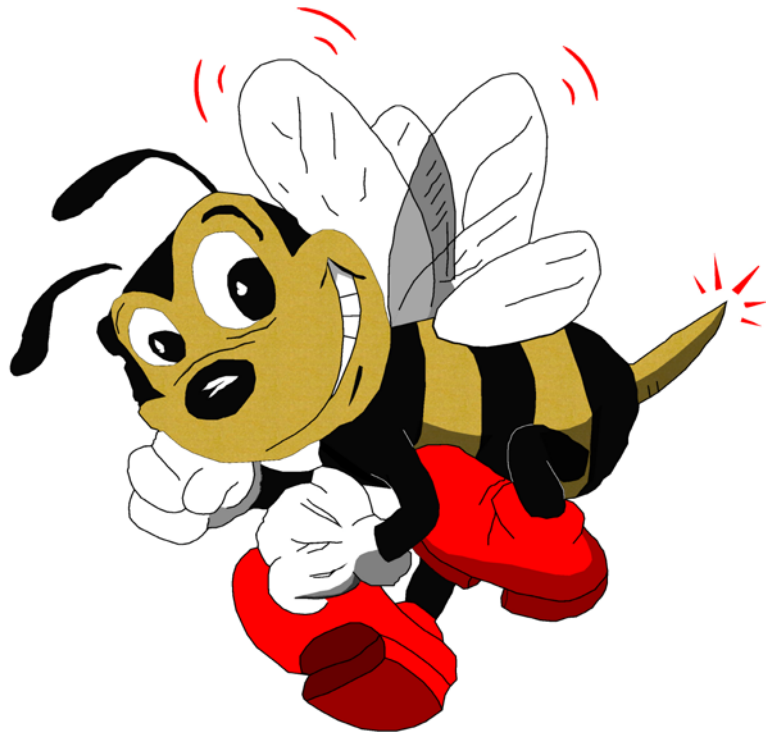


# **RIVERLAWN ELEMENTARY SCHOOL**



**2011-2012**  
**“A SPECIAL PLACE TO BE”**  
**SCHOOL HANDBOOK**

## RIVERLAWN ELEMENTARY SCHOOL

*Our Mission* is to **REACH EACH CHILD** through quality teaching and learning.

*Our Vision* is to provide a nurturing environment that:

- offers optimal opportunities to experience quality and equity
- fosters a love of learning
- encourages an appreciation of and respect for one another
- provides the knowledge which will allow each individual to reach his full potential both as an individual and as a positive, contributing member of our democratic society

*Our Beliefs:*

- student learning is the main priority of our school
- all students can learn
- we can teach all students
- we all have basic needs of love and belonging, power and skill, fun and enjoyment, and freedom and autonomy
- the right and privilege of an education belongs to every child and the process is a cooperative endeavor between the school, the student, the home, and the community
- we have a strong commitment to continuous quality improvement

# RIVERLAWN ELEMENTARY STUDENT HANDBOOK

## OPENING DATE:

Wednesday, August 24<sup>th</sup>\*\* Preschool, Kindergarten, Sixth and Ninth only

Thursday, August 25<sup>th</sup>\*\* All Grades attend

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

## SCHOOL HOURS:

**Daily Hours:** 8:25 a.m. – 3:00 p.m.  
7:30 a.m. – first buses arrive and we start serving breakfast  
8:15 a.m.—teachers take students to classrooms  
8:25 a.m. – all students in class (**late arrivals report to the office**)  
3:00 p.m. – first buses dismissed  
3:05 p.m. – walkers, car riders, bicycle riders 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.

## 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.

*Upon 5 unverified absences, the attendance officer, the student, and the student's parent/guardian(s) shall jointly develop a plan to resolve the student's non-attendance. Upon the occasion of the 7<sup>th</sup> unverified absence, regardless of whether or not the student has appeared before the Truancy Team, the principal or his/her designee will refer the student and parent/guardian(s) to the division attendance officer. The officer will file a Truancy Petition with the juvenile court system.*

*Students with 10 absences or any combination of check-outs or tardies which total 10 or more, whether verified or not, will have their record reviewed by the principal or his/her designee. Parents/guardian(s) may be notified by the principal or his/her designee either by telephone or in writing that 10 absences or 10 check-outs/check-ins have occurred **if it is his/her determination that the time missed from school can be reduced.** Parents/guardian(s) will be given the opportunity to discuss possible truancy issues.*

## 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 for approval.

## BUS AND CAR TRANSPORTATION:

Every student is encouraged to use the privilege of riding a school bus. 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. School rules are in effect on the school bus.

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. 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 PICK-UP PROCEDURE:**

1. Pull up to the teacher on bus duty calling names.
2. Show them the yellow 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 license.

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.

## **STUDENT TO STUDENT CORRESPONDENCE:**

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

## **SCHOOL BREAKFAST/LUNCH PROGRAM:**

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.

The cost of student meals has changed. The cost for breakfast will be \$ .95 cents per day (\$4.75 per week) and the cost for full priced lunch will be \$1.50 per day (\$7.50 per week) with the reduced lunch price lunch remaining at \$ .40 per day (\$2.00 per week). These changes were approved by the Pulaski County School Board in June, 2006. If there are changes in the price for juice, water, ice cream and yogurt, we will send home an addendum after school begins.

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 students 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 2011-2012 school year under a student accident insurance program offered by the Virginia School Boards Association. The insurer is the National Union Fire Insurance Company and claims are handled by the Maksin Management Group.

## **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, high wind/tornado drills and intruder drills.

## **WEAPONS POLICY:**

### **I. Generally**

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. The disciplinary sanction for bringing a firearm to school or to a school sponsored activity is expulsion for at least one year in accordance with Policy JGD/JGE. Violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the principal.

#### **Such weapons include, but are not limited to:**

- any pistol, shotgun, stun weapon, revolver, or other firearm listed in section 22.1-277.01(E), of the Code of Virginia, designed or intended to propel a projectile of any kind, including a rifle,
- unloaded firearms in closed containers
- any air rifle or BB gun
- toy guns and look-alike guns,
- any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife or razor,
- slingshots,
- spring sticks,
- brass or metal knuckles, blackjacks,
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain,
- any disc of whatever configuration, having at least two points or pointed blade, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart,
- explosives, and
- destructive devices as defined in section 22.1-277.01(E), of the Code of Virginia, or other dangerous articles.

### **II. Students with Disabilities**

A. Students with disabilities are subject to the provisions of Section I of this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy JGDA will be followed in addition to the regular disciplinary procedures.

B. Additional authority to remove a student with a disability from school for a weapons violation.

1. In addition to the authority granted in subsection A above, a student with a disability may also be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.

2. For purposes of this forty-five (45) school day removal, the weapon must meet the following definitions:

“a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.”

Adopted: April 8, 1999

Revised: June 26, 2008

**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 INFORMATION:**

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