

RIVERLAWN ELEMENTARY SCHOOL



09-10

**“A SPECIAL PLACE TO BE”
SCHOOL HANDBOOK**

RIVERLAWN 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 SCHOOL
8100 Beth Nelson Drive
Fairlawn, VA 24141

Dear Students and Parents:

We are very excited about the opening of our new school! Student and staff safety is a primary concern and, as expected, there will be some minor changes in our visitor protocol and the arrival/dismissal procedures. Please remember that these changes allow us to maintain a safe and secure environment at all times.

All visitors must check in at the main office and will receive a visitor's badge before being permitted to enter the academic wings of the building.

Arrival- Before 8:30

All students (bus and car riders) will enter the building at the canopy and wait in the cafeteria or gymnasium. Parents are asked to use the parent loop and drop off their children at the canopy entrance.

Check in- After 8:30

Parents should park in the visitor parking lot in front of the school and bring their child to the office to check-in. Students will be given a pass before moving to the classroom.

Check-out Before 3:00

Parents should park in the visitor parking lot in front of the school and report to the office. We will contact the classroom and have your child meet you in the office.

Dismissal-3:00

All students (bus and car riders) will exit the building at the canopy. We can no longer permit parents or other visitors into the academic wings during dismissal. Parents are asked to use the parent loop and stay in a single file line. We expect to load 4-5 cars simultaneously in order to keep the traffic moving.

We believe that these practices and procedures will provide a greater level of security for your children. We know that parent involvement and strong communication are key components in student success. If you would like to schedule a meeting with your child's teacher you may contact them directly or make an appointment through the office.

Sincerely,

John P. Bowler
Principal

Maureen J. Spaulding
Assistant Principal

RIVERLAWN ELEMENTARY STUDENT HANDBOOK

OPENING DATE: Friday, August 28th** Preschool, Kindergarten, Sixth and Ninth only
Monday, August 31st** All Grades attend

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

SCHOOL HOURS:

Daily Hours: 8:30 a.m. – 3:00 p.m.
7:30 a.m. – first buses arrive and we start serving breakfast
8:30 a.m. – all students in class (if arriving later, please report to office)
3:00 p.m. – first buses dismissed
3:05 p.m. – walkers, car riders, bicycle riders dismissed

Except in emergency 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.

OUT OF ZONE ATTENDANCE:

Parents of children who reside outside Riverlawn's attendance zone are required to complete a transfer request from 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 4-5 cars simultaneously in order to keep the traffic moving.

Students should arrive after 7:45. Supervision begins at 7:45. Students eating breakfast should arrive prior to 8:00 a.m. All students (bus and car riders) will exit the building at the canopy. Parents are asked to use the parent loop and stay in a single file line. We will load 4-5 cars simultaneously in order to keep the traffic moving.

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 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 \$.85 cents per day (\$4.25 per week) and the cost for full priced lunch will be \$1.35 per day (\$6.75 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:

Insurance information is enclosed in this student handbook. Riverlawn Elementary School does not have insurance for emergency room or doctor visits for you child. If you do not have accident insurance, you may want to consider this plan. Complete the requested information, enclose payment and mail to the address printed on the form. We also offer door to door accident insurance; if you are interested please inquire.

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:

Any student determined by the Pulaski County School Board in accordance with the procedures set forth in the Code of Virginia, 1950, as amended, to have brought a weapon on school property, to a school-sponsored activity or on a school bus before, during or after school, shall be expelled from school for a period of 365 calendar days. The School Board may, however, determine based on the facts of the particular case that special circumstances exist and another disciplinary action or term of expulsion is appropriate.

For the purpose of this policy, the term “weapon” means a “firearm” as such term is defined in Section 22.1-277.01 of the Code of Virginia, 1950, as amended, any items prohibited on school property or at a school sponsored activity under Virginia Code Section 18.2-308.1, with the exception to the Virginia Code definition that includes shotguns, rifles, and other sporting weapons these are prohibited under this policy, and when used or threatened to be used as weapons unauthorized tools, pipe lengths, belts, pencils, files, compasses, scissors or any other object of like kind are enumerated in this policy. Look-alike articles or devices that by appearance or representation might lead a reasonable person to believe that they are weapons capable of inflicting bodily harm and/or intimidating persons are included in the definition of a “weapon”.

New Legal References: The Gun Free Schools Act, Public Law, Title X, Part B, 1032 (1994) Va. Code 22-1 – 277.01.

Adopted by School Board: August 13, 1992

Amended by School Board: September 14, 1995

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 a change of address, home or work telephone number or of a change in emergency information during the academic school year.

Attendance Policy Pulaski County Schools

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 7th 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.

Unverified Absence (UNV)-Student is absent from school and there is no contact from parent

Professional Documentation (NOT)-Student is absent from school and doctor/dentist/court...excuse presented-excused absence

Parent Contact (PC)-Student absent from school and the parent has contacted school

Tardy (T)-Student is late to school without professional documentation

Check-In (CI)-Student checks in late with professional documentation-excused absence

Check-Out (CO)-Student checked out of school early (absence is excused if professional documentation is presented)