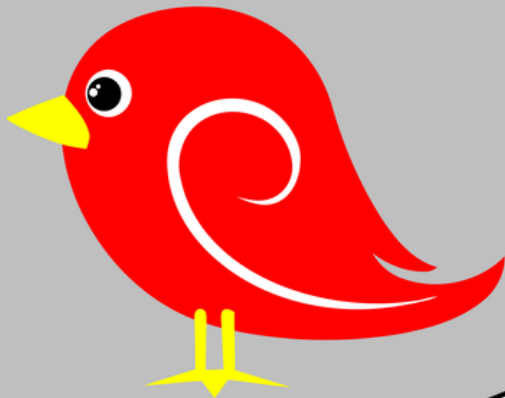


**Rivercrest  
Elementary  
School  
Student  
Handbook  
2018-19**



**Bartlett City Schools**



### Mission Statement:

Realize Education Depends on Building  
Intelligent Responsible Decision-Makers

# RIVERCREST ELEMENTARY

### Vision:

At Rivercrest Elementary School, our vision is to ensure that all children show academic growth through the implementation of rigorous standards based instruction and increase critical thinking skills through project based learning, preparing them for their future in a modern world.



### School Beliefs:

In order to fulfill our mission and vision, we believe that all the Redbird community members should:

**Be RESpectful.** **Be RESponsible.** **Be RESourceful.**

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## **2018-19 RIVERCREST STUDENT HANDBOOK INTRODUCTION**

Welcome to Rivercrest Elementary School, home of the Redbirds. Our colors are red and gray. Our mission statement reminds us that Rivercrest Redbirds – Realize Education Depends on Building Intelligent Responsible Decision-makers. Our administration, faculty, and staff are committed to providing a quality education in a safe and positive learning environment for all students. Rivercrest is a Title I school. Title I provides funding for additional programs and materials, while encouraging parent and student involvement and participation in the school environment. All stakeholders are encouraged to review all Title I materials online and to attend Title I meetings, which will provide further information to stakeholders. The instructional program provides students with a wide variety of learning opportunities. This year we are happy to continue our STEAM Honors Program for grades 1 through 5. We expect our students to be respectful of everyone who is a part of our Rivercrest family and community. Parents and teachers work together as a team to maximize learning opportunities. Parents support us by getting students to school on time prepared to learn and by reinforcing what has been taught each day.

### **POLICIES & PROCEDURES**

#### **Communication**

Effective parent communication is a top priority at our school. The Rivercrest Elementary agenda book will aid in this communication process and assist our students in becoming better planners, organizers, and managers. Information about classroom assignments and teacher communication will come home in the agenda book so be sure to check it daily. Each Wednesday parents will receive a folder containing graded work for the previous week and communication from your child's teacher. In addition, you may visit our teacher websites through the Bartlett City Schools website. Teachers may also use Remind 101 for parent communication.

Teacher websites are available and may be accessed through our school website. Teachers will post a Curriculum Overview of curriculum topics and state standards taught during each nine-week period on their website. A Parent Portal will be available through the student management system (PowerSchool) for viewing your child's grades online. Information regarding the procedure for using the Parent Portal will be sent home whenever the information is received from Bartlett City Schools.

#### **BCS Blackboard Connect**

Bartlett City Schools will use the Blackboard Connect communication system during the school year. This system will be used to quickly send messages to BCS parents about important school related matters, such as meetings and school closings related to inclement weather. The system will contact parents using home, work or cell phone numbers on file.

You may also add the Bartlett City Schools app to your smartphone to get up to date information. The free app may be downloaded at iTunes.

- **In order to ensure parents and employees receive all intended calls, accurate contact information must be on file.**
- **Parents should provide accurate information at the time of registration and notify the school whenever their contact numbers change.**

### **Personal Check Writing Procedures**

Checks written payable to Rivercrest Elementary for any purposes (picture money, field trip money, etc...) must include a current phone number. Returned checks will be turned over to Check Ready, a check recovery company, through Bartlett City Schools.

### **Calls and Messages**

**School telephones are not available for student use.** Please be sure your child has lunch money, homework, and any necessary supplies. Children must know how to get home each day. Changes in transportation arrangements **MUST** be sent by note to the teacher. We cannot accept transportation changes over the telephone. **Any emergency changes must be approved by speaking with an administrator prior to 2:00 pm.**

### **School Hours**

**School hours are 8:00 am to 3:00 pm. Students may be dropped off at 7:45 in the back parking lot. Do not drop off students earlier than 7:45, and please make sure that an adult is present at the car line before dropping the student off.** Students enter the building at 7:45 am when the bell rings and should go directly to their classrooms unless visiting the bookstore or going to breakfast. The car line ends at 8:00 AM. The back doors automatically lock at 8:00AM. If no adults are present at the car line, parents must drive students to the front of the building to sign them in.

Dismissal is at 3:00 pm. **STUDENTS MAY NOT RE-ENTER THE BUILDING AFTER DISMISSAL.** All teachers' rooms are locked as teachers and staff are in designated duty areas supervising students during dismissal. Students should make sure they get all necessary items (textbooks, homework, lunch boxes, backpacks, coats, glasses, keys, etc...) before they leave the classroom. **All items should be packed in the classroom and should not be removed from the backpack during dismissal.**

### **School Security**

Bartlett City Schools has installed the V-Soft security system to better protect our students, visitors, and staff. **A valid state-issued ID is required when signing in for official business or visiting staff and/or student areas.** Please be cooperative in showing your ID when asked. This is for the safety of all of our students. You will be given a badge to wear that shows the area you are signing in to visit. You must wear the badge and remain only in the designated area for your badge. Teachers/staff members will stop visitors without a badge prominently displayed or if the visitor is in an undesignated area. **Return the badge when you check out in the office. Please be prepared to show your ID when signing students out.**

### **Residency/Transfers**

Students who reside within the Rivercrest boundaries as established by the BCS Board may attend Rivercrest Elementary. Parents will be required to provide two proofs of residence at registration and at any time requested by the school. Any student currently registered whose parents reside in another household in the Rivercrest district (shared residence) must appear at school with a notarized shared residency affidavit and the person who owns/rents the residence. Both parties must provide 2 proofs of residence in order for the student to be registered.

**New students to Bartlett City Schools residing in another household (shared residence) must make an appointment with Student Services to be approved to register.** Please see

the BCS website for additional information.

Students who are non-residents or students who reside in another BCS school zone may apply to the BCS Board for permission to attend Rivercrest. Transfer applications are posted on the BCS website during the time frame the board schedules. The board approves and/or denies the transfer applications. Transfer students must adhere to specific guidelines regarding behavior, attendance and grades in order to be allowed to continue their education at Rivercrest Elementary. Transfers will be withdrawn for any students who do not adhere to the policies, procedures, and guidelines governing transfer students.

### **Pets**

Personal pets should not be on campus or areas where there are students during the school day and especially during arrival and dismissal times. This is a safety hazard and is distracting for students.

### **Opening**

Morning announcements are made at 8:05 am. All students and adults in the building should stop and remain silent for the opportunity to recite the Pledge of Allegiance, sing the National Anthem, and share in a moment of silence.

### **School Supplies**

**All students are to bring book bags or regular backpacks to school (no rolling backpacks are allowed for any students). Rolling backpacks are a safety hazard for students.** All backpacks must fit on the student's lap when riding the bus according to bus rules.

Supply lists are available at registration and on our school website. Our school bookstore is open from 7:45 am until 8:00 am each morning. Students may purchase school supplies and spirit items in the bookstore.

### **Dress Code**

Bartlett City Schools expects students to dress and appear in a manner that meets reasonable standards of health, cleanliness, modesty and safety. Articles of clothing and accessories should not create disruptions, cause undue attention, or create safety hazards. This policy and procedure will be followed at Rivercrest and should be reviewed by students and parents. Pants of appropriate size must be worn at waist. Shorts, skirts, and dresses should not be more than 4 inches above the knee. No tank tops, shirts with spaghetti straps, or strapless tops are to be worn. Tops must be long enough to cover midriff area even when arms are raised. If leggings are worn, the top must come to mid-thigh to meet dress code requirements. Hats, hoods, and headgear may not be worn in the school building. Acceptable and unacceptable dress is listed in Bartlett City Schools Policy and Procedure. A copy of the Dress Code is provided in the Bartlett City Schools Student Handbook and the Bartlett City Schools Policy and Procedures Manual. This manual is online at the Bartlett City Schools website. **Parents will be called to bring appropriate clothing to the student if the student is not appropriately dressed in clothing that adheres to dress code.**

### **Visitors and Volunteers Sign-In At the Office**

Parents, guardians, and other members of the community are always welcome at our school. Instructional time will not be interrupted by classroom visits unless scheduled in advance by the teacher and approved by the administration. No impromptu visits to the classroom will be allowed; all conferences/meetings must be scheduled in advance

in order to protect instructional time. **In compliance with federal law, all visitors must sign in at the office upon arrival, obtain a visitor's pass, and sign out when leaving the building. A valid state-issued ID is required when signing in for official business or visiting staff and/or student areas. Please be cooperative in showing your ID when asked. This is for the safety of all of our students. You will be given a badge to wear that shows the designated area you are visiting. You must wear the badge and remain only in the designated area for your badge. Teachers/staff members will stop visitors without a badge prominently displayed or if the visitor is in an undesignated area.** All volunteers should sign in at the office and obtain a volunteer badge before reporting to duties. Badges must be returned to the office before you leave.

The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the staff or students on the premises, or on the premises for the purposes of committing an illegal act.

Visitors must first report to the office to sign in except on occasions such as school programs, athletic events, Open House and similar events to which the general public is invited.

All volunteers must complete a Bartlett City Schools Volunteer Form before working with students or serving as chaperones during field trips.

#### **Student Check-Out**

Students will only be released to parents, legal guardian(s), or other persons designated and listed on registration information or in PowerSchool. Changes in this information should be kept up-to-date and sent to the school office. All students must be signed out in the office. **ID is required before any child may be checked out of school. Please avoid checking students out after 2:40 since dismissal procedures will be in progress.**

**If students are checking in or out for doctor/dentist/other appointments, an excuse note must be provided from the practitioner in order to excuse the absence. Please be sure to request this at your appointment.**

#### **Student Withdrawal**

Parents must notify the school as soon as possible if they are withdrawing their child from Rivercrest in order for withdrawal paperwork to be completed. Parents/guardians must come to the school with their ID to pick up the withdrawal paperwork for their child. **Please provide at least 24 hours notice for the school to complete the necessary paperwork. No withdrawal paperwork will be given if a valid parent/guardian ID is not presented.**

#### **School Closings**

In case of an emergency requiring schools to close early, the superintendent will notify the news media. All local television and radio stations will be notified of school closings due to inclement weather. Follow instructions reported by the media or go to the Bartlett City Schools website for information. Parents will receive an automated phone call in case of early dismissal or if school is cancelled. **(For this reason, it is very important that you notify your child's teacher and the office if any of your phone numbers change--work, cell, home, or emergency.) Please do not call the school.** If school closes early, we will follow inclement weather transportation information provided on registration day on the Transportation Form/Inclement Weather Form. **If school is closed, Y-Care will be**

**closed, and those students will be dismissed at the early dismissal time by the means indicated on their inclement weather form.** Please update this form as needed by sending a note to the teacher whenever your transportation plans change. **Be sure to review this form with your child so they will know the plan.**

### **Parent Conferences**

At the beginning of the school year, informational meetings are scheduled for each grade level. At registration the day and time for these meeting will be available. Parent Conferences are scheduled twice per year from 12:00 pm to 3:00 pm. Information will be sent home to schedule a time to meet with teachers on conference days. In addition to these opportunities, if parents have concerns, they may send a note or email to the teacher or contact the school office at 373-1373 to leave a message to schedule a conference with teachers and/or administrators. Please leave your name, your child's name, teacher, a telephone number, and brief message with the school secretary. Your child's teacher will return your call to set up a conference. Email communication with your child's teacher is also available. The teacher's email address is listed on our school website which is linked to the Bartlett City Schools website.

**\*\*\*Due to privacy concerns and student confidentiality, student conferences, phone calls, and/or meetings will be held only with custodial parent(s) or guardian(s).**

### **Honor Roll and Student Recognition**

Students in grades 2-5 are eligible for the following awards:

#### **Quarterly Awards**

Principal Honor Roll—All As in academic areas and Es in all other areas.

Teacher Honor Roll—As and/or Bs in academic areas and Es or Gs in all other areas.

#### **Yearly Awards**

Redbird Award (Grades preK-5)

Each teacher may select one boy and one girl from their class who strives to go above and beyond classroom expectations. This award is given at the end of the year.

Perfect Attendance (Grades preK-5)

Present every day of school with no tardies or check-outs during the school year. Award is given at the end of the school year.

Citizenship—All Es in conduct each nine weeks for the year.

### **Grades**

At the beginning of the 2017-18 school year, Bartlett City Schools adopted a new grade scale (Bartlett City Schools Policy 4014). The adopted grade scale beginning with the 17-18 school year is as follows:

- A.....90-100
- B.....80-89
- C.....70-79
- D.....65-69
- F.....Below 65

### **Retention**

A number of factors are considered before students are retained. Some considerations include the following: current skills level, student performance level, achievement level, student's age, classroom assessment, number of absences, benefits of retention, and previous retention. The final decision regarding retention rests with the principal. Retention considerations will be discussed with the parents and the classroom teacher.



Parent concerns will be considered, and a conference with a teacher and/or administrator will be scheduled before this decision is made.

### **Teacher Requests**

Careful consideration is given to student placement by staff. We will not be able to honor parent requests for student placement in specific teacher's classrooms due to demographic information that must be considered for every classroom due to state mandates. Teacher placement may change according to enrollment and/or staffing needs.

### **Special Programs**

Numerous special classes and programs are offered at Rivercrest. Notes will be sent home regarding student clubs and/or programs. You may also find information regarding school clubs and/or programs on the school and/or teacher websites.

### **Make-up Work for Absences**

Students with excused absences have the number of days absent after returning to make up work missed. Assignments made prior to the absence are due on the predetermined date unless discussed with the teacher. Students who are absent are responsible for completing assignments after returning; they will be given make-up work after returning to school. Students with excused absences for extended time may request assignments in advance from the classroom teacher; the assignments may be given early at teacher discretion. Students with unexcused absences or out of school suspensions will not be allowed to make up work missed.

### **Homework**

Homework is assigned to reinforce skills and concepts taught during the school day. Students are responsible for making sure they have the materials they need for homework when they leave their classroom at the end of the day. **Parents and/or students may not return to the school after dismissal to obtain homework materials.** Students should have a designated study time and an appropriate place to study. Students should have a parent check to see that homework is satisfactorily completed, that the agenda book has been signed, and that the items have been placed in the backpack to return to school. At the elementary school level, homework should take approximately thirty to sixty minutes depending upon the age of the student. Homework that is completed and returned to school on time will positively affect students' grades.

### **Testing**

All students will take state mandated tests per state law and Bartlett City Schools Policy. Results of these tests are used to identify students' needs and plan for instruction. Assessment and evaluation are part of the instructional program, and the information will be used to differentiate instruction for students. Enrichment and remediation are provided for students as needed. By state mandate, there is no opting out of testing. All students present on testing day will be administered the test.

### **Cheating**

Rivercrest operates on an academic honor system. Cheating is not tolerated. All students must do their own work and tests. Students caught cheating will receive a zero on the assignment in question. Cheating will be defined as giving or receiving test information, doing work for someone else, possessing materials that are being used to obtain answers during a test or assignment, and/or claiming work that someone else has done as one's own.

### **Textbooks**

All student textbooks are provided by the Bartlett City School System to enhance the learning process. They are issued to students in first through fifth grades. Textbooks must be properly maintained and returned in good condition at the end of the school year. **Books must be covered when received and remain covered throughout the school year.** Book covers can be purchased in the school bookstore. **Do not cover books with adhesive wrap or adhesive book covers.**

Parents should complete a textbook damage form, recording details about the condition of each textbook when it is issued. Any previous damages to the book are recorded on this form so students are not fined for past damage. Parents accepted responsibility for textbooks as part of the registration process.

At the end of the school year all textbooks are returned. Fines will be assessed for books damaged beyond normal usage. Students must pay for lost books or books that are damaged in such a way that they may no longer be used. Grades, report cards, certificates of progress, or transcripts may be held or additional textbooks may not be issued if a student has unpaid fines or lost books. Students will not participate in end of year awards programs if fines are owed.

### **Counseling**

Our counselor provides small group and individual counseling for students as needed. Teachers, administrators, or parents may make referrals for school counseling. The school counselor may meet individually with a student once prior to obtaining written permission from the parent or guardian. Our school counselors will work with students experiencing difficulties that interfere with learning. Parenting sessions on topics of interest are held at scheduled times throughout the year. Parents may call the school at 373-1373 to schedule an appointment with the school counselor to discuss issues related to their child's education.

### **Attendance and School Records**

Information contained in student records is recorded in compliance with federal and state laws and is confidential. Parents and guardians should contact the school office at 373-1373 regarding attendance or student records.

### **Celebrations/Recognitions**

Class parties are planned for the last day before Winter Break with the help of the room mother. Kindergarten, first, second, and third grade students may have other celebrations as determined by the grade level and principal. End of the year recognition recognitions are planned for prekindergarten, kindergarten and fifth grade students. All other grade level recognitions are optional.

Parents may celebrate their child's birthday at the visitor's table. We have many students with various health issues, therefore no cupcakes, cookies, or other food items will be permitted with the exception of the Winter Break celebration. **All food items brought to school must be commercially prepared in the original containers.** Pizza or other food items should never be brought to school for all students to replace the regular lunch served in the cafeteria. If you are eating with your child, you may bring them a special lunch to share with you at the parent table. This lunch is for you and your child only; no other students may join you at the visitor table.

**\*\*Flowers, balloons, etc. may not be delivered or brought by parents to school at any time, including birthdays, end of year celebrations, Valentines' Day, lunch in the cafeteria, etc...**

### PTO

The goal of our Rivercrest PTO is to encourage a strong and positive relationship between parents and teachers in order to support our school's instructional program. The Rivercrest PTO purchases classroom resources, school equipment and library books, and our PTO also pays for workshops for teachers. Our PTO also provides support through volunteers and expressing appreciation of teachers in special ways throughout the school year. All parents, grandparents and friends of our school are encouraged to join PTO and become actively involved. The cost of membership is \$5 per person or \$10 per family. Please join as soon as possible. We would love to reach our goal of 100% membership for each class! Our PTO has 4 general meetings during the school year, which begin at 6:30 pm. Reminders of these meetings are sent home with your child and will be posted on the PTO and Rivercrest Elementary websites.

### Field Trips

Field trips are carefully coordinated with the instructional program and must have exceptional educational value. **Each grade level may take one field trip per year.** Parents may volunteer to chaperone and may ride the bus with students if space is available. Parents who volunteer as chaperones will be supervising students; siblings will not be able to attend. Parents volunteering to chaperone must complete the Bartlett City Schools Volunteer Form before the field trip. Field trips are considered part of the instructional program at Rivercrest. Students must report to school at the usual time on field trip days, and they must ride the bus to and from the field trip location. **Students who have Ns and/or Us in classroom conduct for previous or current nine-week periods will not be allowed to attend field trips off campus. Students may be denied the privilege of attending field trips or other school functions if conduct, including bus behavior, is not appropriate. Bus suspensions result in the loss of off-campus field trip privileges.**

Field trips are counted as a regular instructional day, therefore if a child cannot attend the field trip for any reason, they must attend school on that day. Supervision is provided for those students unable to attend the field trip. A student who is absent on a field trip day must submit an excuse note. The absence will be excused only if the reason meets the guidelines for an excused absence. **Most field trips must be prepaid, therefore no refunds will be issued in case of student absence.**

**If a child is not permitted to attend the field trip as a consequence of their behavior, they must attend school on that day or they will be counted absent.**

**\*\*Only custodial parent or guardian may accompany students on off campus field trips.**

### Lost and Found

**Please write your child's name on all items.** Items found in the school building or on school grounds will be taken to the cafeteria Lost and Found Box. Parents may come to the school in order to claim items that belong to their child that they think may be in lost and found at the end of each nine-week period. **Items remaining unclaimed will be given to charity at the end of each nine weeks.**

### Breakfast and Lunch Program

Students are encouraged to purchase breakfast and lunch from the school cafeteria. Lunch and breakfast will be provided at Rivercrest each school day, with the exception of any scheduled half-days. Parents may send money to be deposited in student lunch accounts at any time. Parents must let the cashier know if students are not to spend lunch money on extra items or if they are only able to purchase extras on a certain day. Food items are currently priced as follows: \*

Student lunch	\$2.75
Student Breakfast	\$1.50
Milk	\$ .50
Adult lunch	\$4.50 (includes bottle of water)

\*Prices are subject to change.

Lunch and Breakfast menus are available on the BCS website. You may wish to download the free Meal Viewer app from the app store. This app has breakfast and lunch menus along with nutritional information for menu items.

**Parents are encouraged to come eat lunch with their child beginning the Tuesday after Labor Day.** This allows our students time to learn cafeteria expectations and procedures. A parent-student table is designated in the cafeteria so that you may enjoy the company of your child at the table; other students in the class must remain with their class. During state testing, student lunch schedules may be altered; we ask that parents refrain from coming for lunch during testing weeks.

**\*\*Please meet your child at the cafeteria doors after signing in for lunch. Students must depart the cafeteria with their classroom teacher, and the parent should then proceed to the office to sign out.**

Students who do not obey cafeteria rules and/or procedures will have consequences, including silent breakfast and/or lunch in a designated area.

### Lunch Money

Money may be sent to school to be applied to your child's cafeteria account at any time. Payments to lunch accounts may also be made online through [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com). This is a free online service to add money to your child's lunch account. Students will bring home a note from the cafeteria when money needs to be sent for their cafeteria account. **Students will be able to charge up to 3 times a year; please pay the charge as soon as possible.** No child will be able to charge their lunch more than 3 times during the school year. An alternate lunch will be provided if your child charges more than 3 times. Visitors eating in the cafeteria will pay adult prices for their meals. All food items purchased in the cafeteria must be consumed at lunch. No food or drink items, whether brought from home or purchased in the cafeteria, will be allowed to leave the cafeteria after lunch. If parents have questions regarding their child's cafeteria account, they may contact the cafeteria for a computerized listing of charges.

### Physical Education and Recess

Physical education and other physical activity are necessary to maintain health and develop skills, coordination, and an appreciation for sports and physical activity. To ensure safety, students must wear tennis shoes during physical education classes. All students will have recess daily; this may be indoor recess or outside recess. Bartlett City Schools weather guidelines regarding outside recess will be followed. In order to use the outdoor play equipment, students must wear tennis shoes for safety reasons.

### **Redbird Library**

The goal of the Redbird Library is to ensure that each student becomes a life-long independent reader. To meet this goal, the library supports the instructional program of Rivercrest Elementary School by providing materials that reinforce, extend, and enrich learning.

Students visit the library on a fixed schedule with their homeroom class. Appropriate participation is expected in both library class instruction and in selecting materials for checkout. There are no overdue fines. However, prompt payment is expected for lost or damaged library books. Students with overdue items may not checkout new materials until the overdue materials are returned.

### **Adopt-A-Book**

A special person can be honored and the library collection can be expanded by adopting a book for the Redbird Library. To Adopt-A-Book, visit the library and select a book from the Adopt-A-Book shelf. A special bookplate is placed in the book noting the honoree, occasion, and sponsor. The cost of this is \$20.00. This is a great way to honor a special teacher, student, a special milestone—birthday, promotion, retirement, or other accomplishment. See the Librarian if you have questions regarding this program.

## **HEALTH AND SAFETY**

### **Illness and Accidents**

At registration, please complete a medical information form if your child has any health issues. **Students must have a current doctor's statement on file indicating if there is a food or milk allergy.** When students are injured or become ill at school, parents are notified immediately. **Once notified, parents of sick or injured students should arrange for the student to be picked up as soon as possible. It is imperative that the school be provided with information regarding emergency contacts and procedures. Any changes in emergency information during the year should be reported to the school office immediately.**

Students will not be allowed to remain at school if they have a fever of 100 degrees or more, if they are suspected of having pink eye, untreated ringworm, or any other contagious disease, if they are vomiting or have diarrhea, or for other illnesses as determined by office staff or principal. Students cannot return to school until treatment is provided, a doctor's statement is provided, or until child is symptom-free for 24 hours.

### **Child Safety**

**If there are restrictions concerning who may contact or pick up a student, the school must be notified in writing.** Copies of applicable court orders or other legal documents must be provided for the school's records.

**\*\*Any person picking up a student must be on the authorized pick up list done at registration and indicated in our Student Management System (PowerSchool).**

### **Family Life Curriculum**

The Family Life Curriculum is taught during the spring. This curriculum has been approved by the Bartlett City Board of Education and conforms to guidelines of the Tennessee Department of Education. Parents who would like to review the curriculum may see copies at the Public Library, the Rivercrest School Office, or on the BCS website. Contact the school office and a time will be scheduled for your review of the curriculum. Parents who want their students excluded from the Family Life Curriculum should submit a written request to the principal.

### Medical

**If it is necessary for a student to take prescription medication during school hours, parents must bring the medication to school in its original container and complete an authorization form. Students may not transport medications at any time.** Over the counter drugs will not be administered by school personnel unless authorized by physician's order. School personnel are not permitted to administer any kind of medication without having an authorization form on file. Parents should pick up any medications at the end of the school year. Medications will not be sent home with students. **If medication is not picked up, it will be destroyed using Bartlett City School Policy. See Bartlett City Student/Parent Handbook for more details.**

If you require paperwork for a medical appointment, please send in the paperwork or have the doctor's office fax it to the school for your child's teacher(s) to complete. Please include a current fax number for the doctor's office so that paperwork may be faxed to the doctor when it is completed. Paperwork will not be given back to the parent; it will be faxed directly to the medical provider.

### ATTENDANCE

Academic achievement and success is greatly dependent upon regular school attendance. Tennessee law requires that children of school age attend school. Each student's attendance record contains absences and tardies. After five unexcused tardies or absences a letter will be sent home requesting a conference with the principal to discuss attendance concerns. If unexcused tardies and absences continue, a report will be sent to the Bartlett City School's Student Services Department for review. Continued excessive absences and truancy may then be reported to the Juvenile Court per state mandate. **Students returning to school after an absence must bring a note from a parent or guardian stating the reason for the absence and any other pertinent information within two days of the absence. Late notes will not be accepted as absences are automatically submitted to the state within 2 days of the absence. The school can no longer excuse any absences with backdated notes.**

Only the following reasons will be considered for excused absences:

Illness of student:

- Death or serious illness within the student's immediate family.
- Official representative of school in school-sponsored activity.
- Special recognized religious holiday regularly celebrated by members of that faith.
- Legal court attendance not as a result of student misconduct
- Extenuating circumstances created by emergencies over which the student has no control as approved by the principal.

Note: Verification may be required from a doctor, official or other source to excuse absences.

### Tardiness

We believe that all students benefit most from starting the school day off on time and remaining at school all day, so please make sure that students arrive no later than 8:00 AM and stay until dismissal time. School begins at 8:00 AM. Students are not allowed to sign themselves in if they are late. Any student who enters school after 8:00 AM must

report to the office **with a parent or legal guardian** to sign in and receive an admit slip from the office. **The student must be driven to the front office and signed in by a parent or guardian.** You must park in a parking spot to come in and sign your child in. The fire lane must remain clear; no parking is allowed in the fire lane.

A total of five unexcused tardies will equal one day unexcused absence. Five unexcused early check outs will also be equal to one day unexcused absence. If you check in from a doctor or dentist visit, you must present an excuse form from the doctor or dentist in order for the late check in to be excused. If you check out for a doctor or dentist appointment in the afternoon, an excuse form from the doctor or dentist must be turned in to the teacher the following morning in order for that early check out to be excused. If an excuse form is not received from the doctor or dentist office, the absence will be considered unexcused.

**Car riders must not be dropped off at the carline in the back of the school if staff members are not present.** The back doors will automatically lock. There is no student access to the building from the back parking lot doors after staff members enter the building.

#### TRANSPORTATION

Plans for transportation of children should be noted on the transportation form when registering. **Any changes in these arrangements should be sent to the teacher in writing.** Include instructions on this form for Inclement Weather circumstances in which school is dismissed early. Notification of early closure will be on local T.V. and radio stations, and the Bartlett City Schools website. Please do not call the school office for school closing information.

#### Dismissal Procedure

All students are dismissed from school at 3:00 pm. Teachers are supervising students leaving campus at this time and classroom doors are locked. **No students may return to classrooms after being dismissed for the day. All backpacks must be packed in the classroom and all items must remain in the backpack during dismissal.** Parents may meet students walking off campus near the crossing guard posts. **The front parking lot is special access only, and vehicles must have a front access pass.** Parking is prohibited on the street in front of the school and along the curb in the front parking lot. **All curbs marked with a yellow line are no parking areas. These areas must remain open at all times in order to allow emergency vehicle access.** Students and parents should refrain from walking across the grass.

Students should enter and exit the building at the following locations:

Front Door Walkers—Kindergarten hallway doors

Front access cars -front doors of building

Day Care Vans-500 hall

Front Door Bike Riders—end door of kindergarten hall (must wear helmets)

Back Door Walkers and Bike Riders-back door by gym (bike riders must wear helmets)

Car Riders-enter through back doors by gym and exit from gym doors as numbers are called

Buses/Christ Church--300 hall

Special Education Buses-Cafeteria (AM); back hallway (PM)

### **Bus Riders**

Elementary students who live at least one and one-half miles or more from the school are provided bus transportation. **Only students who are approved for bus transportation by the transportation department may ride the bus. Students must ride their assigned bus only and get on and off the bus at their assigned stop.** Kindergarten and first grade students must be met at the bus stop by a responsible person (adult or older sibling). Students who are not assigned to a bus will not be allowed to ride the bus. Other transportation arrangements must be made for students who are going home with students who are assigned to a bus.

At some time during the school year every student will travel on a school bus, if only during a field trip. Since the school bus is an extension of the school, students are to conduct themselves in a manner consistent with rules concerning safety and appropriate school behavior. Bus rules are given and signed at registration. Teachers and students review the bus rules during the first week of school. Bus rules may also be found in the BCS Handbook. **Failure to abide by the bus rules may result in suspension from the bus or loss of bus riding privileges.** Students suspended from the bus must be dropped off between 7:45 and 8:00 AM and picked up between 3:00 and 3:15 PM in the car rider lane. Proper authorities will be notified if the students are not picked up on time.

### **Car Riders**

Cars form the car lane in the back parking lot. Unloading begins when staff members come outside. Students enter the building by the back door by the gym only.

**Car lane ends at 8:00 and students are considered tardy if they arrive after 8:00. If there are no staff members outside, parent must drive around to the front office and bring their student in to sign them in.**

Pick up begins at 3:00 pm. Students will be in the building until car numbers are called. Display your car number on the passenger side windshield for easy visibility. Car numbers must be obtained in the cafeteria during registration or from the office.

**\*\*Use of cell phones is prohibited by drivers on campus for the safety of staff and students.**

Parents in car lane should remain in cars and not call to students to enter the parking lot unsupervised. Students must be picked up in car lane by 3:10 pm. After car lane ends at 3:10, parents should enter through the school's front door to sign their child out in the office.

**The school must be contacted at 373-1373 if an emergency situation arises preventing the 3:00 pick up of your child. Proper authorities will be notified if students are not picked up on time.**

### **Walkers and Bike Riders**

Students who walk to and from school are expected to follow rules of safety both on and off the school campus. Crossing guards on Rivercrest, Old Brownsville, and Guffin assist students crossing the street in the mornings and afternoons. Students and parents should practice safety by following directions from the crossing guards and cross only at crosswalks. Parents should not call to students to cross anywhere other than at crosswalks. Students walking with parents should remain with them.



**Students who ride bicycles to and from school must wear helmets and follow all safety rules or risk suspension of riding privileges.** Bike riders should cross the street with the crossing guard. Students on bikes should watch closely for students and parents walking on sidewalks to and from school. Students must walk their bicycles on the school campus sidewalks to the bike racks provided. Skateboards, scooters, motorized vehicles, rollerblades and shoes with wheels are prohibited. Administration reserves the right to withdraw bicycle privileges if students do not follow the policy/procedures or if the student's behavior poses a safety concern.

### **Discipline/Student Behavior**

Rivercrest supports a safe and orderly learning environment. Students are expected to follow school rules, be polite, well behaved, cooperative, and respectful of themselves and others. Students are taught responsibility at Rivercrest and the importance of making good decisions regarding learning and behavior. School rules are reviewed and displayed in classrooms throughout the school. All disciplinary actions are based on policies adopted by the Bartlett City Board of Education.

All Bartlett City Schools will be implementing Response to Intervention-Behavior 2 (RTI2-B) this year. This is a program mandated by the state. The program mandates teaching of rules and positive behavior reinforcement. Detailed information will be sent out and reviewed at parent meetings

### **Corporal Punishment**

Corporal punishment is not allowed under Bartlett City Schools policy. Corporal punishment will not be used at Rivercrest Elementary. Parents will be contacted for a school conference and/or to pick up their child if their child's behavior interferes with the learning or safety of anyone at Rivercrest Elementary.

### **Out-of-School Suspension [OSS]**

Students may be suspended or expelled from the Bartlett City Schools in accordance with the regulations prescribed by the Bartlett City Board of Education and the laws of the state of Tennessee (TCA 49-6-3401). The principal and assistant principal have the authority to suspend or expel students from school in accordance with Bartlett City School Policy.

The infractions of school discipline in the Bartlett City Schools are listed in categories according to the seriousness of the offense. These categories are listed in the Bartlett City Student Handbook and the Bartlett City Policy and Procedures Manual. This manual will be available online. The BCS Student Handbook is provided to all students at the beginning of school. Students and parents should review this document carefully and keep it for future reference.

### **Safe and Drug-free Environment**

In compliance with federal and state laws, students are prohibited from possessing, using, buying, and/or selling drugs, tobacco, and alcohol on school property or at any school-sponsored activity. Weapons of any sort are prohibited on school property. Violations will be reported to the proper law enforcement authority according to the policies and procedures of Bartlett City Schools. The Bartlett City Schools Student Handbook has detailed information regarding disciplinary consequences of student behavior at school. Please review this information with your child.

### **Harassment, Intimidation, Bullying**

All Bartlett City Schools strive for a learning environment for students free from sexual, racial, ethnic, and religious harassment, intimidation or bullying. It is a violation of BCS policy for any employee or any student to harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. Guidelines related to this policy are available in the Bartlett City Schools Policy and Procedures Manual online.

If a student feels that this has occurred, he/she should report the incident to a teacher, counselor, or administrator. The incident will be investigated by the administration and/or school counselor. After completion of the investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action will be initiated. A school representative will advise the student making the complaint and his/her parents the findings of the investigation and whether corrective and/or disciplinary action has occurred.

### **Gangs**

BCS is proactive in keeping the gang issue away from our school campuses. BCS policy is very clear in stating the following: students are prohibited from engaging in gang-like activities while on school property or at any school sponsored event occurring off school property. A violation of this policy is grounds for suspension up to 180 days and/or expulsion from school.

### **Personal Possessions/Cell Phones**

The school assumes no responsibility for personal items brought to school by students and/or visitors. This includes jewelry, money, and other items that are not a necessary part of the educational process. Due to the possibility of theft and disruption to the learning process, beepers, cell phones, radios, iPods, MP3 players, CD/DVDs, tape players, electronic toys, baseball cards, collectable cards, game cards, games, balls, toys, etc. are not to be brought to school. Teachers may take these items from students and notify parents to pick them up from school. **Any items not picked up by parents at the end of the school year will be donated to charity.**

All students are banned from carrying any type of phone or personal communication device during the regular school day. Parents should read the Bartlett City Schools Student Parent Handbook, which has further information regarding this policy. If you feel it is necessary for your child to have a cell phone, it must remain in the child's backpack and be turned off during the school day. Students will be warned for the first infraction. Cell phones will be confiscated if seen or heard during the school day after the first warning is issued, and parents will be called to come to the office to pick them up.

**\*\*Parents are asked to refrain from using cell phones in the front office area, the carline, and the school cafeteria. Please conclude any calls before coming into these areas. These are extremely busy areas and we appreciate your cooperation in this matter. Parent should turn off cell phones when visiting classrooms.**

### **Social Media**

**If your child is allowed to use social media, please monitor this privilege.** If issues arise at school based on social media from outside the school setting, this will be handled with disciplinary action. No bullying or social intimidation will be tolerated. Pictures from school/school events should NOT be posted on social media by students. **If it is discovered that a violation occurs, disciplinary action will be taken.**

### **Voting**

Rivercrest Elementary is a voting location. Parking is available in the back parking lot off of Guffin. Voters will enter through the outside gym doors. Voters are allowed entrance to the gym area only.

### **School Environment**

Each student at Rivercrest should do his or her part to keep Rivercrest Elementary School looking as clean and attractive as possible. Our school grounds, hallways, classrooms, restrooms, and cafeteria should be clean and neat at all times. Students should not litter and should keep hands and feet off the walls. Please dispose of litter in trashcans, not on sidewalks or school grounds.

**\*\*If a student damages school property, parents are responsible for any costs incurred for repair or replacement.**

### **Before/After School Care**

The YMCA of Memphis and the Mid-South provides before and after school care on our campus from 6:30 AM until school begins and from dismissal until 6:00 PM when school is in session.

YMCA is not provided when school closes due to inclement weather, and those students must be picked up at the early dismissal time. Any discipline issues arising at YMCA should be addressed with the YMCA staff.

YMCA of Memphis and the Mid-South contact information:

Phone: 505-0959

Website: [ymcamemphis.org](http://ymcamemphis.org) (Find more information and register online.)

The administration, faculty, and staff of Rivercrest Elementary appreciate the support of our community, parents, and PT0!  
**We are going to have a wonderful year!**



### **Rivercrest Elementary Phone Numbers**

Please call the school if you have any questions or concerns.

School Phone Number 373-1373

School Fax Number 373-1380

Durham Transportation 383-8717

YMCA Before/After School Care ([www.ymcamemphis.org](http://www.ymcamemphis.org)) 505-0959

**\*\*The information contained in this handbook is subject to review and change as necessary.**