

RIVERVIEW ELEMENTARY

SCHOOL

FAMILY

HANDBOOK

2013 – 2014



RIVERVIEW

WEST SIDE SCHOOL OF EXCELLENCE

Riverview School Mission Statement

Riverview School Community facilitates lifelong learning and individuality by providing a child-centered, safe, supportive community in which all learners can reach their full potential.

Riverview School Vision Statement

Our vision is a school community where:

- Students feel challenged, trusted, and successful.
- Learning is meaningful, productive, and engaging.
- Every student, family, and staff member feels safe, supported, respected, and valued.

Riverview School Expectations

- ◆ Respect
- ◆ Responsibility
- ◆ Cooperation

Riverview School Rules

- 1. Listen and follow directions.**
- 2. Keep hands and feet to self.**
- 3. Use appropriate language, body language and tone of voice.**
- 4. Be on time with proper materials.**
- 5. Do your best work.**

ABSENCES

If your child is going to be absent from school you **MUST**:

1. Call the “**Attendance Hotline**” at **651-744-5993** by **9:00 a.m.** Please state your child’s name, the reason for absence and their teacher’s name. This must be done **EACH DAY** the student is absent.
2. If you do not have a telephone, please send a note when your child returns to school stating your child’s name, the reason for the absence and their teacher’s name.
3. It is the parents’ responsibility to notify the school whenever their child is absent or tardy from school. Any student absence without a valid reason will be marked unexcused.
4. Saint Paul Public Schools automated phone system will notify families at the end of each school day if your child is absent and a parent has not called in to notify the school.
5. After three unexcused absences a letter will be sent from to you regarding attendance from Riverview School.

ARRIVAL PROCEDURES

- There is **NO supervision** for students before 8:10 AM and are not allowed in the building.
- Student may not enter the building until 8:10 AM.
- Breakfast begins at 8:10 AM and students may enter the school building.
- At 8:15 AM students may go directly to their classroom.
- The school day officially begins at 8:30 AM.
- Students should be in their classroom ready to work at 8:30 AM every morning.
- Please make sure your child arrives to school on time each day.

BEHAVIOR SUPPORT PLAN

Riverview school believes that every child can demonstrate respect, responsibility and cooperation within a supportive learning environment. Our plan focuses on promoting positive behaviors through planning and implementing school-wide systems that provide the structure and stability that each student needs to be successful. These systems include established procedures and routines in areas of the school.

Please refer to the Saint Paul Public Schools [Student Behavior Handbook Rights & Responsibilities](#) for more information. This handbook will be sent home within the first few weeks of school.

BICYCLES, SKATEBOARDS and ROLLER BLADES

For safety considerations, students are not allowed to ride bicycles or skateboards, or wear roller blades to school.

BOOKS AND SUPPLIES

- All textbooks are loaned to students free of charge with students responsible for loss or damage.
- Each grade level has a recommended list for other school supplies.

BREAKFAST

- Breakfast To Go starts at 8:10 AM and ends at 8:30 AM.
- Breakfast is free for all students and all students eat in their classrooms.

CELL PHONES

- Students are not allowed to carry cell phones during the school day at Riverview School.
- If a student must have a phone for before or after school emergencies, the student must:
 1. Bring the cell phone directly to the school office upon arrival to school and sign-in.
 2. At the end of the school day the student must return to the school office and sign-out.
- It is a general school policy that cell phones are **NOT** allowed at school.
- If a staff member sees a student with a cell phone during the school day, he/she will take the phone and turn it in to the school office where a parent may pick it up.

COURT ORDERS

- Riverview School must have a current copy of court order on file in the school office in order to enforce it.
- Court orders must be updated yearly in the school office in order to remain active.

DATA PRIVACY

- Saint Paul Public Schools considers the following information regarding students to be public data:
 - name, birth date, school, grade, and dates of enrollment, awards, and extracurricular information.
- All other information is private data and can only be released under circumstances allowed by law.
- Please refer to Saint Paul Public Schools Student Records and Your Rights pamphlet for more information.
- Please contact Riverview school office or go the Saint Paul Public Schools website www.spps.org to for a copy of the pamphlet.

EARLY STUDENT PICK-UP

- Please remember, **early pick-up is STRONGLY discouraged**. This shortens your child's instructional day and interferes with their academic learning.
- On those rare occasions / emergencies when you must pick up your child early or change their regular procedure for going home, please send a note or call. The following procedures must be followed:
 - ✓ Parents must notify school before 2:30 p.m. if a child is changing their regular dismissal.
 - ✓ Riverview School dismissal process begins at 2:55 p.m.
 - ✓ If a student is being picked up for Early Dismissal it must be done before 2:50 p.m.
 - ✓ Once you arrive, stop in the school office and school personnel will contact your child's classroom.
 - ✓ Students will NOT be taken out of the bus lines or off of the school buses.
 - ✓ All students must be signed out in the office before leaving the building.
 - ✓ Unless these procedures are followed, students will proceed to their regular dismissal.
- The school must have direct communication from the parent or guardian in order for a child to change from their regular procedure home.
- **The school will NOT accept dismissal changes from a student.**
- Please do not leave messages regarding early pickup or change in transportation on the voice mail for any staff person, including your child's teacher after 12:00 noon.
- Students' instructional day ends at **2:55 p.m.** and attendance is taken through the end of the last period.
- Repeated early dismissal can directly affect our students' academic success and result in truancy concerns.

EMERGENCY FORMS

- Each fall every student must have a new Emergency Form completed and signed.
- Emergency forms also contain parental consent for field trips, media and Internet usage.
- It is imperative that the school has accurate information on each student at all times.
- If any information changes, i.e. address, telephone numbers, emergency contacts, a parent must notify the office immediately.

END OF THE DAY DISMISSAL PROCEDURES

- Parents who wish to pick up their student from school for any reason at the end of the day **MUST** sign him/her out at the dismissal station in the multi-purpose room. Students may be picked up between 2:55 and 3:10 p.m.
- The safety of all children is of the highest priority at Riverview School and we expect every parent or guardian to sign their child out in the building before leaving school.
- Please do not pick up your student in the parking lot or the adjoining street. This policy is in place for safety reasons; we have no way of knowing who is picking up your child if you do not come in the building and sign them out.
- Walkers will be dismissed at 3:00 p.m. to walk directly home. If you do not want your child to walk home, please notify the school before 2:30 p.m. and come into the building and sign your child out.

FIELD TRIPS

- At the beginning of each school year, parents must complete and sign an emergency card that includes permission for your student to be eligible to attend field trips.
- Parents and guardians will be informed, in writing, each time a field trip is planned for their child's class. If your child needs any special accommodations for the trip, please contact your child's teacher.
- If you would like to attend as a chaperone, **you must have a completed background check on file in the school volunteer office.** Background checks take three to five days to complete. Please contact Katie O'Brien at 651-293-8665 for more information.

FOOD

- The only food students should bring to school is their lunch from home or class snacks requested by the teacher.
- Exceptions to this rule would be if the classroom teacher sends a note requesting snacks for a special event.
- Please refer to the district's Wellness Policy for specific details on the types of foods allowed at school.

FOOD SERVICE

- The cafeteria personnel have the responsibility to sell lunch credits to the students.
- Some students may have credit left over from the last school year that may be used this year.
- Credits transferring from the student's former school will be taken care of through the cafeteria supervisor.

Prices for the 2013 - 2014 school year are as follows:

*Breakfast To Go	Free
Lunch	\$ 1.95
Reduced Price Lunch	\$.40
Adult Lunch	\$ 3.75
Milk	\$.50

- Checks should be made out to the **St. Paul School Food Service.**
- Send lunch money with your child in an envelope with their name, teacher's name, room number and student's pin number.
- Your child will bring home a notice from the cafeteria supervisor when the account is getting low or you may check your child's account on-line.
- A main entree is offered each day in addition to a salad or sandwiches. The milk selection is: skim, chocolate or 1% milk.
- If your child brings their lunch to school or needs an extra beverage, please make every effort to send juices, milk or water. **Pop/soda is not allowed at school.**
- Milk is available for purchase in the lunchroom. **Lactose-free milk is available upon written request.**
- If you have questions or concerns, please call the [school cafeteria supervisor at 651-293-8665](tel:651-293-8665) or go on-line to the district web site at www.sppscafe.org if you have questions regarding your account.

GRIEVANCE PROCESS

If you have any questions or concerns about your child's education, please contact your child's teacher first. Teachers are in the building from 8:15 AM to 3:15 PM daily. We are here to assist you with any questions or concerns you may have, so please contact us.

After the teacher has been consulted and you still have concerns that you feel aren't being addressed, feel free to contact Melisa Rivera, Principal. I will make every effort to get back to you within a 24-hour period.

HARASSMENT

In the St. Paul Schools Student Conduct Guide, harassment is defined as "participating in, or conspiring with others to engage in harassing acts that injure, degrade, disgrace, or threaten other individuals".

Harassment policies of the St. Paul Schools are available from the school office. If you have any questions regarding St. Paul Schools Harassment Policies, please contact Melisa Rivera, Principal.

HEALTH SERVICES (NURSE)

We have a nurse at school four and half days a week.

If your child becomes ill during the day the school nurse will monitor his or her condition and inform you if the child needs to be sent home. In general, please do not send your child to school if any one of the following problems exists: **temperature greater than 99 degrees Fahrenheit, bad cough or pink eye.**

Please contact the school nurse immediately if your child has strep throat, chicken pox, measles, pink eye, head lice or any other health problem that may be contagious. We make every effort to notify parents when their children have been exposed to an infectious condition. The school nurse can be contacted at **651-744-8665**.

HOMEWORK POLICY (Saint Paul Public Schools Policy)

Homework is a necessary and integral part of the learning process, therefore, it is expected that every student in the Saint Paul Public Schools will receive regular homework assignments.

Required homework may be assigned as preparation, practice, extension and/or creative expression. The frequency and amount of homework should reflect the learning level and individual needs of the student. Teachers are responsible for implementing the homework policy in their classroom, and principals are responsible for assuring compliance.

INSTRUMENTAL MUSIC PROGRAM

The Saint Paul Public Schools elementary instrumental music program is for students in the fifth grade. The program takes place after-school in conjunction with our after-school program.

LEAVE-AT-HOME LIST

It is important that students are able to focus on their academic learning while they are at school. We work to eliminate distractions and develop an environment conducive to learning. Therefore we have developed a list of items that should NOT be brought to school. These items are not necessary for the academic success of our students and will not be allowed at school:

- Cell Phone**
- Electronics (CDs, I-Pods, etc.)**
- Toys and trading cards**
- Items of significant value**
- Gum, candy, pop**
- Food (other than lunch and teacher requested snacks)**
- Bicycles, skateboards, and light lasers**
- Baseball bats & Hockey sticks**
- Locks**
- Basketballs, footballs, soccer balls, etc. (equipment will be provided at school)**
- Shoes with wheels**

LIBRARY

Students are allowed to check out library materials during class checkout times. They must respectfully use the materials and return them in good condition and on time. Any damaged or lost items will need to be paid for or replaced in consultation with the Media Staff.

LOST AND FOUND

A lost and found area is located in the stage area in the Multi Purpose Room/ Cafeteria. Keys, money, and jewelry that are lost are turned in and kept in the office. **Identification labels on your children's belongings will make finding them much easier.**

MEDICATIONS FOR STUDENTS

Medication that must be administered during the school day in order for a student to attend school, shall be administered by the school nurse or a designee of the principal whom the school nurse has trained and delegated the function of medication administration.

The school nurse must be notified **IN WRITING** when medication must be administered during the school day. For medication prescribed for two weeks or longer, a written order signed by the prescribing health professional and the custodial parent or guardian is required. Such orders must be reviewed annually or whenever medication, dosage, or administration changes occur. For medication prescribed for less than two weeks, a written request signed by the custodial parent or guardian is required. Controlled substances must always be kept in a locked cabinet and shall never be carried by a student or self-administered.

MONEY

Students are discouraged from bringing any money to school, other than the funds for school lunches and field trips. Otherwise, money in school is not necessary and should be left at home.

NEWSLETTERS

Teachers send home a monthly newsletter in the "Thursday Communication Folder." The school office will be sending a newsletter periodically with important information for students and families. Please watch for this newsletter in your student's "Thursday Communication Folder."

PARENT TEACHER CONFERENCES

In an effort to work together to provide the best education possible, we have scheduled two conference times this year in November and March. If you want additional conferences with your child's teacher, feel free to call or write a note requesting a conference at any time.

PARKING

Please do not park in the bus lane on the east side of Congress St., or in the fire lane in the parking lot of the school at any time.

PHOTO/VIDEO RELEASE

During the year, staff of the Saint Paul Public Schools or media may want to interview, photograph or videotape your child for use in publications and/or public presentations. Included in your child's Emergency Contact form that you complete each year is permission for Media Release.

RECESS

Our policy is to have children play outside unless the wind-chill or temperature is below 0 or if it is raining. Please dress children warmly during the winter months. Hats, boots, snow pants, jackets and mittens are a necessity for students to enjoy their outdoor recess time.

SCHOOL CALENDAR

School calendars are sent home the first week of school with each student in their Thursday Folder. If another calendar is needed, they are available upon request in the school office or on the school website <http://riverview.spps.org>.

SCHOOL CLOSINGS

If school is being closed because of bad weather or other difficulties, it will be announced on WCCO Radio (830 AM). Please listen to the radio to determine if school is being closed.

SCHOOL HOURS

Office	7:30 AM	to	4:00 PM
Breakfast	8:10 AM	to	8:30 AM
AM 1/2 Day Kindergarten	8:30 AM	to	11:15 AM

Grades K-5
PM 1/2 Day Kindergarten

8:30 AM to 3:00 PM
12:15 PM to 3:00 PM

SCHOOL INFORMATION

Riverview Elementary School
160 E. Isabel St.
Saint Paul, Minnesota 55107
Telephone Number:

Office: 651-293-8665
Attendance Line 651-744-4513
Fax: 651-293-5303

Web Site: www.riverview.spps.org

SCHOOL SUPPLIES

Each child will receive a supply list at the end of the school year for the following year. Lists will include the supplies needed for the grade level in which the student will be in the fall. If you need an additional copy, please come to the school office or go on-line on the school website at <http://riverview.spps.org>.

SITE-BASED COUNCIL

The Site Council meets monthly to discuss and advise on policy and budgetary items. The Council is comprised of school staff, community members and parents who are selected in the fall. If you are interested in serving on the Council or have questions, please contact Melisa Rivera (principal) at 651-293-8665 or Katie O'Brien at 651-293 - 8665.

SPECIAL EDUCATION PROCESS

If a parent has a concern about their child's academic progress, speech and language development, or behavior/emotional concerns, please contact your child's teacher. He/she will discuss the situation with you and together you will determine if there is a need for further interventions or services.

Parents with children currently receiving Special Education services may contact their child's special education teachers or case manager at any time. Individual Educational Plans (IEP's) are reviewed annually but parents may request a meeting at anytime.

STUDENT TELEPHONE USE

Students are not allowed to use school telephones, except in the case of an emergency and with adult permission.

STUDENT TRAVEL

While recognizing that travel can provide many educational opportunities for students, certain criteria must be met for student absences to be approved. Truancy laws outline acceptable and unlawful excuses for student absences and allow schools to develop policies to determine whether an absence is counted as excused or unexcused.

Whenever possible, travel should be completed during vacation times to limit the number of instructional days students miss.

If students are absent from school due to travel, the following requirements must be met for the absence not to be counted as truant and to save the student's space:

- A minimum prior notification of two weeks.
- Complete the Riverview Guidelines for Student Travel request form and return it to your child's teacher for approval. The teacher will then submit the form to the Riverview administrator for approval.
- Students are responsible to complete all homework assigned during their vacation. Homework should be turned into the teacher upon the student's return to school.

Approval for travel may be denied if the student is significantly behind in his/her schoolwork and/or there are concerns regarding excessive tardiness or absences.

TARDY

Students are considered tardy if they are not in their classroom 8:30 AM. Any student who is tardy must stop in the main office before proceeding to the classroom. Students will not be admitted to class without a tardy slip from the office. Three unexcused tardies result in one day of absence in our mandated county reporting for school attendance.

TELEPHONE MESSAGES - STUDENTS AND TEACHERS

Messages for teachers can be left anytime during the day, please call 651-293-8665 and you will be transfer to the teacher's voice mail. Teachers usually check their voice mail before school and during their scheduled prep time. Please check your teacher's schedule for exact times. We make every attempt not to interrupt teachers while they are teaching unless there is an emergency.

TESTING

St. Paul Public Schools gives the state-mandated Minnesota Comprehensive Reading and Math Assessments (MCA) to students in third through fifth grade. In addition, fifth grade students also take the MCA science test. Information on specific dates is located on the Saint Paul Public Schools website and Minnesota Department of Education website. Specific information on each test will be sent to parents closer to when the tests are given.

TRANSPORTATION

Bus

School bus rules are enforced for all students, whether they are everyday riders or are on a school field trip or event. The rules and consequences are in the pamphlet: *Protect Your Riding Privileges - Student Responsibilities*, available at school.

Rules and Procedures

1. Students are to ride their assigned bus only, entering and exiting only at their assigned bus stop.
STUDENTS MAY NOT RIDE ANOTHER STUDENT'S BUS - NO EXCEPTIONS!
2. Students must follow the driver's directions at all times.
3. Students must remain in bus seats while the bus is in motion. Once seated on the bus there is no moving from seat to seat.
4. Students must speak in a normal, quiet tone of voice. Shouting and profanity will not be tolerated.
5. Students must keep hands, feet, and objects to themselves.
6. Students may not eat or drink on the bus.
7. Students must wait for the driver's directions before crossing the street in front of the bus.
8. Students who stick their hands or head out the window, open an emergency exit, or use pyrotechnic devices (i.e. lighters, matches, firecrackers, etc.) may be suspended from all bus services immediately for 120 days for grades 4 & 5 and 30 days for grades K-3.

Disciplinary action will be taken for misbehavior in accordance with Board of Education and State of Minnesota Law. The legal definition of Minnesota Pupil Fair Dismissal Act, 127.26 is applied. Any student suspended from the bus may not ride to or from school or on any other class/school event, such as field trips.

Please contact the school office if you have any concern regarding your child's bus transportation.

Other Transportation Issues

Parents must inform the school of any change in transportation. **Students will not be allowed to change from riding the bus or walking unless the school has had direct communication with the parent (via a phone call or parent note). In addition, students are NOT permitted to change buses unless the change is in affect for a minimum of 10 school days. THERE IS NOT EXCEPTION TO THIS RULE.**

If there is any change in the way your child will be going home, please send a note with the student to school that morning. Children will be put on the bus if we do not have a note or a parent /guardian has not contacted the school directly **Please remember we cannot accept dismissal changes from a student.**

UNIFORM POLICY

All students at Riverview Elementary School are required to wear an appropriate school uniform every day. Students will not be permitted in class unless they are wearing an appropriate school uniform. If a student comes to school without a proper uniform on, he/she will be required to change into a borrowed uniform.

[Please see the Behavior Support Handbook for specific details of the Riverview School Uniform Policy.](#)

VISITORS

We encourage parents to visit Riverview School classrooms, but request that you contact the school office in advance. We will confirm the appointment with the teacher. All visitors **MUST FIRST REPORT TO THE FRONT DESK OR SCHOOL OFFICE AND SIGN THE REGISTER.** Visitors will also be asked to wear a "Visitor Badge." Our teachers have been instructed not to allow visitors in the classroom without office approval. This rule is for the protection of your child.

VOLUNTEERS

Volunteers are welcome in our building to help out in the classroom, lunchroom library or office. Please contact the volunteer coordinator at 651-293-8665 if you are interested in volunteering. If you have a special talent to share, please contact your child's teacher.

WEAPONS

The St. Paul Schools Student Conduct Guide states: "There will be zero tolerance of weapons of any kind. 'Weapon' means any firearm, whether loaded or unloaded, a knife, or any device capable of producing death or bodily harm, or any other device or instrument which, in the manner it is used or intend to be used, is calculated or likely to produce death or bodily harm."

If a weapon is brought to school, the police will be notified immediately. Consequences for weapons violations are suspension and/or expulsion.

WELLNESS POLICY

The SPPS Board of Education has approved a Wellness Policy. This policy provides nutrition and physical education guidelines to help our schools become healthier places for our students. Research clearly shows that nutrition and physical activity are directly linked to academic achievement. Riverview asks families to follow these recommended guidelines.

Because many students have food allergies or special food needs, students are asked to not share their food or beverages with other students during meal or snack times.

Families are encouraged to pack healthy lunches and snacks and to try and not include foods with little or no nutritional value.

Families are requested to **NOT** send food such as cakes and cupcakes for birthday celebrations. Acceptable foods and other nonfood suggestions for birthday celebrations are available from teachers or the main office.

Eating food is allowed only in the lunchroom or classrooms.

Students who eat school lunches **are strongly discouraged** from bring extra food into the lunchroom.

Students should **NOT** bring the following items to school (they will be confiscated and thrown away): candy, gum, pop, and bags of chips or Fritos larger than a single serving.

