

RIVERVIEW ELEMENTARY

STUDENT AND PARENT HANDBOOK

2019-2020



Riverview Elementary's purpose is to nurture and educate all students in a positive, caring, and engaging environment where children recognize and achieve their fullest potential while making their most effective contribution to society.

Riverview Elementary School
1300 Spratt Street
Fort Mill, SC 29715
P: 803-548-4677 | F: 803-548-4747
<http://rves.fortmillschools.org/>

All district programs are operated without discrimination on the basis of race, sex, religion, national origin or handicap in compliance with Title VI, Title VII, Title IX, Section 504, and all other applicable Civil Rights Laws.

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ATTENDANCE

Good attendance is essential to the academic success of students **and** all students are expected to be in attendance each day school is in session. Each year, we have excellent attendance by our students. This is a tribute to each family's efforts to have their child at school daily. We appreciate this effort! See the [FMSD Attendance Policy](#) for more details.

LAWFUL ABSENCES

According to SC Code of Laws 59-65-10, the following types of absences are the only ones considered lawful:

1. Serious, chronic, or extended illness of the student. (If your child has a chronic illness or is hospitalized for an extended period of time, please submit medical verification to the principal.)
2. Serious illness or death in the immediate family.
3. Recognized religious holiday for the students of the particular religious faith when pre-arranged.
4. Pre-arranged absences for other reasons and/or extreme hardships at the discretion of the principal.

Parents must provide the school with a note identifying the reason for the absence within two (2) days of their child returning to school. The note should be dated and specify the reason for the absence.

Following any absence, a student is required to present a written note from the parent or guardian stating the date(s) of the absence(s), the reason for the absence(s), and the parent's signature. The note should be presented within two days of the child's absence(s). If we do not receive a note explaining the child's absence then it will be coded as unlawful. The school will only accept a parent written excuse for five total days of absences when the student is ill or absent for another lawful reason. Notes are kept on file by the attendance clerk.

UNLAWFUL ABSENCES

Any absence by a student with or without the knowledge of the parent not meeting one of the conditions for a lawful absence as defined above will count toward the cumulative limit of absences. Written notification will be sent by the school for accumulated absences. A call will be made by the attendance clerk after 3 consecutive absences. When a child accumulates 5 absences that are unlawful or not excused by a medical note, **the parents will be required to attend an attendance intervention (truancy) conference** and assist the principal or his/her designee in the development of an attendance intervention plan which will be valid in any SC school district. Excessive absences and failure to adhere to guidelines of an intervention plan could result in a family court referral. The school will only accept a **parent-written note for five days of absence.** Following those days, doctor's excuses are required. All vacations and trips are unlawful reasons for a student to miss school, and will be considered unexcused.

MAKE-UP WORK FOR ABSENCES

Assignments and class work missed may be made up if a student is absent from school. **This is the responsibility of the student.** Should assignments not be available for the entire period of the absence, the student is responsible for getting them upon his/her return in order to cover the material missed. Remember that experiments, discussions, group activities, etc. may be difficult to replicate. No graded work done or tests taken by the class while a student is unlawfully absent will be made up; therefore, the student will have fewer

grades at the end of the grading period. Additionally, for any tests given after the student returns, the student will be responsible for the material covered in class while he/she was absent. If any work is not made up, it may affect the student's grade. The work needs to be made up within two days of the absence or at the teacher's discretion. If the student is absent, the parent may call and request to pick up assignments **after school** (between 2:40-3:00 pm) in the office. Please do not expect the teacher to provide assignments during the school day.

TARDIES

Our school day begins at 7:35am. Students arriving after **7:35 a.m.** are tardy and must report to the office and **be signed in by their parent/adult for admittance to class.** Students not signed in before 7:35 am are considered tardy. Tardies cost your child valuable educational instruction and interrupt the learning process for other students. **Excessive tardies may result in an intervention meeting for development of an attendance plan which will remain in the child's record and transfer to any receiving school.** Breakfast is important so that students can have an excellent start to their day. For students who would like to eat breakfast at school, they need to arrive in their classroom **before 7:25 am.**

EARLY DISMISSAL

Parents are requested not to pick up a child before the regular dismissal time. All early checkouts must occur before 2pm. This is an interruption of the educational process, not only for your child, but other children as well. A child must be present for at least half of the school day to be considered present as related to perfect attendance. However, any portion of the day a child can attend is to his/her benefit. Please provide verification for medical appointments. Please schedule these as near the beginning or end of the day as possible so your child can be in school.

If parents plan to take a child from school before the close of the day, they should send a note in the morning stating the reason for the early dismissal and the time their child will be picked up. Parents are requested to enter by the front door, come to the school office, and sign out their child. The parent/guardian or an adult acting with the consent of the parent /guardian (that is listed on the emergency information sheet) must come to the office and sign out the student on the computer after showing proper identification. Only the principal or his/her designee shall have the authority to grant permission for early dismissal from school after 2pm. Students will be released from the office to an authorized person with appropriate identification. Students leaving early must be signed out in the office and be dismissed only to a parent or approved family member. **This procedure is for your child's protection – please keep information updated to facilitate this function, especially in emergency situations or early weather related school closings.**

DAILY SCHEDULE

7:05 AM	Car Rider Drop-Off begins Adult supervision begins
7:20 AM	Teacher arrival time/Students admitted to classrooms
7:25 AM	Students must be in class by 7:25 to sign up for breakfast
7:35 AM	Instructional Day begins *(Students must be in the classroom at this time or be signed in by an adult in the office)*
2:20 PM	Students dismissed
2:50 PM	End of workday for teachers

OFFICE HOURS

7:05 AM to 3:15 PM

Main office(803)548-4677

<http://rves.fortmillschools.org/>

ARRIVAL, DISMISSAL and TRANSPORTATION

Safety is our top priority. We need your help to ensure that students are not in dangerous situations. By following the guidelines below, we can work together to make sure our children get to school and leave safely.

BUS PARKING LOT

(Back of the School)

Only school district buses and cars with administrative approval are allowed to park or drop off/pick up in the back parking lot. Employees have parking spaces in the bus lot. It is dangerous for our students to be allowed to walk around buses to get to or from cars. The buses must not be blocked as they have many routes to run.

ARRIVAL

For the safety of all of our students we must follow a plan for loading and unloading cars. Please cooperate with school personnel who are on duty. This will ensure the safety of all children. If they ask you to move forward, it is for the flow and safety of traffic. For safety reasons, students are to get out only on the curbside. Due to the increase in student enrollment and traffic, and in order to maintain the safety and security of each child, it is crucial that drivers follow the designated traffic pattern. Cars must not be left unattended in traffic lanes. When picking up or dropping off children, families need to stay in their cars and in the car rider line until their turn. This is to ensure a fluid transition for everyone, and if followed, will allow for a shorter time spent in line.

MORNING CAR RIDER PROCEDURES

1. Each car should pull all the way to the appropriate drop off station that begins at the end of the covered area in front of the Kindergarten classrooms where a sign indicates that the car rider line starts there. We should be able to accommodate more children safely in this way and lessen the wait time for everyone.
2. Staff members are on duty to make sure students get out of their cars and into the building safely.
3. For safety reasons, students may only exit the car from the curbside. If this is not possible, families are asked to park in the parking lot and walk their child into the building.
4. If you must exit your car for any reason, you must park in the parking lot and cross at the cross walk safely.
5. Students **MAY NOT** be dropped off in the parking lot. If you park in the parking lot, you must walk your child into the school building and sign them in on the computer in the front office.
6. For the safety and security of all children, if teachers are no longer on duty, families must walk their children into the building and sign them in on the computer in the office.
7. Students not signed in before 7:35 am are considered tardy.

STUDENT DISMISSAL

Our students are involved in instruction until 2:20 pm. Students will not be released between 2:00pm and 2:20 pm to prevent interference with instruction and for fairness to those already waiting in the car rider line. This not only takes your child away from instruction, but it interferes with the instruction of the other children by interrupting the class. Students with appointments requiring early dismissal must be checked out before 2:00 pm. Therefore, families will not be permitted to pick students up from the classrooms. The student will be called to the office for dismissal. Only the principal or her representative shall have authority to grant permission for the early dismissal from school.

CAR DISMISSAL PROCEDURES

1. Families should remain in their car.
2. You must have an official car rider pass issued by the school. The pass should be displayed until you have picked up your child. Families with proper ID can pick up extra passes in the office. Please write the child's first and last name and grade level in large dark letters to assist the teacher on duty.
3. Please follow moving traffic and pull forward as directed by the staff on duty.
4. Students may load only on the curb side. If you cannot do this, you must park and enter the building to sign out your child.
5. We ask that you not smoke in your vehicles or when on school premises during drop-off, pick-up, or visits to the school. Everyone is reminded of the district policy prohibiting smoking on any school property, including buildings, grounds, and parking lots at any time. Please be sure younger children accompanying you are supervised.
6. **Students should be picked up no later than 2:45 PM.** If you are unable to pick up your child by this time, please make arrangements for your child to be picked up by someone else and **notify the office of the arrangements in writing.** This is extremely important.

WALKERS

It is our goal to make sure all of our students arrive to and from school safely. Only students who live within a safe distance/route to Riverview Elementary will be allowed to walk to/from school. Parents giving written permission for their child to walk home recognize the school's responsibility for the safety of the child does not extend beyond school supervised areas. An updated walker waiver must be completed each school year.

DAY CARE RIDERS

Since daycare vans take many children at one time and pick up at other schools, they are allowed to pick up students at the back parking lot after school buses have exited.

LATE BUSES AND DAY CARE

RVES may have some late bus students and day care riders who are not picked up when school is let out. These students will be escorted to the cafeteria area to wait on their transportation. While waiting in the cafeteria, students are expected to abide by school rules and expectations.

PARENT VOLUNTEERS AND DISMISSAL

Many parents graciously volunteer their time to the school. If you have been volunteering in the building, please follow standard dismissal procedures. Teachers will not allow you to take your child from their classroom or the dismissal line at the end of the day before the bell. Those volunteering after 2:00 pm can either move their car to the car rider line or wait until 2:40 pm when the car rider line has ended.

TRANSPORTATION CHANGES

Parents are to notify their child's teacher and our front office staff of any transportation changes. Teachers are to receive a **written** note stating: the way of transportation, the date, and a parent signature. This note should be received at the school by 10 AM. If written notification is not received or if approval has not been given by administration, the student will be sent home in their pre-established fashion. **Please do not call the school about a transportation change.** We need **written documentation** (note with your signature, or e-mail from your e-mail address on file) that a change will occur so participating parties can be accurately informed. We cannot guarantee transportation request changes made after 1:30PM. It is the parent's responsibility to notify daycares of changes.

Important Phone Numbers

Riverview Elementary – (803) 548-4677
Fort Mill School District – (803) 548-2527
Bus Transportation Office – (803) 802-1998
Special Services – (803) 548-8358

BUS TRANSPORTATION

(ALSO REFER TO INFORMATION FROM THE [TRANSPORTATION DEPARTMENT](#))

Administrators, parents, bus drivers, and students share the responsibility for safe transportation of students. **Riding a bus is a privilege and must not be abused.** Action will be taken by district and school officials to ensure that all students conduct themselves properly. Where there is evidence of misconduct by any student, action will be taken to correct the situation.

It is important to review the bus rules and expectations set forth by our district transportation department prior to riding on a school bus. Please note that students will not be allowed to ride a different bus home with friends **without prior approval from the district transportation office.** A complete list of school bus rules, policies, procedures and bus transportation change forms can be found through the [Fort Mill School District Transportation website](#).

To ensure a safe environment on each bus, the school fully supports the driver in maintaining safe bus habits. Anyone who violates these safety standards will be subject to disciplinary action by school officials; when necessary, bus transportation will be denied. The driver will report to the school authorities any offenses committed by the students on the bus. When a student is reported for an infraction of the bus rules, the school administrator will investigate the incident and take necessary disciplinary action. A copy of the incident report will be mailed to the parents. When a student is suspended from riding a bus, he/she cannot ride another bus during the suspension period.

Students are assigned to buses at the beginning of the year, and any variation must be approved by the Director of Transportation. If your child needs to ride a different bus home than the one that picks him/her up, then a special request must be made to the district Director of Transportation. Students will be allowed to ride a different bus only as room allows.

It is the desire of the Fort Mill School District that all students arrive at school and home safely. We appreciate your help ensuring student safety.

PETS

Pets are not allowed on school property as a violation of health code, and as a courtesy to students and staff who may have allergies or anxieties related to animals. If you should choose to bring your pet through the car rider line, then they must remain calmly in their car. We have had small ones afraid of the loud barking of the dog, and dogs have jumped out of cars. We all love our pets, and we must remember that the primary purpose of the car rider line is to have students enter safely and happily into the school. Designated service dogs may be on school property.

RETURNING TO CLASS AFTER SCHOOL

Due to safety and equity issues, students will not be permitted to return to school to get homework materials after the school day has ended (2:20).

POLICIES, PRACTICES AND REGULATIONS

FERPA INFORMATION

The Family Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education. The law requires that student records be managed in a confidential manner. Regulations and procedures for compliance of this act are provided through board policy. For more information about your rights under FERPA, please refer to the district's website.

VISITORS TO SCHOOL

Visitors and volunteers must enter by the front door and stop by the office. Security doors to other parts of the building will be opened by an office person after the visitors log in at the computer and scan their driver's license or official government-issued identification. Security procedures require that badges of visitors/volunteers must *be visible* at all times. Visitors must always sign in at the office and obtain their visitor badge before going to a classroom, lunchroom or school grounds. This ensures all students' safety by letting office and classroom personnel know who is in the building. You are welcome to visit in the cafeteria during your child's lunch time or in the building during special events such as the book fair and classroom programs. To ensure uninterrupted instruction time, parents will be allowed in the classroom only at the request of the teacher. No school-age child, relative or friend may visit in your child's class; however, they are welcome to visit during lunch time. Please be aware that if you visit your child for lunch, only your child is allowed to join you at a visitors' table. We ask families to say their goodbyes to their child in the cafeteria and sign out in the main office.

EMERGENCY DRILLS

Safety of our students and staff is an extremely important priority for us here at Riverview Elementary. We work closely with local law enforcement and first responders to create a safe learning environment for each individual.

1. Fire drills are held at least once a month.
2. Tornado drills are held periodically.
3. Lock down and emergency procedure drills also will take place at least two times a year.

GENERAL INFORMATION ABOUT RIVERVIEW

VISITING FOR LUNCH

All parents and approved visitors are asked to be respectful of the lunch schedule by being on time to eat with their student. We must abide by the schedule to ensure everyone is served while protecting instructional time. In order to ensure that enough food is prepared, please send a note to the teacher if you plan to have lunch with your child. This information is needed in the cafeteria before 9AM. Parents planning to have lunch with their child should sign in and meet their child in the cafeteria. Families may not bring food for themselves or their child from outside eating establishments. Because the tables are designed for students, it is difficult for adults to sit on the benches with the class. We ask that all lunch guests sit with your child at the designated guest tables, as we must maintain open aisles due to fire codes. We request that all guests follow the classroom procedures while eating lunch with their child. We ask families to say their goodbyes to their child in the café and sign out in office. For safety and student accountability purposes, students must leave the cafeteria with their teacher at their scheduled time regardless of when the parent arrives for lunch. Eating lunch with your child is a special time for the two of you. For this and safety reasons, other students are not allowed to join you and your child for lunch.

STUDENT NUTRITION “FOOD FOR THOUGHT!”

Our cafeteria staff serves breakfast and lunch at school every school day. Breakfast is served in the classroom and we encourage our students to eat breakfast with the cafeteria or at home. Lunch is served in the cafeteria daily. Menus, nutritional and allergen information are available on our website and teachers post the menu in their rooms. There is also a free App available for your smart phone, Mealviewer. The cafeteria also offers extra sale items, milk, ice cream, juice, water and snacks to purchase. For a student to purchase extra sale items, the parent must fill out a form giving permission. All foods served by the cafeteria meet state and federal guidelines. Our kitchens are tree nut and peanut safe.

*Please note that if we have a two-hour weather delay, no breakfast will be served.

The following are easy ways to pay for meals and extras:

- Online via the district website's Pay Fees lunch card feature. You are also able to see meal purchases and balances. You can set up email alerts for balances on Parent Portal.
- By a separate check made out to your school's cafeteria. The check should not include other school fees. Please note the child's cafeteria account number on the check - if the check is written for more than one child, each child's account number and the amount to credit to each child should be noted on the check. Include a phone number.
- Cash is also accepted as payment but is strongly discouraged as it can be lost.
- Transfer of funds from one sibling to another is also available via the Student Nutrition tab on the website.

The meal costs for students are

Breakfast=\$1.35 Reduced Breakfast Price \$ 0.30

Lunch=\$2.25 Reduced Lunch Price: \$0.40

The price for adult breakfast is \$2.30; adult lunch is \$4.00.

[Applications for free and reduced-price meals](#) are available at all times in the school office, in the cafeteria and on the district website and you can apply online at www.lunchapplication.com. Students must reapply each school year.

Our cafeteria does not deny students meals and we allow students to charge meals up to \$15. Automated calls, emails and letters are sent out weekly for students who owe the cafeteria money. If your student owes more than \$15 a charged alternate meal will be provided until payment is received or a payment plan is established.

Due to the number of food allergies, homemade or home baked foods are not allowed to be distributed to students within the classroom or applicable classroom setting. Acceptable foods for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item. This policy is designed to provide consistency and minimize allergy risks in all classrooms, while maintaining a safe and positive learning environment for all students. ([Board Policy J LCDD](#)) Our district also has a Wellness Policy ([Board Policy ADF](#) and [Board Policy EFE](#)). For more information, review the [FMSD District Policy](#).

PARENT-TEACHER ORGANIZATION (PTO) AND CLASSROOM VOLUNTEERS

Our school encourages your participation in PTO sponsored activities during this year. Our PTO is an extension of the school family, and is dedicated to the support of instructional programs, teaching/learning, and safety. This important group has one major fund-raiser each year ([Boosterthon](#)). In addition, the PTO needs volunteers to help with special programs and serve on committees. Please consider volunteering your time to assist this organization in helping all classrooms, teachers, and students through their many beneficial projects. See the [RVES PTO](#) website for more details and information about on-going events.

Many parents and grandparents like to help in the classroom, and we value your assistance. In order to provide a learning environment free from distractions, we ask that volunteers dress in a manner appropriate for the classroom, make other arrangements for younger siblings, check in at the office, turn off cell phones, and avoid unscheduled conferences. Volunteers should plan to attend the volunteer orientation. Because the maintenance of copying machines can be expensive, we require that volunteers attend a training session before using any school machines.

All visitors to our school are required to sign in at the front office using our Ident-a-kid system. This system provides a quick license background check. Chaperones for off-campus field trips MUST first be approved by our district-wide background check. This check typically takes approximately 2 weeks to complete and may be initiated by completing the form found [here](#). Once approved, chaperone status is in effect for 3 years.

SCHOOL IMPROVEMENT COUNCIL

All elementary schools have a School Improvement Council made up of teachers, parents, and administrators that will help to facilitate communications between the community and the school. Officers of the PTO may be elected to serve on the School Improvement Council. Additional members will be elected later in the fall.

CLASSROOM COMMUNICATION

Messages can be taken for students and teachers, but it is not always possible to deliver them immediately. Parents wishing to confer with teachers on the phone are requested to limit their calls to before or after school hours, as teachers cannot leave their classes for telephone conferences between 7:20am and 2:45pm. Students wishing to call home may use the school phone for health and transportation EMERGENCIES ONLY. Forgotten snacks, improper shoes for physical education and assignments left at home does not constitute an emergency.

The main job for our teachers is to provide quality instruction in a safe environment. In addition, all Fort Mill Elementary Schools have a schedule of duties for teachers. Each teacher has a short planning time on most days. Because teachers are busy teaching and planning, please do not expect an immediate response to an e-mail that you send. A teacher may not check his/her e-mail until school is out, so you should send any change in afternoon transportation plans (for example, ride the bus instead of car) via e-mail to Carrie Blackwell. Her e-mail address is blackwellc@fortmillschools.org.

CUSTODY

A change in custody will require new custody papers and a change of address will require a new proof of residency. If you are separated or divorced, we need to have a copy of your custody papers on file. If at any time you feel that a problem of abduction may occur, we need to have immediate knowledge of this in the school office.

STUDENT CELL PHONES/ELECTRONIC DEVICES

Student cell phones should be kept in a book bag. Electronic devices, including cell phones, must be turned off during the school day and while on the school grounds. A cell phone may not be used during the day to play games or to text message. The student may not use a cell phone to call/text a parent during the school day without a teacher's permission. **This includes devices like smartwatches or electronic communication devices that serve as telephones.**

If a student has a smart watch and is only using the basic watch features while at school, it is fine to have and wear. Students should not use the watch features that make it function like a phone, such as calling, texting, using apps, or playing games. If this is happening, the teacher can ask the student to put the device away in their book bag, or confiscate it and contact the parent. We want to minimize distractions and maximize engagement in our school environment. Any devices seen or heard at school will be confiscated and parents will need to retrieve items from school for the first offense. If a second offense occurs, the device is held in the office until the end of the school year.

As noted in School Board Policy JICJ, the school principal or his/her designee will have the authority to limit the use, take disciplinary action and/or confiscate electronic communication devices if the use or possession of these devices may cause or is causing a disruption to the school and/or event. Unauthorized use of a cell phone or personal electronic device may include, but is not limited to, taking pictures or recording without permission, cheating, harassment or bullying, use during any emergency drill, use during unauthorized time or use for unlawful activities.

INCLEMENT WEATHER

The decision to close or delay schools will be made by 6:00am. Announcements will be made via **Blackboard**®, and on WRHI AM radio, CN2, and Charlotte TV stations (WSOC, WBTV, WSOC). Delays and closings will be posted on the district website www.fortmillschools.org and available at the district office phone number 548-2527. Information will be listed for FORT MILL SCHOOL DISTRICT #4, not York County Schools. No breakfast will be served if school is delayed. When weather is threatening, please be sure your child and the teacher know how he/she is to get home if school is dismissed early. The **Blackboard**® phone system (803-548-8379) will leave messages about changes of schedules. In order for you to receive these messages, we must have your up-to-date phone number and e-mail address in our PowerSchool database. It is the parent's responsibility to contact after-school care to learn about their procedures.

BOOK BAGS

Book bags are required at school. However, due to safety reasons, rolling book bags are not permitted.

ASSEMBLIES AND PERFORMANCES

Our first commitment is to classroom instruction. Assembly programs and performances are sometimes an important part of the educational program. It is expected that an atmosphere of respect will be maintained throughout all assemblies by presenters, participants, and members of the audience. When visitors come to the school, it is expected that they will demonstrate polite behavior and be role models for students by staying for the entire program to avoid disruption. For example, if attending a performance, please do not get up and leave as soon as your child's part is over.

LOST AND FOUND

Items found at school are turned in to the Lost and Found area outside of the cafeteria. Parents and students are encouraged to check this area if they are missing any items. Several times a year when the area is overflowing, we take items not claimed to a local clothing closet. Please put your child's name on clothes, lunch boxes, notebooks, etc.

SCHOOL FEES

Students must settle all fees and property owed to the school prior to the end of the school year. This includes library books, textbooks, and teacher materials.

Fort Mill School District has implemented an online payment process. Our goal is to keep cash and checks out of the schools and classrooms. The online system is set up to accept payment for registration fees, lunch accounts, activity fees (i.e. field trips) and classroom fees (i.e. class t-shirts and yearbooks).

Click on '\$ Pay Fees' on the school home page or go to <https://www.studentquickpay.com/fort-mill/> and you will be able to see current fees and your child's lunch account. If you have not created an account and need your child's student ID, please call the school office.

DELIVERIES

The school will not accept nor deliver to students any items before, during, or after school unless they are of an educational nature/value or medically necessary. When sending balloons or flowers to a child, please use his/her home address. Do not send these items to the school. District procedures do not allow these items on a bus.

MEDICAL INFORMATION

IMMUNIZATION REQUIREMENTS

All students in grades Pre-kindergarten through 12 are required to furnish a valid South Carolina Certificate of Immunization prior to enrollment. School officials shall record the immunization data on the student's health record and/or attach a copy of the certificate to the health record. For more information from DHEC, [see this link](#).

CONTAGIOUS DISEASES

Students with contagious diseases are not allowed to attend school. Children should be kept at home if they have experienced vomiting or fever during the night. Students should be fever free for 24 hours **without using medicine** to bring the temperature down before returning to school.

HEALTH SERVICES

Parents will be notified if a student becomes ill or is injured during school. When it is necessary for the student to leave school, a parent, guardian, or designated alternate must sign the student out in the office. **The health and well-being of all students is of utmost importance. We will request that you pick up your child if his/her medical condition is unstable, or if he/she is not capable of participating in the daily school activities. This decision is based upon an assessment conducted by the school nurse. In addition, the school must also follow the DHEC School Exclusion List for specific medical conditions to be in compliance with SC State Health guidelines.**

If a student brings medication to school, the following requirements must be met:

PRESCRIPTION MEDICATION

1. The Medication Consent Form must be completed and turned in with the medication. The form must be signed by the doctor and the parent.
2. Prescription medicines must be in the pharmacy container with your child's name on it. (Ask your pharmacist for an extra bottle in order to divide the prescription between home and school.)
3. Parents must deliver all medications to school.
4. The medication must carry a prescription label with the following information:
 - a. Child's name
 - b. Name of drug
 - c. dosage instructions
 - d. doctor name
 - e. CURRENT prescription date
5. Medication will be kept in a locked cabinet in the office at all times.
6. School personnel will give medication only with a completed form signed by the parent and the doctor.
7. Medication must not be sent with a child on the bus or with a child walking to school.

OVER-THE-COUNTER MEDICATION

1. The Medication Consent Form must be completed, signed by the parent and turned in with the medication when the parent brings it to the office.
2. The over-the-counter medication must be in the original container or box (not in a plastic bag).
3. The following items will be available in the health room for first aid treatment of your child during the school day: Saline eye wash, Vaseline, Hydrocortisone 1% cream, and Aloe Vera. If you do not wish for your child to be treated with these items, please send a written note to the nurse including your child's name, the teacher's name, the date, and your signature.
4. NO other medications are supplied by the school.

NOTE: ASPIRIN OR PRODUCTS CONTAINING ASPIRIN CANNOT BE GIVEN OUT WITHOUT A DOCTOR'S PRESCRIPTION.

MEDICAL EMERGENCIES

If medical emergencies arise, the school nurse and school administrator will enact medical care deemed appropriate to the student (i.e. call 911 or transport the student to the hospital). In these cases, the schools will make every attempt to contact the parent/guardian. Please be sure to keep your student's emergency information updated with correct phone numbers. **If a parent/guardian is out of town and has left their child in the care of another adult, written documentation should be on file with the school. This documentation will authorize the school to contact the alternate person in case of illness or a medical emergency.**

PHYSICAL EDUCATION

Physical Education is required by the state for all students unless the student has an excuse from a physician due to a physical disability. If a child must be excused for a temporary illness, a note from a parent or doctor must be sent with the child. Any illness extending more than a week must be excused by a doctor. Children must wear athletic shoes to participate in Physical Education.

HOMEBOUND

Students who experience extended illness or injuries that result in long term absence from school may apply for homebound instruction. Information concerning homebound may be obtained from FMSD Special Services Office.

RISK ASSESSMENTS

The safety and security of all students is of the utmost importance to our faculty and staff. Should a concern arise about a student being a danger to him/herself or others, District protocols for conducting a risk assessment (suicide and/or threat) will be followed to the extent appropriate. These assessments may include interviews with students and staff, a review of student records, and consultation with district mental health staff, local law enforcement, or other community agencies that help support our schools and students. If, as part of its assessment and response, the District determines there is an articulated and significant threat to the health or safety of a student or other individuals, it may disclose personally identifiable information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

RESTRAINT

For the purposes of these guidelines, physical restraint is defined as a personal restriction that immobilizes or reduces the ability of an individual to move his or her arms, legs, or head freely. This definition encompasses mechanical restraints, further defined as a device that restricts the movement or function of a child or a portion of a child's body.

Restraint, as defined by these guidelines, does not include the following:

1. temporarily holding an individual to help him or her participate in education or daily living activities;
2. escorting techniques, where a student is provided limited physical encouragement to help him or her move from one location to another without rising to the level of physically forcing compliance (e.g., hand on the back or a hand on the elbow);
3. chemical restraints (medication for safety or behavioral supports) determined by medical personnel;
4. appropriate use of adaptive equipment or products, provided they are used in accordance with manufacturers' recommended usage.
 - a. Adaptive equipment may include, but is not limited to, adaptive seating products or therapeutically prescribed devices such as weighted vests.
 - b. If adaptive equipment, such as Rifton chair or weighted vest is used for the purpose of limiting mobility or as a punitive measure, its use constitutes restraint.

The use of restraint is limited to emergency situations where the behavior of the student poses a threat of imminent, serious, physical harm to self and/or others and the student has the ability to cause such harm. Restraint may be used only as a last resort after proper positive behavioral interventions and de-escalation techniques have failed to de-escalate the risk of injury.

Restraint should never be used: 1. as punishment; 2. to force compliance or address non-compliance; 3. as a substitute for appropriate educational support; 4. in response to property destruction; 5. in response to a student's flight, escape, or running away, unless there is imminent risk of injury related to the escape; 6. in response to verbal threats and profanity that do not rise to the level of physical harm unless the student demonstrates a means of carrying out the threats; 7. longer than needed to resolve the risk of actual harm.

The use of prone restraints (face down on stomach) with the exception of approved Crisis Prevention Institute (CPI) endorsed floor restraints, supine restraints (face up on the back), or any hold or maneuver that places pressure or weight on the student's chest, lungs, sternum, diaphragm, back, neck, or throat are strictly forbidden. Moreover, the degree of force used must not exceed what is necessary to protect the student or others from imminent bodily injury.

Necessary Documentation & Review: The use of restraint in the school setting triggers the district's obligation to create and maintain specific documentation regarding the incident. Documentation must include:

1. actions attempted prior to the restraint in an effort to manage or de-escalate the situation;
2. a clear description of the safety concerns posed to the student or others;
3. student's behavior before, during, and after restraint;
4. location of the restraint;
5. amount of time in restraint;
6. a description of the physical restraint techniques used and training personnel received prior to implementing restraint;
7. names and position titles of personnel involved with the incident;
8. date and time the administrator was notified;
9. date and time the parents were notified and by whom;
10. name and position of person(s) completing the documentation.

Training: Restraint training must be provided, and reviewed, at least annually, by a credentialed trainer through a nationally recognized, externally developed professional training program. The training must include the following components:

1. prevention of behavior problems through a positive behavioral supports climate;
2. conflict prevention and conflict management skills;
3. de-escalation skills that enable staff members to respond to students in ways more likely to calm, rather than escalate, the situation;
4. information on physical and emotional risks of escalation and restraint;
5. instruction on personal safety skills for staff who work with students who are more likely to present safety concerns;
6. prohibition on the use of prone restraints (face down on stomach) with the exception of approved Crisis Prevention Institute (CPI) endorsed floor restraints, supine restraints (face up on the back), or any hold or maneuver that places pressure or weight on the student's chest, lungs, sternum, diaphragm, back, neck, or throat.

The training program used must include some method of assessment that ensures appropriate skills are in place. The program must also provide documentation that a participant has successfully completed the training, either through a certificate or other credential. Fort Mill Schools must keep a list of those who have completed training, including a description of the content of the training, on file. The school district retains discretion as to which personnel should receive restraint training. However, training must be provided to enough staff members that the school district can ensure a sufficient number of staff is available if restraint is used.

REHABILITATIVE BEHAVIORAL HEALTH SERVICES

A mental health worker from Rehabilitative Behavioral Health Services sees children on-site that qualify for the services of that agency. Teachers or parents may refer children. Parent permission is required for service.

CONDUCT AND DISCIPLINE

STUDENT CONDUCT

Everyone in our building has the right to be treated with dignity, courtesy, and respect. Every child has the right to learn in a positive classroom environment. Every teacher has the right to teach all students without disruptions. The secret to discipline – we will develop relationships with our students so they know we truly care about them as an individual. As we invest in student relationships, discipline will be more effective.

RULES FOR STUDENTS

Riverview's only rule is that students will not interfere with their learning or the learning of others. Accompanying this rule are school-wide procedures that students should:

- be prepared by having necessary materials ready for use.
- show respect and cooperate with all adults and students at the school.
- follow policy and regulations for every activity considered a part of the school program regardless of the time or place.
- follow all bus procedures while riding the school bus.
- keep hands and feet to themselves.
- avoid running on sidewalks, in hallways, and in the building.
- not to chew gum in the school.
- not to throw objects (including rocks/sand/mulch) that may injure others.
- not to leave school grounds during the day without permission.
- not to bring toys, glass bottles, unnecessary money, games (electronic or otherwise), or stuffed animals to school.

STUDENT BEHAVIOR GUIDELINES

Riverview Elementary School conducts an instructional program for the benefit of the students attending the school. In order for students to have a positive school experience, an atmosphere of good behavior must be maintained. The faculty and staff of Riverview Elementary believe that good student behavior is primarily the product of two areas of personal development: (1) respect for others and (2) accepting responsibility. While each child is responsible for his/her own behavior, we encourage parental support of the school rules.

These two areas are stressed at the beginning of each year when teachers discuss school procedures. Parents help by reinforcing these areas to further ensure that the proper learning environment is maintained at our school.

Students are EXPECTED to be diligent in carrying out their school responsibilities. The staff deals with student misbehavior in a consistent and fair manner. The necessity for maintaining an orderly educational environment, combined with our concern for each child's safety and welfare enter into each disciplinary action. It would be impractical to cover every possible discipline incident in a student handbook, however, the following are levels of conduct outlined by District policy:

Level 1 – Disorderly Conduct – This includes any activity in which a student engages that intends to interfere with orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturbs the classroom or school. Acts of disorderly conduct may include but are not limited to: tardiness, cheating, lying, abusive language, cutting class, truancy, acting in a manner that interferes with instruction, failure to complete assignments or follow directions, or any other disorderly acts as determined at the school level.

Level 2 – Disruptive Conduct – This includes those activities that are directed against persons or property and the consequence of which tend to endanger the health or safety of themselves or others in the school. Acts of disruptive conduct may include but are not limited to: fighting, minor vandalism, stealing, threats against others, trespassing, abusive language to staff, refusal to obey school personnel, possession of unauthorized substances, unlawful use of communication devices, or any other disruptive acts as determined at the school level. Bullying or intimidation will not be tolerated.

Level 3 – Criminal Conduct- This includes those activities in which student engages that result in violence to themselves or to another person or property or which pose a direct and serious threat to the safety of themselves or others in the school. Acts of criminal conduct may include but are not limited to: Assault, extortion, bomb threat, possession of a weapon, major vandalism, threatening school personnel, or any other criminal conduct as determined at the school or district level.

DISCIPLINE CONSEQUENCES

In the event that a student is sent to the office for a discipline referral, a copy of the referral will be sent home with the child and another mailed to the parents. In each incident, the consequences will be as appropriate for the infraction as possible. The consequences include, but are not limited to: verbal reprimand, withdrawal of privileges, appropriate alternatives (ex: writing on walls would result in cleaning the walls), parent conferences, detention, in-school/out-of-school suspension.

BULLYING

While every effort will be made to shape behavior through positive reinforcement, we must all keep in mind that every child should have the right to study, participate in class, and work in a safe environment. Name calling, intimidation, threats, and disrespectful attitudes toward classmates, volunteers, school staff members, or visitors is not acceptable. Our students will learn in Guidance how to discern the difference between Rude, Mean, and Bullying behaviors. With the understanding that Rude behaviors are hurtful but unintentional, Mean behaviors are hurtful and intentional but only occur once or twice. Bullying is an ongoing pattern of behavior, **not a one-time occurrence**. Bullying is when Mean behaviors occur over and over (more than 3 times). Our students will be equipped with tools to navigate each situation appropriately. Bullying is intentional aggressive behavior. It can take the form of physical or verbal harassment and involves an imbalance of power. It is not acceptable for a child to draw, write, or make threatening statements online or in person. This behavior will be addressed through disciplinary action at the discretion of the school administrator, as per [FMSD Board Policy JICFAA](#). Resources for addressing bullying behaviors are available from the guidance counselors or for checkout from the bookcase in the guidance office.

Riverview Elementary is committed to providing a school environment that is safe, orderly, conducive to teaching and learning, and free from unnecessary disruption. Please be aware that School Board policy and South Carolina Code 59-24-60 require school officials to contact law enforcement officers when a student engages in any activity that *may or does result in injury or serious threat of injury to a person or property*.

Parents are asked to support the schools in their effort to maintain discipline and high standards of conduct. At the beginning of each school year teachers and administrators discuss with students behavior expectations, but parents are requested to discuss with children the importance and the need for good behavior and a positive attitude at school, too. Children must learn self-discipline in order to become effective learners and good citizens. With home-school cooperation, an environment in which all students are safe, secure, and able to learn can be created and maintained.

DRESS CODE

Riverview Elementary School follows the FMSD policy regarding dress code. The administration reserves the right to determine what is appropriate for school based upon the school board policy as outlined here.

In the interests of health, safety, cleanliness, decency, and decorum, students will follow these guidelines as identified in [FMSD Board Policy JICA-R](#).

Grades K through Five

Proper shoes must be worn at all times for safety reasons. Shoes with cleats may not be worn. Logos or clothing that promotes alcohol, drugs, tobacco, racism, hate, gang affiliation, nudity, or profanity is not allowed. No

clothing or accessories are allowed to disrupt the educational process. The administration reserves the right to determine what is appropriate for school.

Students may wear shorts, dresses, skirts, etc. which are of appropriate length. Tops must be long enough that they can be tucked into pants or shorts. Basketball jerseys must be worn with an appropriate garment (i.e. tee shirt). No headwear (hats, caps, hoods, etc.) or sunglasses may be worn in the building. The following items are not appropriate for school:

- flip flops
- spaghetti straps
- tattered or torn clothing
- underwear that is visible
- tank tops
- muscle shirts
- t-backs and cross-backs

Violations will result in the following:

First and Subsequent Offenses: phone call to parent

PERFECT ATTENDANCE

The school recognizes students who have perfect attendance. Perfect attendance will be recognized at the end of the academic year.

INVITATIONS

Parents/students cannot hand out invitations to out-of-school birthday parties or get-togethers unless every child in the class receives an invitation.

Classroom Activities/Celebrations – Acceptable Food Guidelines: Homemade or home baked foods are not allowed to be distributed to students within the classroom or applicable classroom setting. Acceptable foods for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item. With the continued rise in severe and often life-threatening food allergies, this policy is designed to provide consistency and minimize allergy risks in all classrooms district-wide, while maintaining a safe and positive learning environment for all students. It is important to note that the policy does not apply to a student's personal lunch.

CLASSROOM PERFORMANCE AND ACADEMIC EXCELLENCE

HIGH EXPECTATIONS FOR STUDENT ACHIEVEMENT

As part of each student's intellectual development, the administration and staff of Riverview Elementary School set high standards each year for its students in the areas of academic achievement. We encourage our students to do their best in their schoolwork so that each child can achieve his/her personal best.

HOMEWORK SCHOOL POLICY

1. Children are expected to read ***daily*** as part of their homework assignments. When provided, additional homework will be reinforcement activities; no new skills or material will be introduced as part of homework.
2. Written homework will be such that it can be completed with a minimum of parental help.
3. Teachers will send home completed classwork/homework for parental review and support.
4. Homework assignments should be such that they can be completed within a reasonable length of time taking into consideration the age and ability level of the children

HOMEWORK SUGGESTIONS FOR PARENTS

1. Designate a homework spot and time and be available to assist if help is needed.
2. Encourage your child to write down assignments and check on a daily basis to see what homework is due.

3. When assistance is needed, talk your child through the problem or question until he/she can find the solution.
4. Remember to help your child balance household responsibilities, play, and study.
5. Review the classwork that the teacher sends home.

PROMOTION AND RETENTION OF STUDENTS

Every parent and teacher would like for students to move along successfully through each grade. Our goal is to take each child, evaluate their skills at the beginning of the year, and provide instruction to ensure academic growth throughout the year. Please examine student work that is returned for your review because it will help you to see how your child is progressing. Parent conferences in October will provide you with another opportunity to discuss your child’s progress.

State law requires that the school send a letter at the end of the second quarter (usually January) and at the end of the 3rd quarter (usually in March or early April) to alert parents of the possibility of retention for a student. The final decision will be made in May, but the letters give parents a chance to work together with the teacher to make the progress needed to meet state standards for their grade. If you receive a retention letter, it does not mean that your child will be held back because we continue to hope that she/he will improve and be ready for the next grade. Retention can often be prevented by making sure the child completes and turns in all assignments, examining the possibility of health issues which may affect classroom performance, providing a routine time and place for the child to study daily, reading daily with the student, and making sure children have enough sleep. If you are unsure of what your child needs to know to pass, you can visit the state website at <http://www.ed.sc.gov> and search for curriculum standards, or ask your child’s teacher or administrator for the information. Many things are taken into account in determining if a child is ready for the next grade: attendance, mastery of state standards, knowledge of the English language, age, physical size, intellectual ability, previous grade placement, behavior, maturity, level of achievement, motivation and disabilities are all considered. A Light’s Retention Scale is a normed assessment used by elementary schools in Fort Mill to assist with making this important decision. Review [FMSD Board Policy IKE-R](#) Promotion And Retention Of Students for additional information.

Act 284 (Read to Succeed) requires that, beginning with the 2017-2018 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment SC READY. A student may be exempt for good cause from the mandatory retention but shall continue to receive instructional support and services and reading intervention appropriate for their age and reading level.

GRADE REPORTS AND CONFERENCES

Academic achievement will be graded using a numerical grading scale to denote respectively, excellent, good, average, poor, and failing. The numerical ranges for grades will be as follows:

90-100 =	80-89 =	70-79 =	60-69 =	59 or below =
A = Excellent	B = Good	C =Average	D =Poor	F =Failing

The letter S-satisfactory or N-needs improvement will be used to denote participation in certain related arts classes.

Parents may access their child’s grades using Parent Portal. Kindergarten and first grade will be using a Standards Based Report Card. All K-5 grades will be issued report cards on a 9 weeks grading period as an indication of their progress and confirmation of their achievement and are expected to take them home to share with their parents. Schools in Fort Mill use a computer program called [PARENT PORTAL](#) to post grades. By logging on to this secure program, parents will be able to check the grades of their students in grades 2-5. Teachers will post grades within 2 weeks of the due date of the task.

A parent-teacher conference day will be scheduled in October. These conferences are an opportunity to learn about your child’s strengths and areas needing improvement. You need to make an appointment with the teacher to discuss your child’s progress. Teachers are also available to meet with you before or after school if you make an appointment. Additional conferences may be requested by families or school personnel.

PARENT RESOURCES

The school counselors are available as a parent resource. You may want to consult the counselor when you have concerns about your child’s academic achievement or you are worried about behavioral changes. Please call when you have information about your child that you would like the school to know or if you have concerns or would like more information about the guidance program. Riverview has a guidance resource center available to students and parents with materials pertaining to: alcoholism, behavior at home and school, bullying, careers, communication, death, decision-making, developmental stages, discipline, divorce, drugs, family relationships, fears, feelings, hyperactivity, learning disabilities, motivation, parenting skills, peer relationships, responsibility, self-concept, sexual abuse, stress, and study skills. Materials include books, DVD’s, pamphlets and brochures. These may be checked out before, during and after school each day, as well as during open house and PTO meetings. These materials are an aid in helping you understand your children at home and school. Please utilize the guidance resource center; it was created especially for you with support from the PTO.

STANDARDIZED TESTS

Standardized tests are administered in grades K through 5 as indicated below:

	K	1 st	2 nd	3 rd	4 th	5 th
KRA	X					
COGAT Ability Test			X			
STAR Reading & Math	X	X	X	X	X	X
MAP (Fall)			X			
Fountas and Pinnell (F&P) Reading Assessments	X	X	X	X	X	X
State Achievement Test (SCReady & SCPASS)				X	X	X

Kindergarten Readiness Assessment (KRA) | A readiness test given individually to kindergarten students within the first 45 days of school.

COGAT | An ability test usually administered in the fall of 2nd grade to select participants in the Gifted and Talented Math and English Language Arts for grades 3-5.

Measures of Academic Progress (MAP) | **NEW THIS YEAR**, MAP testing will only be administered to students in second grade. The assessment is used to assess achievement in reading, math, and language arts and will be administered in the fall. The students will receive a RIT score that serves as an estimation of his/her instructional level and will also help select participants in the Gifted and Talented Math and English Language Arts.

STAR Reading | STAR Reading is a standards-based, computer-adaptive assessment that measures students’ reading comprehension. These assessments are administered throughout the year and provide teachers formative data to guide instructional decisions in the classroom throughout the school year.

F&P Reading Assessments | The F&P Benchmark assessment (fall & spring, as well as throughout the year as needed) is used to determine student’s independent and instructional reading levels. Teachers are able to

observe student reading behaviors one-on-one, engage in comprehension conversations that go beyond retelling, and make informed decisions that connect assessment to instruction.

SC Ready (May) | The South Carolina College-and Career-Ready Assessments (SC READY) are statewide assessments in English language arts (ELA) and mathematics. The SC READY Assessment items measure student performance on the 2015 South Carolina College-and Career-Ready Standards.

SCPASS (May) | The South Carolina Palmetto Assessment of State Standards (SCPASS) is a statewide assessment administered to students in grade four for science. SCPASS test items measure student performance on the South Carolina Academic Standards. SCPASS test items are written to assess the content knowledge and skills described in the academic standards and indicators.

Do not hesitate to contact us at Riverview if we can be of assistance. Let us know if you have any questions.
We look forward to a wonderful year together!