

## **FOREWORD**

The purpose of this handbook is to familiarize you with the operation of Riverview Elementary School. It is the desire of the entire staff to make your child's experience in this facility as enjoyable and successful as possible.

We are convinced that next to the home experience, the school will probably be the most powerful influence in the lives of children who attend here. We realize the great responsibility this places on us as a staff and are thus dedicated to creating an atmosphere that is not only conducive to learning, but that also helps the child develop a positive feeling of self-worth. It is our desire to build a foundation for future learning and to help your child learn qualities that will help them to become successful citizens of their future communities.

The success of the Riverview Elementary is very dependent on your cooperation. In order for each child to reach their potential, all stakeholders (students, parents, and school team members) must take responsibility for learning and be willing to put forth the effort necessary to ensure success. We fully expect parents to monitor their child's effort, attitude, and progress. Research has proven that active parental involvement is one of the leading indicators of student success and growth. Please make sure all your homework is completed daily which will help your child from falling behind.

Please feel free to visit the classroom and get to know your child's teacher. Again, look over this handbook and become familiar with Riverview's procedures and expectations. We are counting on your help and support and look forward to working with you to make your child's experiences at Riverview Elementary School successful.

In accordance with No Child Left Behind legislation, we must include numerous federal/school notices in this handbook. The notices include critical information concerning parent and student rights, privacy issues relating to educational records, a non-discrimination notice concerning students under the Individuals with Disabilities Act (IDEA) – special education & 504, right to request teacher qualifications and a home/school compact. The compact outlines responsibilities of the student, parents, and the teacher. Please look through the notices and familiarize with each. The notices will be printed only in English for the handbook but may be available in Spanish on the district's and school's website. The notice for Annual Yearly Progress (AYP progress report) will be sent home at the beginning of the school year which is intended to inform all stakeholders on the academic status of the school overall.

Sincerely,  
Ben Lemons  
Principal

# **Riverview Elementary**

1463 N. 800 E.  
Shelley, Idaho 83274  
Phone: 357-5625 Fax: 357-5528

## **Shelley School District Board of Trustees**

Brian Osterman, Rich Brown, Scott Fredrickson,  
Cole Clinger, Lisa Marlow

## **Shelley School District Administration**

545 Seminary Avenue  
Shelley, Idaho 83274  
357-3411

## **Shelley School District Office Staff**

Superintendent - Bryan Jolley  
Business Manager - Trish Dixon  
Accounts Payable - Stephanie Harker  
Payroll Secretary - Julie Hawkins

### **Mission Statement**

The mission of Riverview Elementary is to develop capable, future citizens. Educators, parents and the community join together to provide the necessary knowledge and skills in a positive, safe, and cooperative environment. It is our goal for each child to reach their potential by achieving personal responsibility and a desire for life-long learning.

### **Vision Statement**

We envision students participating in a safe, positive learning environment dedicated to improving their lives through acquiring knowledge. Each child will receive respect, encouragement, and the opportunities they need to build the knowledge skills and attitudes to be successful, contributing members of a changing society.

### **Riverview Elementary Philosophy/Objectives**

Education constitutes the preparation of individuals to make free and self-reliant use of the faculties with which they have been endowed. If schools are to meet the fore-seeable demands of a learning society, it is important that children take charge of their own learning and be responsible for what and how they learn.

Following Idaho Code, Section 33-1612, Thoroughness legislation, Riverview Elementary objective is to provide:

**Safe Environment** – District and building procedures address safe working conditions and environments, in addition students are encouraged and expected to experiment, and develop their own perspective on life in a safe, non-threatening school/classroom environment.

**Classroom Discipline** – Teachers are committed to nurturing, well disciplined classrooms free from violence and harassment.

**Basic Values** – The development of strong citizenship is essential for all students as they are taught loyalty, honesty, tolerance, kindness, respect for authority, self and one's fellow beings and property.

**Communicate Effectively** – Appropriate communication skills are taught daily in all classrooms. School personnel are dedicated to provide open communication between home and school via. Phone calls, notes, home visits, grade reports, and an open invitation to parents for classroom visits and interaction.

**Basic Curriculum** – It is the responsibility of the school to provide opportunities for mastering skills within the basic curriculum areas of reading, writing, and mathematics. Students will develop confidence and learn to communicate through reading, writing, speaking, listening and viewing.

**Workforce Skills** – The school is committed to providing social and educational experiences that will help each child develop skills, ideas, and traits of character that will lead to a useful and productive life.

**Current Technology** – Students will be introduced to and use technology for learning and as a tool for discovery of information.

**Responsible Citizenship** – Students are taught skills for the development of character and personal responsibility for strong home, community, and nation. Students are also taught that in our democratic society, each person has a unique position and can offer assistance to the general welfare of all.

### **New Student Identification**

The requirements for identification of all new students are mandated by state law. Upon enrollment of a student for the first time in school, the school shall notify, in writing, the person enrolling the student that within thirty days (30) she or he must provide either a certified copy of the student's birth certificate or other reliable proof of the student's identity and birth date, which proof shall be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate **Idaho Code 18-4511**. If the requested identification is not provided to the school, we are required to notify the proper authorities.

### **Placement of Students**

Riverview Elementary does not allow parent requests. However, we place your child in the class that will provide the best environment for opportunity to succeed and at the same time maintain a balance between classes of the same grade level. Many factors are considered in making this decision. Academic, emotional, social, and personal needs of each student are considered by the teacher, counselor, and principal.

### **Attendance**

Good attendance at school is extremely important; there is a significant correlation between school attendance and academic success. It is important that students be in attendance at school and be punctual. Students who are absent or late miss important instruction, and disrupt the educational process. **Idaho Code 33-202 clearly states that for students ages 7 through 16, attendance is compulsory.** If a student must be absent from school, the **parent is requested to call the office before 9:00 a.m. to report the absence for the day.**

### **Parent/Legal Guardian Responsibility:**

It is the responsibility of parents or the child's legal guardian to ensure their child attends school and demonstrates punctuality.

**Consequences of Non-Attendance:** A student misses important learning concepts by chronic non-attendance.

1. The school will notify parents by written letter(s). Parents and the school will work together on cooperative strategies to help correct any difficulties with school attendance. Conference(s) will be set up for parents to meet with the teacher and school administration. However, if non-attendance continues, the school reserves the right to contact legal authorities.

Students who are absent due to illness or absences will be expected to make up all significant work. Parents should call for missed work or make arrangements before an absence if possible.

### **Immunization Records**

The school must maintain immunization records for each student. The state requires a report from each school on the status of each student in regard to minimum immunizations. Please keep your child's record current by notifying the school when new shots are received. If for any reason, you are unable to have your child immunized, you will be requested to sign a waiver form that will be filed with your child's record so that we will not be contacting you unnecessarily. **Proof of adequate immunization against seven childhood diseases must be on file with the school before a child may attend school.** According to Idaho laws in the case of an epidemic, students who are not adequately immunized, for whatever reason, must be excluded from school.

### **Transferring or Withdrawing Students**

If you withdraw or transfer your child, please notify the office in advance. This will allow time to complete the checkout procedure and ensure a smooth transition. Please take care to see that all school property has been returned.

### Illness and Medication

The school secretary will administer medication upon receipt of the official physician and parents request for the administration of medicine by school personnel form which is available at the school office and **only if the medication is sent to school in the original container.** It is the responsibility of the student to come to the office when it is time to take the medication.

In case of injury, minimal first-aid will be administered and parents contacted if the injury seems serious. If a family member or contact person cannot be located and moving the child could be dangerous, or if immediate medical assistance is required, an ambulance will be called and the parents billed by the ambulance company.

### School Injuries

Even with the greatest precautions and close supervision, accidents can happen at school. Parents need to have a current phone number and secondary number on file in the office so they can be contacted if such a problem occurs. The school does not provide medical insurance to pay for medical expenses when a student is injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

### Telephone Use

To protect teachers and students from interruptions and to make the best use of the telephone service available in the school, good judgment dictates reasonable restriction in the use of the school phone. Students should not use the phone to make arrangements with parents to go over to someone's house or vice a versa. Students are allowed to use the phone if they have been asked to stay after school to finish work, have missed the bus, or for illness or other emergencies. For calls placed during the school day, students will receive a telephone pass from their teacher who has helped them determine whether the call is necessary. Essential messages can be taken in the school office and relayed to students and to teachers in case of an emergency. Parents who have messages to be delivered to their child should call the office **before** 1:00 p.m. so that the secretary has time to deliver the message. Consideration on this matter is appreciated.

### Visiting the School

Please feel free to visit our school. If you wish to visit the classroom please make prior arrangements with the classroom teacher. All visitors must check in at the office and obtain a Visitor Pass.

### Parent-Teacher Conferences/ Grading

Parent-teacher conferences will be held in November and March to discuss your child's progress in school. The staff will schedule individual appointments with each child's parents. You will be notified of these times prior to the conferences. We ask that you make every effort to attend your conference at the appointed time.

Riverview Elementary School uses the semester grading system. Report cards will be issued at the end of each quarter in November, January, March, and May. Grades for the report cards are based on student performance in class. Open communication between parents and teacher will often result in improved grades.

### Pets

Please do not bring animals for "Show and Tell". Please protect your pets and our children. **No Animals!**

### Lice

The School District has taken a “**no nit**” standing for all buildings. If it is determined that one child in a classroom has lice, all surrounding students will be checked. Children who have been contaminated will be excluded from school until treatment can be made. A note will be sent home with the child to his/her parents explaining proper procedures.

### Treats

It is requested that no treats be brought to school without permission of the student’s teacher. For safety and health reasons all treats brought to school must be commercially wrapped and unopened.

### Cold Weather Policy

Please do not send a note requesting a student stay in at recess. If a child is well enough to come to school he/she is well enough to go outside. A 10-15 minute recess is good for everyone.

When the weather becomes extremely cold we allow students to stay indoors. Physicians advise using zero degrees wind chill as a rule in determining if the children stay indoors. We must recognize the difference between an uncomfortable temperature and those that present a health hazard. **Please prepare your child for the temperatures of an Idaho winter by dressing them properly with a heavy coat, hat gloves or mittens and boots.** Please put identification tags on all children’s clothing.

### Early Arrival at School

To avoid your child being unsupervised at school, **students should not arrive more than 10-15 minutes before classes start.**

### Leaving School

To ensure student safety, no student is to leave the school building or grounds unless they have officially checked out of school. Parents please arrange through the office when you wish to pick up your child from school during the day. All children must be Checked-Out on the office Check-Out Form.

At the end of the school day, all children are to exit the building with their class. Please send a note if a child is to get off a bus at a different location, to ride a different bus, to be picked up by a neighbor, friend, or relative. Children need to be picked up at the sidewalk or have an adult walk to the sidewalk to escort them to the car.

### Skateboards, Scooters, Heelys

Skateboards and scooters or Heelys (shoes with wheels) are not permitted at school.

### Discipline

School discipline is based on the belief that although students have the right to a public education where they can be taught and treated fairly; they do not have the right to:

- Interfere with another student’s learning
- Engage in behavior that is not in their best interest or in the best interest of others
- Interfere in the teaching/learning process
- Engage in vandalism of school property

We are committed to creating a school experience where positive student behavior will be expected and misbehavior dealt with in an appropriate manner.

### Dress Code

Student's clothing should be clean, in good repair, and appropriate to the current weather conditions and follow the **District Dress Policy Number 502.20**.

Basic clothing guidelines include no hats within the building; mid-thigh skirts and shorts; no midriff tops or tank tops; clothing will cover undergarments, and clothing will not represent or promote gang or illegal activities.

### Electronic Devices & Toys

Beepers, pagers, cellular phones, laser pens, electronic devices and toys may cause a disruption to the learning environment and are **not** allowed at school. First offense the item will be confiscated and a parent will have to pick it up. The second time an item is confiscated by any school official they will not be returned until the end of the school year.

### Special Education

Special education services are available for students who possess individual needs that are difficult to meet with the regular program. We can, through use of our personnel, provide a free and appropriate education for our students. If you feel your child has special needs and may qualify for special education, please talk to your child's teacher, school counselor, or the principal.

### Zero Tolerance for Weapons

The Shelley School District #60 has a Zero Tolerance for Weapons and are required by law to follow **Section 921 of Title 18, United States Code and Idaho Code, Section 18-3302D**.

These laws are designed to protect the safety and well being of all students. Violations dealing with carrying a firearm, weapon or other dangerous object or substance on or about his person while on the property of Shelley School District #60 will be dealt with by the Shelley School Board, criminal justice or juvenile corrections. Persons violating this law may be **expelled** for a minimum of twelve calendar months, and in accordance with Idaho Code 18-3320D will not be admitted to another school district within the State of Idaho.

The Shelley School District #60 also restricts **toys** that look like weapons from being brought to school.

### Retention – Promotion

The staff members at Riverview Elementary are concerned about the academic success of all students in our school. We recognize that each student has unique abilities for learning and that some may require supplemental academic support to ensure their success. In general, we do not consider grade retention as a "best practice" intervention for students who struggle academically. Both educational and psychological research based studies seem to indicate that for children in the middle elementary grades, retention does not help them "catch up" by simply allowing them to repeat a grade. It is our preference to use a team approach to evaluate and assess a student's individual needs, review with parents extenuating circumstances, then make an informed decision as the best course of action to take for that child.

We would use the same fact finding process for a student who seemed academically advanced for their grade level and for who a request to "skip a grade" was presented. It is the commitment of our staff to provide the best possible educational experience for all students and individual needs are always taken into consideration.

## **Annual Notice of Student Education Record Privacy (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, with a juvenile justice system, pursuant to specific State law.

Directory Information: Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, participation in school activities, photograph, weight and height of athletic team members and dates of attendance. The information is routinely disclosed for the purposes of graduation programs, newspaper articles, and other program related activities. If you do not wish to have this information disclosed, please talk with your student's principal and request in writing that the information not to be disclosed to third parties.

If you wish to file a complaint with the U.S. Department of Education concerning alleged failures of the district to comply with this policy, contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5901

### **Federal NCLB Mandatory Notices**

#### **Notice of Non-Discrimination**

Bingham County School District #60 does not discriminate on the basis of age, race, color, creed, religion, ancestry, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Dr. Bryan Jolley, Superintendent; Shelley School District Administration Office 545 Seminary Avenue Shelley, Idaho 83274 or telephone (208) 357-3411; or the Idaho Department of Education P.O. Box 83720 Boise, ID 83720-0027.

## **Notice of Non-Discrimination Statement 504 and IDEA**

Under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, the Shelley Joint School District #60 is prohibited from discriminating against students on the basis of a disability. The district provides a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The school district ensures that students who need or are believed to need special education or related services will be identified, evaluated, and provided with appropriate educational services.

Section 504 also stipulates that students with disabilities have the right to participate in school sponsored extracurricular programs and activities to the maximum extent appropriate to their needs.

Under Section 504 and IDEA, students with disabilities have the right to be placed in the least restrictive educational environment. To the maximum extent appropriate for the needs of the student, Shelley Joint School District #60 will educate students with disabilities within their regular school program.

Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the student's school principal.

### **Annual Notice of Rights to Request Teacher Qualifications**

Our school receives federal funds that are part of the *No Child Left Behind Act of 2001*. Due to this, you have the right to request information regarding your child's classroom teacher's professional qualifications. If you request information, the district or school will provide the following information as soon as possible:

- If the teacher has met state licensing requirements for the grade level and subject they are teaching.
- If state licensing requirements have been waived for the teacher temporarily.
- The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate.
- If your child is receiving services in a federal program from a paraprofessional and, if so there qualifications.

If you would like to make such a request, please contact your child's school.

Thank you for your interest and involvement in your child's education.

# Riverview Elementary

## Student - Parent - Teacher Compact

The goal of Riverview Elementary is to provide knowledge and skills in a positive, safe and cooperative environment for each child to reach their potential. We will help each student to achieve personal responsibility, academic excellence and a desire for life long learning.

I \_\_\_\_\_, a student in \_\_\_\_\_ grade, will  
(Signature)

- Read every day
- Do my best
- Take care of my books, pencils, and papers
- Finish and bring back my homework on time
- Follow rules so others can learn and be safe

As a parent, I \_\_\_\_\_ / \_\_\_\_\_ will  
(Print) (Signature)

- Read with my child each day
- Communicate with my child's teacher.
- Talk with my child about their school day.
- Monitor my child's homework
- Make sure homework and books are returned daily
- Have my child on time to school each day

### As a Staff, we will

- Maintain open communication with students and their parents.
- Provide resource for parent to assist their child's learning
- Respect the individuality of everyone
- Teachers will provide opportunities for parents to volunteer in the classroom
- Provide high-quality curriculum and instruction
- Provide a supportive and effective learning environment.
- Give students and parents specific information concerning classroom procedures and expectations including homework requirements.

The Shelley School District is now providing Title I services through a School-wide model.