

Riversink Elementary School
Parent and Student Handbook
2023- 2024



Principal: Catherine Cutchen
Assistant Principal: James Vernon
Phone: (850) 926-2664
Address:

530 Lonnie Raker Ln
Crawfordville, FL 32327

Riversink Elementary Website: <https://res.wakullaschooldistrict.org/>

Wakulla County Schools Website Address: <https://www.wakullaschooldistrict.org/>

PRINCIPAL'S INTRODUCTION

Dear Parents and Students,

Welcome to Riversink Elementary School. At Riversink, parent and family involvement is critical to our success. We have a top-notch staff that will ensure each child gets the absolute best education possible. We want to ensure that we meet the needs of the whole child. Additionally, we take the safety of every person on campus seriously. To that end, we will continue to create an atmosphere which builds lifelong, positive attitudes towards school and learning.

This handbook is being provided to our school community so you will become more familiar with Riversink Elementary. It is to serve as a reference about Riversink's school policies, student privileges, and responsibilities. We encourage you to refer to this publication often as we have anticipated many of your concerns and questions.

Communication is key at Riversink. Please reach out with questions, concerns, or ideas. Together, we can provide an outstanding educational experience for your child. It is a privilege to serve as your principal and I look forward to an amazing school year.

Sincerely,

Catherine Cutchen

Principal

PHILOSOPHY:

We believe that every child is unique and, therefore, has a right to learn and be treated as an individual. The faculty, staff, and volunteers have the responsibility to accept each child at his own level of development and provide the basic foundation for educating the whole child: academically, socially, emotionally, and physically.

STUDENT ADVOCATE:

It is Wakulla School Districts commitment to students to ensure every child have an adult advocate. Our core values include always making decisions in the best interest of students. At Riversink Elementary School each student is part of a morning meeting with their advocate to address academic and social emotional needs. As a result of the targeted check-in systems students are able to discuss any concern they may have with their advocate. In addition, each student is part of our HOUSE program. That provides 8-10 additional adult advocates for each student on campus.

NON-DISCRIMINATION STATEMENT

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request and arrange these reasonable accommodation. The lack of English language skills will not be a barrier to any opportunity or event associated with Wakulla County Schools.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Lori Sandgren, Executive Director of Human Resources, 69 Arran Road, Crawfordville, Florida 32327; (850)926-0065; lori.sandgren@wcsb.us.

ARRIVAL

School begins at 8:55am and ends at 3:25pm each day. Students should not arrive at school before 8:25 A.M. and should be picked up promptly at dismissal time. Supervision is not provided before 8:25 a.m. or after 3:40 p.m. All students arriving after 9:00 should report to the office for a tardy slip. Students being delivered to or picked up from school by personal transportation should be dropped off in the designated area in front of the school. The Wakulla County Senior Citizens sponsors a before and after school day care program housed at Riversink Elementary School for children arriving before 8:25am and staying after 3:30pm. Please contact them directly at 926-7145 to make arrangements.

DISMISSAL - AFTERNOON STUDENT PICK-UP/DASH PASS

A school issued pick-up pass (Dash Pass) must be visible on the passenger side dashboard in order for a child to be picked up. Parents are responsible for ensuring that anyone picking up their child has the appropriate Dash Pass. Please only check out your child early for appointments. Appropriate identification (driver's license) is needed for security reasons. Checking out students between the times of 2:30 and 3:25 should be used for emergencies only or prior notice given to the school. Florida statute, 316.306, states that while in a school and work zones, the use of a wireless communications device in a handheld manner is prohibited. This will be enforced at Riversink Elementary School to ensure the safety of our students and others.

VISITORS

All visitors on campus must use the main entrance. Visitors will be given a "Visitor's Pass" to wear while on campus. Parents are responsible for providing the school with updated copies of court orders or injunctions that include any restrictions or limitations regarding contacts with their children. A driver's license is needed in order to go beyond the front desk. If you are coming to eat lunch with your child, you will need to sit in the designated area and may only have your child/children sit with you during your visit. Taking pictures of your student is allowed but photography of other students is prohibited.

DRESS CODE

Students are expected to dress appropriately for school, safety, modesty and the weather. Skirts, dresses, and shorts should all be an appropriate length and t-shirts with logos should reflect positive social and academic excellence in the message. Shoes are worn at all times except when a class activity requires their removal. Shoes that are secured with straps/ties are strongly recommended. Tennis shoes (sneakers) must be worn on students' PE days for safe participation. Failure to do so will reflect in loss of grade points for the day. It is STRONGLY encouraged that students wear closed toed shoes EVERY day to prevent injury that can easily occur wearing flip flops and sandals. Flip flops are especially discouraged.

Clothing/shoes prohibited at school:

- Apparel displaying profanity, sexual innuendoes or promoting alcohol, tobacco products or gang activities.
- Bandannas, sagging pants, sunglasses (inside the school) and chain wallets.
- Half shirts, spaghetti straps, halter (backless) tops/dresses, see-through clothing, tank tops and revealing clothing. Pants with holes that show skin between the knee and waist.
- Shorts, skirts, dresses, etc. that are too short.
- Hats, caps or hoods.
- Metal cleats or shoes with wheels.

ITEMS NOT ALLOWED AT SCHOOL AND CELL PHONE USE

To assure continuity of instruction toys, games, sports equipment and all electronic devices must remain at home unless prior approval is given. The loss or theft of these items is not the responsibility of the school. Cell phone/Smart watch use is not permitted during the school day. Cell phones/Smart watches must be turned off and placed in a designated area during regular school hours. This is in accordance with HB379.

REPLACEMENT OF LOST TEXTBOOKS OR LIBRARY BOOKS

The replacement cost of textbooks issued to an individual child shall be absorbed by the parent in the event the book is damaged or lost. Replacement costs of books may be obtained from your child's teacher. It is the responsibility of each student to return library books at the designated time. Parents will be expected to pay for lost library books or those damaged beyond further use. Final report cards will be held until books are returned or paid for at the end of the school year.

LOST AND FOUND

Please write your child's name on such items as coats, sweaters, jackets, gloves, lunch boxes, etc. Articles without names are placed in the "Lost and Found" located in the cafeteria and are kept on display until the end of each month when unclaimed items are donated to community clothes closets.

ATTENDANCE

Daily attendance in school is critical for academic success. Florida law requires each parent of a child from six to sixteen years of age to be responsible for the child's school attendance. The law allows absences for illness and certain other special circumstances. It is the responsibility of the parents to notify the school attendance clerk in writing when their child will not be in attendance. The note should list the days absent and the reason for the absence. These notes can be uploaded into FOCUS. If your child is very ill and will need to be absent from school for an extended period, please notify the office and contact the teacher to get work that can be done at home. Students who are absent more than 10 days during the school year may have other requirements and a letter documenting this absentee threshold will be mailed home as required by law.

Perfect attendance will be awarded only to students who are in attendance each day and are in class for the majority of the academic day. Please refer to the Wakulla County Code of Student Conduct & Attendance booklet.

COMMUNICATION

Your child's teacher will communicate with you during the school year by letter, email, phone, and newsletter. Parent conferences may also be scheduled by calling 850-926-2664. The principal distributes the Otter Newsletter via email each month with school information, upcoming events, and lunch menus. Please make sure that current mailing addresses, email addresses and phone numbers are on file with the school. Teachers will not respond to emails, phone calls or messages during instructional time. Please allow 24 hours for a response. Emergency situations should be handled through the office.

REPORT CARDS

Report cards are issued every nine weeks. Progress reports will be issued to all students at the end of every four weeks. However, the best way to ensure your child's progress and success is to check FOCUS weekly.

<u>GRADING SCALE (Kindergarten and Special Area)</u>	<u>First – Fifth Grade</u>
<u>E - Excellent</u>	<u>A - 90 to 100 (Excellent)</u>
<u>S - Satisfactory</u>	<u>B - 80 to 89 (Above Average)</u>
<u>N - Needs Improvement</u>	<u>C - 70 to 79 (Average)</u>
<u>U – Unsatisfactory</u>	<u>D - 60 to 69 (Below Average)</u>
	<u>F - 0 to 59 (Failure)</u>

POSITIVE BEHAVIOR SUPPORT

Each student at Riversink will be assigned a "House." Houses are like teams, where everyone belongs, and is needed. Students will remain in their house their entire time at RES. This will provide students with the opportunity to connect with students and teachers across classes and grade levels with whom they may not normally interact. This system will help students gain more friendships and personal connections with faculty and staff, and it will increase the family-like culture in our school.

How to Earn House Points? House points will be awarded to individual students who demonstrate being Responsible, Respectful and Ready to learn:

- Is on time and at school
- Turns in their homework
- Is on task
- Being respectful (not just typical courtesies such as please and thank you, but knowing to apologize if you interrupt someone or walk between a conversation)
- Working well in a group
- Exceptional work that goes above and beyond what was asked for

- Encouraging a classmate
- Taking initiative
- Demonstrating strong character
- Making our school a better place

Houses will meet monthly to discuss various topics and participate in small challenges. Kindergarten students will be in the same house as their teacher and will begin the year by participating in activities in their classroom and join the rest of the school later in the year. We are excited to watch as our House System continues to create an atmosphere of excitement, engagement, belonging, leadership, and a collaborative spirit!

DISCIPLINE

Proper student conduct and behavior are fundamental to the educational process. Teachers and staff will maintain a classroom management system that is consistent with a productive learning environment. A list of classroom rules and consequences from your child's teacher will be sent home the first week of school. Additionally, classroom teachers will continue to implement the HOUSE positive behavior system into their classroom to encourage students to make good decisions. Please ensure you are familiar with the Student Code of Conduct located on our district website.

<https://resources.finalsite.net/images/v1674749443/wakullaschooldistrictorg/bg3sxjr7ophvulja548e/CodeofConduct2022-2023Final1.pdf>

BUS RULES

Bus transportation is considered a privilege. Students must earn this privilege by obeying bus rules that are posted on each bus. A student who is provided transportation shall be assigned to a specific bus and shall not ride any other bus except upon written request of the parent or guardian of the student and written approval of the principal or her designee. Any disruptive behavior on the bus will be reported to the administration. Students who jeopardize the safety of themselves or others may have their bus riding privileges revoked, temporarily or permanently, by the administration. If a child is suspended or expelled from riding a school bus due to misconduct, the parent or guardian is expected to provide transportation during the time the student is excluded from the bus. For safety reasons, helium balloons, glass containers, pets or living animals of any kind, softball/baseball bats, scooters, skateboards or hockey sticks will not be allowed on school buses.

FIELD TRIPS

Students at Riversink have opportunities to take field trips each year. Students must have completed a Wakulla County School District Supervised Field and Activity Trips Emergency Medical Treatment Form 2023-2024. Additionally, only a student's legal guardian can take the student home from the field trip and needs to be pre-arranged with administration. All students must be transported to the field trip using Wakulla County Schools transportation. Administration has the right to revoke a student's ability to participate in field trips for behavior, attendance and poor academic performance.

STUDENT ILLNESS AND MEDICATION POLICY

Students should stay home whenever they have a fever, vomiting, diarrhea, or any illness that might be contagious. Students sent home with one of the above-mentioned illnesses must remain away from school for 24 hours.

Teachers are not allowed to administer any medicine and students are not allowed to self-medicate. If it is necessary for medication to be dispensed at school, it must be in the original container and a permission form to administer medication must be completed. This policy applies to over-the-counter medicines as well. All medication is stored in the clinic.

HEAD LICE

Wakulla County School Board Policy states, "Any student found with head lice or nits shall be isolated and the child's parent/legal guardian shall be notified to pick the child up". Students may not return to school or ride the bus until he/she is free of head lice and/or nits. Students sent home must be brought back to school by an adult and cleared by clinic personnel before returning to class.

STUDENT AWARDS/RECOGNITION

At the end of each nine-week grading period and throughout the school year Riversink students are honored for academic achievement, conduct, work habits, personal growth, citizenship and attendance in the classroom. An end of the year Awards Assembly recognizes students attaining honor roll all year as well as attendance, citizenship, word count, million-word readers, and special area awards. Riversink also recognizes students meeting word count goals and math fact smarties throughout the year.

BE A VOLUNTEER!

Parents are their child's first teacher. Because you are so important in the educational process, we want to promote a home-school relationship by requesting your assistance as a school volunteer. It has been our experience that parents who are interested in spending time with their children and support the educational efforts of the school, have a positive influence on children's attitudes and their achievement. Volunteers cannot bring children or other guests with them to volunteer.

Be a part of our volunteer group and find out how you can help the children, the teachers, and yourself. Riversink follows district volunteer guidelines. Volunteers must complete an online volunteer application and attend an orientation at the school. For further information please contact our Volunteer Coordinator, Cheryl Coddington, for details. YOU ARE WANTED AND NEEDED AT OUR SCHOOL!

SCHOOL ADVISORY COUNCIL

School Advisory Council members are elected to serve and include faculty and staff members, parent members, community and business members, and the principal. They are elected to serve annually. The School Advisory Council solicits information which will assist in meeting the needs at Riversink Elementary School. This information is used to generate goals and plan activities. Progress toward these goals is assessed and reported. Meetings are open to all students, teachers, parents, and community members. Copies of the School Board approved plan are available upon request at the beginning of each school year and available on the school's website. Please contact our SAC leader, Bobbie Dotson-Scarry or Assistant Principal James Vernon if you would like to be a part of the committee.

OUT OF ZONE

Students that do not live in Riversink Zone must get approval through the district office to attend Riversink. This must be done each year. Behavior and Attendance can cause a change in enrollment opportunities at Riversink.

Section 39. Pledge of Allegiance

1003.44 Patriotic programs; rules (1) Each district school board may adopt rules to require, in all of the schools of the district, programs of a patriotic nature to encourage greater respect for the government of the United States and its national anthem and flag, subject always to other existing pertinent laws of the United States or of the state. When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s.1006.07(2) that

the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes, as provided by Pub. L. ch. 77-435, s. 7, approved June 22, 1942, 56 Stat.377, as amended by Pub. L. ch. 77-806,56 Stat. 1074, approved December 22, 1942

Important Links:

[Wakulla County District Website](#)

[Wakulla County CODE OF STUDENT CONDUCT AND ATTENDANCE POLICIES](#)

[Wakulla County Wakulla County School District Mental Health Handbook](#)

[Bullying and Cyberbullying](#)

2021 - 2022 School Financial Report
Educational Funding Accountability Act, Sec. 1010.215, F.S.

Wakulla County School District
Riversink Elementary

Revenues						
	School	%	District	%	State	%
Federal	\$ 600,040	11.70%	\$ 8,744,940	17.96%	\$ 6,740,369,465	21.90%
State/Local (Excludes Lottery)	3,767,237	88.14%	39,906,693	81.96%	24,013,672,367	78.03%
Lottery	-	0.00%	-	0.00%	-	0.00%
Private	6,666	0.16%	47,261	0.10%	22,876,493	0.07%
TOTAL	4,273,943	100%	48,697,784	100%	30,777,118,306	100%

Operating Costs	PER FULL-TIME EQUIVALENT STUDENT			Total School Costs
	School	District	State	
Teachers/Teacher Aides (Salaries/Benefits)	\$ 4,798	\$ 4,801	\$ 6,666	2,366,122
Substitute Teachers (Salaries/Benefits)	See Footnote (1)	-	-	-
Other Instructional Personnel	896	846	1,330	441,384
Contracted Instructional Services	171	241	323	84,138
School Administration	692	667	683	341,166
Materials/Supplies/Operating Capital Outlay	187	258	418	92,116
Food Service	619	670	699	265,885
Operational and Maintenance of Plant	1,164	1,266	1,136	674,183
Other School Level Support Services	241	253	294	118,960
TOTAL SCHOOL COSTS	8,667	8,621	10,340	4,273,943

Additional Detail Information	PER FULL-TIME EQUIVALENT STUDENT			Total School Costs
	School	District	State	
Teacher/Teacher Aides (Salaries/Benefits)	\$ 3,980	\$ 3,828	\$ 4,631	\$ 1,623,682
Basic Programs	3,960	4,688	6,726	14,176
ESOL Programs	8,922	6,663	8,660	728,364
Exceptional Programs	-	4,042	4,618	-
Vocational Programs	-	-	-	-
Adult Programs	-	-	-	-

Materials, Supplies, Operating Capital Outlay	PER FULL-TIME EQUIVALENT STUDENT			Total School Costs
	School	District	State	
Textbooks	\$ 21	\$ 49		\$ 10,136
Computer Hardware and Software	113	131		66,607
Other Instructional Materials	63	68		26,374
Other Materials and Supplies	-	20		-
Library Materials and Supplies	6	4		2,864

(1)-Total Cost of Substitute Teachers: \$ 17,700

District Costs: The amounts above represent only school-level costs. No district-level costs have been included. District costs such as transportation and administration for Wakulla school district totaled \$4,926,157 or \$1,024.21 per FTE.