Richey Families,

Welcome back to another exciting school year at Richey Elementary. We hope you had a wonderful summer break filled with relaxation and memorable moments. As we prepare to embark on a new academic journey we are delighted to welcome both returning and new families to our vibrant school community.

Our dedicated staff has been working diligently to create an engaging and enriching learning environment. We are committed to providing your child with a well-rounded education that not only focuses on academic excellence but also nurtures their social, emotional, and physical well-being.

Here are a few important details to keep in mind as we begin the school year.

Meet the Teacher

- Thursday, August 22nd from 3:30 pm-5:30 pm
- Class Lists will be available with our staff as you arrive at Meet the Teacher Event.

August 26

- First Student Day for 1st-5th Grade

Kindergarten Split Week

- To help with a smooth transition for our Kindergarten students, each student will come to school only two days during the first week of school. This will give students a chance to get to know their teacher, learn routines, and procedures, and start the school year with a smaller group of students.
- August 26-27 (Kindergarten with the last name) A-L
- August 28-29 (Kindergarten with the last name) M-Z
- Autism Program- (Kindergarten- all 4 days)

School Schedule

- 8:45 am Car Rider Drop-Off begins
- 8:45 am Staff will bring in the students who would like to get breakfast
- 8:50 am Staff will bring the rest of the students into the building
- 8:55 am Bus Riders will come into the building
- Students will have a grab-and-go breakfast if they choose to eat breakfast
- 9:05 am Instructional day begins
- 9:05 am Students are late after 9:05 am
- After 9:05 am you will need to come into the office to sign your student in
- 3:50 pm Car Rider dismissal begins
- 3:50 pm - 4:00 pm Buses depart

Car Tags

- You will receive a car tag at the Meet the Teacher event, regardless of whether your student will ride a bus to school or be picked up in the car rider line. It is important to keep your car tag on hand as you may need to pick up your child at some point during the year. Car tags ensure that we dismiss students from school in a safe and efficient manner.

Arrival

- If you are dropping off your child in a car please stay in your car. A staff member will assist your student in getting out of the car.
- Please do your photos and your last-minute goodbyes at home before you leave. The car line is very busy and we will not be able to take pictures in the car line.
- Please stay in a single file.
- Please do not pass other cars.
- There is no supervision until 8:45 am. Please do not drop off until then.

Car Rider Dismissal

- For dismissal, we will use both lanes.
- The outer car lane should not be used until 3:15 due to early dismissals and people trying to exit.
- Please stay inside your car.
- A staff member will come around and collect the numbers.
- Please hang your car rider number on your rearview mirror.

Walker Dismissal

- We will use the side door by the garden. That is to the right of the building if you are coming from the front.
- You will line up on the walking path holding the number that you received on Meet the Teacher Night.

Independent Walker Dismissal

- This is for students who are walking home by themselves.
- You must sign a release form at the beginning of the year for this option. This form will be available at Meet the Teacher.
- Independent walkers will be dismissed last.

School Supplies

- Please see our website for recommended supplies. Please note these supplies are not required, they are merely a wish list of the items that we find most useful at each grade level.

Transportation

- Red Clay's Office of Transportation Services will send a communication closer to the start of school with your student's transportation information.

Nutrition

- All students at Richey Elementary are eligible for free breakfast and lunch. Please see the attachment at the bottom.

Chromebooks

- Students in kindergarten- 3rd Grade will keep their Chromebooks at school, while students in 4th and 5th will take theirs to and from home each day. 4th and 5th graders will need to pay a $20 insurance fee and sign a technology agreement form.

Social Media

- Please like our Facebook Page: **Richey Elementary School**

Weekly Communication

- Once the school year starts please look for my Sunday messages; This will come to your email.
- If you are not receiving this email please check in with the office to ensure we have the correct email address for you.

We are excited to embark on this journey together and look forward to a year filled with growth, learning, and achievement. If you have any questions or concerns please do not hesitate to reach out to our school office at 302-992-5535 or by email at gregg.johnson@redclay.k12.de.us

Thank you for entrusting us with your child's education. Let's make this school year a memorable and successful one!

Best regards,

Gregg Johnson

Principal
Richey Elementary School

Table of Contents

Red Clay Consolidated School District Vision, Mission & Goals 1

Donald J. Richey Elementary School's Vision Statement.....1

Who to Call.....2

Arrival and Dismissal Procedures.....3

Emergency Procedures 3

Visitation Policy……4,5

Attendance 6

Student Responsibilities……..…7,8

Parent-School Communications 9

School Closings and Delays.....;;.....9

Your Child's Health……10,11

School Climate and Discipline……...…12,13

Bullying Policy……14,15

Acceptable Computer and Use Policy 15,16

Student Expectations…….17

Transportation……18,19

Kindergarten and Special Education 20

Nutrition Services 21

District Allergy and Wellness Policy……22

Curriculum Overview

- Kindergarten.....;.....23
- First Grade 23
- Second Grade.....24
- Third Grade.....25
- Fourth Grade.....26
- Fifth Grade 27

Additional Educational Opportunities.....28
Student Progress Reporting 29
Parent-School Partnership 30,31

RED CLAY CONSOLIDATED SCHOOL DISTRICT

Our Vision

The Richey community nurtures the whole child through diverse learning experiences, academic excellence, and continuous collaborative efforts.

Our Mission

Our mission is to deliver a quality education in a safe and secure learning environment while nurturing the needs of the whole child.

Our Goals

Goal 1: Academic Excellence (Pre-K through Grade 5)
Goal 2: Future Ready (Grades 6 through Post-Secondary)
Goal 3: Success For All (Academic & Social Emotional Support)

RICHEY'S Goals

Goal 1: Academic Excellence (Pre-K through Grade 5)
Goal 2: Success for All (Academic & Social Emotional Support)

RICHEY PAWS Expectations

Practice Safe Behavior
Act Responsibly
Work Cooperatively
Show Respect

Who to Contact

Main Office and Administration **Mrs. Prado-** Senior Secretary **Mrs. Frias-** Bilingual Clerk **Mr. Johnson-**Principal **Ms. Burrows-** Assistant Principal	**(302) 992-5535**
Donna O'Connor-School Nurse	**(302) 992-5537 or 302-992-5535**
District Bus Transportation Office	**(302) 322-0251**
Cafeteria	**(302) 992-5513**
Mr. Bank- School Counselor **Mrs. Durant-**School Social Worker **Ms. Pollard-**Family and Student Interventionist (Division of Prevention and Behavioral Health Services Department of Services for Children, Youth and Their Families)	**(302) 992-5535**
District Office	**(302) 552-3700**

ARRIVAL AND DISMISSAL PROCEDURES

The staff is <u>not</u> available before and after official school hours each day for student supervision.

Arrival

1. Children should arrive at school between 8:45 and 9:05 a.m. If they are tardy, it is necessary for students and their parents to stop in the Main Office before going to class. The front doors are locked at 9:05 a.m. Students and parents arriving after this time must ring the doorbell to enter.

2. All children who walk, are brought to school by parents or ride the school bus will line up on the blue or white line and enter through the designated doors.

Dismissal

The student day ends at 3:50 p.m. **Students will not be dismissed from the main office between 3:15 p.m. and 4:00 p.m. We are considered a "Closed Campus" during this time.** Please schedule appointments before and after these times. Your cooperation is appreciated as we work together to create a safe environment for all.

1. *All car rider students will exit the building from the far doors.

2. ***Walkers-Those adults or older siblings that are waiting for students are requested to stand on the sidewalks near the Richey Garden. Waiting in the school lobby is not permitted.** Students will be dismissed from the side cafeteria door. This ensures the security of our school and affords a clear passage for our students leaving the building. Transportation/Car Tags are needed.

3. **Independent Walkers- If a student is an independent walker, they leave through the side cafeteria door at dismissal without an adult or older sibling. Independent Walkers generally walk themselves home or meet an adult or older sibling off campus. Parent/Guardian permission must be given prior to students becoming Independent Walkers.**

*Richey students will not be dismissed without the appropriate identification. (Placard or picture id)

4. All children, not enrolled at Richey School, are prohibited from entering the building while school is in session unless accompanied by their parent or they are in a formal volunteer program. Students from other schools must wait outside the building for Richey students to be dismissed. No exceptions are made for inclement weather conditions.

5. Read the section **"Transportation"** of this handbook.

EMERGENCY PROCEDURES

We pride ourselves on the safe, secure environment at Richey Elementary School. One of the reasons this exists is because we have emergency drills to teach the children what to do in case of a natural disaster, crisis, or fire. Fire drills, lock-down drills, and bus evacuation drills are held regularly throughout the year. Please remind your child to be quiet and to always listen carefully to adults during a drill.

Red Clay Consolidated School District School Visitation Policy

The Red Clay Consolidated School District welcomes visitors to its schools. It recognizes the importance of parent involvement in their children's education, and encourages parents, as well as others, in fostering positive home, school and community relationships. The District also considers the safety of its students and staff to be one of its highest priorities. We feel that we have a strong obligation to provide a safe, secure learning environment in each of the District's schools.

Definition of Visitor:
For the purposes of this policy, the term “visitor” shall be defined as any individual who is not an employee or student of the Red Clay Consolidated School District. (Contractors and vendors are to sign in, wear badges and follow the same guidelines as other school visitors).

Visitation Guidelines:

The following procedures will be in effect in all school buildings in the Red Clay Consolidated School District and we ask your cooperation in following them. The District’s objective is to promote a safe and welcoming learning environment for all learners.

- All visitors are required to use the main entrance to the building.
- All visitors are required to report to the main office immediately upon entering any school building.
- All visitors, including those whose visits are pre-arranged will be asked to sign a visitors’ log and will be required to wear a visitor’s badge.
- Visitors are required to wear the badge at all times while in the school building.
- Visitors are required to sign out in the visitors’ log and return the visitor’s badge. • If parents/guardians need to deliver lunch, homework, or some other item a student needs, it must be brought to the office. The office staff will arrange to get the item to the student.
- Visits to areas other than classrooms (cafeteria, gymnasium, etc.) require the permission of a building administrator.
- District staff may ask for photo identification. Visitors are assured that this safeguard is for the protection of all students.

Limitation of Visits:

- Administrators are authorized to limit the visiting of school/classes when in their judgment the visit by an individual is disruptive/inappropriate to classroom learning.

Failure to Comply with District Policy:

- Failure to comply with this policy subjects visitors to arrest for trespass on school grounds and facilities in violation of Delaware Code, Title 11, Section 821 of the Delaware Criminal Code.

ATTENDANCE

Attendance Policy-See Red Clay’s Family Code of Conduct/Family Handbook

For any absence students are required to present a **written** excuse signed by a parent/guardian the first or second day of the student’s return to class. Such excuses will be

kept on file in the school for the current school year. A physician's validation may be required at any time. Absences for any reason other than those outlined above are unexcused. Parents/Guardians of such students may be subject to legal penalties under the Delaware Code. **Senate Bill 304 has mandated certain action be taken following the 7th, 15th, and 30th day of unexcused absence. Although this Bill requires parents of elementary students who have accumulated more than thirty unexcused absences in a single school year to be prosecuted, it does not require that principals wait until the number of unexcused days has reached a total of 30.**
House Bill No. 213 as amended by House Amendments Nos. 1 and 2

New Truancy Legislation
"State statute requires that students attend school and be declared truant if the student is absent more than three (3) days without a valid excuse. The penalties for the parent and student who is adjudicated guilty of truancy include penalties that vary from parental fines of $25.00 minimum to $300.00 for the first offense, to $230.00 not to exceed $1,500.00 for the third or subsequent offense, and imprisonment of not more than ten (10) days for the first offense and up to thirty (30) days for the third and subsequent offenses. Parents may also be required to perform community service in place of a fine. Penalties applicable to a student adjudicated as truant are set forth in Section 2730 and include community service; counseling; substance abuse evaluation; mental health treatment; curfew; suspension and revocation of permits and license including driver's license; prohibition of the student's participation in any extra-curricular activity or social event at school; and recommendation that the student enroll in alternative education."

Students can make up schoolwork missed due to excused absences, subject to guidelines in the Student Code of Conduct. Since attendance is closely related to achievement, the school will make a reasonable attempt to contact parents/guardians regarding absences and will call upon whatever resources are available within the school district and the community to ensure good attendance. **Children are required to be in their seat by 9:05 a.m.**

STUDENT RESPONSIBILITIES

One of the important educational objectives at Richey School is the development of individual student responsibility. To help students develop this quality and to preserve classroom time for instruction, your child should be responsible for bringing to school all items such as: homework, money, lunches and rainwear necessary to meet his/her needs of the day. The school discourages interruption of classes for reasons other than emergencies. Items brought by parents after the start of the school day are to be left at the school office for delivery by school staff.

Homework

Any assignment to be done out of class is considered homework. The purpose of homework is to give the child extra exposure and experience with skills that were taught in class or to have the child relate what is taught with their everyday world. Parents

should designate a time and a place for homework and keep it consistent. This will truly make a difference in the child's progress.

Recess

Recess is an important part of your child's daily school schedule. Except on rainy/snowy days, each child is expected to participate in outdoor recess activities. The only exceptions would be those students who have furnished the school with a written note from a **doctor** explaining specific health problems of the child. COLD/SUNNY/WINTRY DAYS require additional clothing for a child to be comfortable on the playground. It is better to be overdressed than to be uncomfortably cold during recess and other outdoor activities.

School Supplies
Please refer to the Richey Website for more information.

Lost and Found

Items found during the school day are turned into the Lost and Found. The clothing items are then placed on a rack in the third floor stairwell. Please have your child check the rack if he/she fails to bring home some article that belongs to him/her. Whenever you are in the building, please check for items children may have forgotten. Having your child's name on all personal items (clothing and supplies) will limit losses.

Items Not Permitted in School

Weapons, toys, comic books, radios, paging devices, video games, pets and other items that distract children from learning are not allowed in school. Items such as these will be taken from children and an adult will have to come pick them up. If the item reappears, the item will be kept until the end of the school year. Any item deemed a safety risk will be taken from the child and the parent will be contacted. The Red Clay Student Code of Conduct specifies that a student in possession of weapons, dangerous instruments, and look-alikes be suspended from school. Please help your child make good choices and take time to check your child's book bag and materials before he/she leaves for school.

The Red Clay Consolidated School District acknowledges that electronic communication devices such as cell phones are increasingly common and provide students and their families with a sense of security and safety through immediate and direct communication. However, use of cell phones during the school day disrupts the educational process. In addition, use of cell phones during fire drills, or in the case of an emergency, may create dangerous situations by disseminating misinformation or interrupting administrative procedures. Students are expected to adhere to their school's policy in regard to electronic devices.

Cell phones and other electronic devices are *personal property*, and students are urged to take precautions to guard against loss or theft. The Red Clay Consolidated School

District *is not responsible* for the loss or theft of students' property. Cell phones should be "Off and Away During the Day!"

PARENT - SCHOOL COMMUNICATIONS

Parent Visits

We ask you to make a special effort to attend meetings, programs, assemblies, "Meet the Teacher", and social activities. You will find these experiences both enjoyable and beneficial. For security reasons, you will need a photo ID and then you will need to **sign in** to obtain a **VISITOR'S PASS.**

Individual Parent - Teacher Conferences

Conferences may be scheduled directly with your child's teacher as needed by phone/email if you are concerned about his/her social, emotional, or academic well-being. In the case of a parent-teacher conference, you may expect to discuss such things as your child's study habits, attention span, social-emotional maturity, academic progress, and attendance. Please help us by describing your child's attitude toward school, work habits at home, desire to accept responsibility, physical condition, and any other matter which will help you and your child's teacher to work cooperatively for the betterment of the child.

Conferences involve confidential exchanges and should be held at a pre-arranged time. On-the-spot conferences should not be expected.

School Communication

"Richey's First Take" is published every Sunday evening through email. In it, you will find important information and dates. Please read it to keep up with what is going on at Richey Elementary. You can also follow us on Twitter @RicheyRabbits, (Mr. Johnson) @RicheyAP, (Ms. Burrows). Your child's teacher will keep in touch with you via email, Remind, classroom newsletters, and/or agenda books.

School Closings and Delays

School closing information will be linked to our district website www.redclay.k12.de.us. You will also receive a call from the automated District message system. In rare instances, a weather emergency such as a tornado, hurricane or severe heat or cold may hit the state and require a change in the normal school day. When such conditions occur, parents should wait for a "School Messenger" call or listen closely to the radio for any announcement regarding early dismissal or late openings. **Always alert the main office if any contact information has changed. It is imperative that we have the correct address and up to date phone numbers, including emergency contacts, in case of an emergency.**

YOUR CHILD'S HEALTH

The Red Clay Consolidated School District has a full time-registered nurse in each school. All decisions regarding health issues are based upon the State of Delaware and Red Clay School District Policies and Procedures.

Student Data Cards - Every student must have a completed, **up-to-date Student Data Card** on file in the nurse's office by the end of the first week of school. All four sides of the Student Data Card must be completed and signed by the child's parent/legal guardian. **If the information changes during the year (phone numbers, emergency contacts, etc.) please contact the school nurse (302-992-5537) as soon as possible with updated information.**

Dismissal Due to Illness - If it is determined that your child is unable to remain at school due to illness or injury, the nurse will call the numbers listed on the Student Data Card. Please give names and numbers of people who can come to school to pick up your child if it is necessary. Your child will not be allowed to ride home on the bus if he/she has any type of contagious disease or is vomiting.

Medication - The nurse is the only person authorized to administer medications in school. If a prescription drug (including inhalers) is to be given to your child during the school day, it must be sent to school in its **original container with the correct pharmacy label and a note from the parent/legal guardian** stating why the medication is to be given and the time the next dose is to be administered. Non-prescription drugs, **in the original container**, must also be accompanied by a note and left with the nurse. The note must have a **parent/legal guardian's signature.** Due to the age of our students, it is a good idea to call the nurse and let her know the medication is being sent to school.

Special arrangements are made with parents regarding medication and field trips.

Immunizations and Physical Examinations - All students new to the Red Clay School District must have a completed immunizations series, physical examination, and PPD, with the reading in millimeters, completed by their family physician or public health clinic.

Illness - If your child is ill, **do not send them to school!** Staying home will quicken his/her recovery as well as assure that other students do not become ill. If your child should become sick at school or develop a temperature of 100F, the parent or person named on the Student Data Card will be called to come and get the child. A child should remain home until they are **fever free for 24 hours without medication.** You will always be contacted by the nurse if your child does not appear to act as he/she normally does.

Communicable Diseases – Children may not be included in school if they have any condition that is contagious. If your child develops a condition that is contagious, he/she may not ride the bus. Children with these conditions will not be readmitted without a note from their doctor.

Change of Clothes - "Accidents" and "Incidents" happen. **It is necessary** for each student to have **a change of clothes in his/her possession at school** in the event of an emergency. Having clothing at school helps us avoid disrupting a parent/guardian's day and limits the time a student could potentially be out of class.

Items should include: pants/shorts/skirt (bottoms), shirt (top), socks, and undergarments. (Shoes could be a necessity depending on the nature of the issue.) Students should be able to put their clothing on with limited assistance. Remember to be seasonally appropriate when sending clothes in for your child.

SCHOOL CLIMATE AND DISCIPLINE

The Red Clay School District Board of Education has adopted a **Student Handbook and Student Code of Conduct** that applies to all children in all schools in the district. A copy of this Handbook/Code is sent home to all parents in September. While we review it at school, we would ask that parents and guardians take some time with your child to help reinforce the importance of good citizenship, making good choices and being responsible for one's behavior.

Richey PAWS Expectations

- **P**ractice Safe Behavior
- **A**ct Responsibly
- **W**ork Cooperatively
- **S**how Respect

At Richey, we focus on the whole child, developing both the intellectual and social emotional needs of childhood while building a strong sense of self-esteem. We meet the social emotional needs of our students by focusing on a Multi-Tiered System of Supports (MTSS) model. Our MTSS model includes supports such as PAWS Expectations and Activities, a school wide Social Emotional Curriculum (Second Step), Universal Screening, Check In Check Out, and social emotional small group opportunities to name a few.

Every marking period we will recognize our students who are meeting the PAWS Expectations, completing assignments, attending school regularly, and serving as role models for other students. Students who have been nominated by their homeroom teachers for demonstrating the above will be recognized during our PAWS Pride Assemblies at the end of each marking period. Children from each homeroom will have the opportunity to be recognized.

When children do not meet the expectations, there is a school-wide system to handle those situations. This system may include a Student Behavior Referral, a visit to an administrator, and a "Time-out". Classroom rules are developed by the teacher and children. Grade level teams have expectations appropriate to the ages of the children. It will be noted if a child disrupts regular school activities, is disrespectful to adults and

other students, or interrupts the learning of others. A record will be kept of these instances and parents will be contacted about persistent or severe discipline problems. Repeated offenses will result in suspension. Any behavior that endangers others will result in the immediate removal of the child from the situation and contact will be made with the child's parent/guardian.

The Red Clay School District Student Code of Conduct has a policy that prohibits look-alike and nonfunctional weapons, and all incendiary devices and explosives. Neither the school nor home wants a child to be suspended from school or to experience involvement with the law or court system. Please make sure your child knows that school is a place for learning. If he/she is having serious problems or worries, please contact the counselor, psychologist, or the administrator.

Our goal regarding discipline is to help your child develop self-discipline, responsibility, and the ability to make good choices. We plan on recognizing your child each time these behaviors are observed. We also plan on correcting and counseling your child each time a poor choice is made. Together the home and school are responsible for developing good citizens.

If you as a parent/guardian have any concerns regarding discipline, it is requested that you talk with the teacher, or the person most closely related to the situation before contacting the administrator. If you feel you need more assistance, please feel free to contact the principal, counselor, psychologist, or school nurse.

The contents of this handbook further define our expectations for student behavior at Richey Elementary School. Rules and procedures stated in the Red Clay School District's *Student Handbook*/*Student Code of Conduct* are applicable to discipline violations and the actions taken to resolve them.

Discipline: Field Trips / Special Events - All field trips are learning opportunities; however, if a student is struggling to maintain his/her behavior in the building at Richey (i.e. is a safety threat to him/herself or others); the teacher may request that a parent or designee attend the trip. If this is not possible, the child will remain at Richey.

BULLYING POLICY

Definition of Bullying: Any intentional written, electronic, verbal or physical act or action against a student, school volunteer or school employee that a reasonable person, under the circumstances should know will have the effect of:

1. Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property.
2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential

between the bully and the target.

3. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits.
4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.

Reporting Requirement:

As noted in the Red Clay Code of Conduct:
1. The teacher will immediately report to the designated administrator in writing. (DSC-RAP)
2. The parent(s) will be contacted and a conference will be held if needed.
3. The police will be contacted if needed.
4. Bullying practices will be recorded in the eschool state reporting system.

All allegations of bullying will be reported to DOE within 5 business days and substantiated cases will be reported to DOE within 5 business days.

Investigative Procedures:

The administrators/interventionist will assess the situation and interview the victim as well as other student witnesses for further detail if necessary. The “bully” will then be given due process and the opportunity to share his/her written point of view regarding the incident. The administrators/interventionist will determine if administrative action should be taken moving the situation to the next “level” or if mediation/counseling is the appropriate mode of intervention. If bullying is substantiated, bullying practices will be coded in the eschool state reporting system by the administration. Follow up regarding the incident will be placed in eschool (outcome).

If a student shares information with his/her in-school “safe adult”, that adult should contact an administrator or the school counselor for further investigation and use DSC-RAP system for accurate record keeping/reporting. The receiving school personnel will then interview the victim for further details/clarity of the situation to determine appropriate action. Any report of bullying, whether substantiated or not, will be recorded in the e-school state reporting system.

If the student shares information with his/her parent/guardian, the parent/guardian is asked to contact school personnel. The receiving school personnel will then interview the victim for further details/clarity of the situation to determine appropriate action. (Noting the parent reporting in DSC/RAP, and should be recorded in the e-school state reporting system.)
Both the parents of the alleged bully and the parents of the alleged victim are to be notified that an allegation was made and that it is being investigated.

All students involved should be referred to the school counselor/school psychologist to

determine problem solving strategies to ensure there is not a repeated episode of bullying.

Report to DOE: The principal or his/her designee will report allegations as well as confirmed bullying incidents.

ACCEPTABLE COMPUTER AND ASSOCIATED NETWORK USE POLICY

The purpose of the Red Clay Consolidated School District computer network is to promote the exchange of information to further education and research and is consistent with the mission of the Red Clay Consolidated School District.

Access to Red Clay Consolidated School District computers and the associated network (RCSchoolNET) is a privilege not a right. If a user violates any of the acceptable use provisions outlined in this document, future access will be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and school policies is subject to loss of access privileges and any other Red Clay Consolidated School District disciplinary options. Acceptable Use for Students of

Acceptable Use for Students of the Red Clay Consolidated School District:

1. Use must be in support of education and research consistent with Red Clay Consolidated School District policies and curriculum standards.
2. RCSchoolNET is not for private or commercial business use, political, or religious purposes.
3. Any use of RCSchoolNET for illegal activity is prohibited.
4. Use of RCSchoolNET to access obscene or pornographic material is prohibited.
5. Sending material likely to be offensive or objectionable is prohibited. 6. Destruction or vandalism of technology equipment is prohibited.
7. Unauthorized installation of copyrighted software or files for use on district computers is prohibited.
8. No commercial/shareware/freeware software of any kind shall be installed or downloaded to any Red Clay Consolidated School District computer unless first approved by the District Manager of Technology.
9. Email cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
10. Email cannot be used for political or religious purposes.
11. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district computers will be private.

My Responsibilities and Acknowledgements as an RCSchoolNET User:

1. I will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
2. I will adhere to all copyright laws.
3. I will protect all district technology equipment from potentially damaging substances such as food, drink, gum, and chalk.
4. I will not share my account with anyone or leave the account open or unattended. 5. I will keep all accounts and passwords confidential and not accessible to others. 6. I will change passwords regularly using combinations of letters and numbers avoiding standard English words and names.
7. I am responsible for making back-up copies of documents critical to me.

NOTE: Students that violate the district's acceptable use policy will be subject to the consequences outlined in the Student Code of Conduct.

STUDENT EXPECTATIONS

CLASSROOM

Students are expected to always follow the Red Clay Student Code of Conduct. While in the classroom, they will follow the classroom rules and the teacher's behavior management plan.

HALLS, STAIRWAYS, AND COMMON AREAS

Students are expected to walk on the right side of the hall and stairway. They should keep their hands at their sides except when carrying an object or climbing the stairs. They should be silent at all times and greet passers-by with a smile and a wave. Adults are encouraged to keep conversations at a minimum in the halls and stairways.

CAFETERIA

Students will stand quietly in the lunch line while waiting to get their lunch. Once seated with their lunches, students will remain in their seats, raising their hands if they need something. Adult supervisors will circulate among tables, reminding children to eat their lunch and keep their voices low and conversational. When there is five minutes of lunchtime remaining, the lunch supervisor will announce "quiet time." During quiet time children will be expected to sit silently, without bothering others, clean up remaining trash, and get ready to return to class.

ASSEMBLIES

Students will enter the room quietly and sit in their designated area. They will observe the signal for silence, sit appropriately, keep their hands and feet to themselves, be attentive to the program/speaker, and show their appreciation appropriately. They

should look to their teacher for dismissal instructions and exit the room quietly.

SCHOOL BUSES

Students are expected to be seated while the bus is in motion – "back-to-back, bottom to bottom"- with their bookbags on their lap. They are to keep their hands, feet, and heads away from open windows. Fighting, profanity, and yelling are prohibited. They are to remain seated until the bus comes to a stop.

TRANSPORTATION (District Transportation Office - 322-0251)

Riding the Bus

Your child's safety is our main concern as he/she goes to and from school. Whether your child rides the bus daily or only when going on a field trip, the rules remain the same and are enforced by the teachers, bus drivers, transportation department and district administration.

All children will:

- **Be seated at all times.**
- **Use quiet voices.**
- **Keep all objects and body parts away from windows.**
- **Keep their hands, feet, and belongings to themselves.**
- **Fighting, horseplay, or profanity will not be tolerated.**
- **Parents are not permitted to ride the bus.**

Bus Referrals- If the student is not following the bus rules, the bus driver may give them a bus referral. Consequences will be given according to the Red Clay Code of Conduct. **The parent is responsible for providing transportation during each bus suspension.**

COMING TO SCHOOL BY CAR

Your child will not be permitted to leave Richey School and ride with a relative or friend without a signed note from his/her parent/legal guardian. Cars may park on Highland Avenue to drop off students. Please wait for directions from the crossing guards or staff members before pulling out into traffic.

WALKING

Children who walk to and/or from school are expected to go directly home or to their daycare provider. Children who must cross streets must wait for direction from the crossing guards. For your child's safety, crossing guards are located along Highland Avenue. No child will be allowed to walk to a friend's house without a signed note from a parent/legal guardian.

SCHOOL PROCEDURES:

- No child will be allowed to leave the building for early dismissal without the written permission of a parent/legal guardian. **Whenever possible, appointments should be made for after school hours.** Parents are to report to the office to sign the child out of school and to have the child called to the office. **Do not go directly to the classroom.** If someone other than the parent/guardian is picking up the child, a written note from the parent must be brought to the office, in advance, stating who will get the child.

- All children will be dismissed their regular way (to their bus or as a walker) **UNLESS** there is a written note from the parent/legal guardian requesting us to hold the child in the office. **If a student tells us that someone is picking them up, but has no note, the child will be dismissed according to his/her normal procedure.**

Children are sometimes taken on field trips to provide additional educational experiences. A Board of Education policy stipulates procedures for a safe and educational trip. **No child will be allowed to go on a field trip without a written permission slip.** This rule is in effect to protect your child during the school day.

Transportation – Kindergarten and Special Education Students

Our goal is to provide safe transportation of all students. A parent/designated adult is responsible to meet all pre-school, kindergarten, and special education students at the bus stop. The following actions will be taken when a parent/designated adult is <u>not</u> available to meet the student at the bus stop.

1. The Transportation Office will contact the student's school and report that no one is home to receive the child.

2. The school will contact the emergency number(s).

3. If all emergency numbers are exhausted, and parent contact is unsuccessful, transportation will return the student to the school. The school will establish contact with the parent and arrange for the student to be picked up from the school office. If the student is in a Red Clay Special Program, their return location is different and will be shared with the parent/guardian when contacted.

NUTRITION SERVICES

Richey Elementary School will participate in the Community Eligibility Provision, a part of the National School Lunch and School Breakfast Program for this school year. All students are eligible to receive a nutritious breakfast and lunch at **no charge** to you.

The breakfast program begins at 8:45 a.m. Students are to go to the cafeteria when the doors open. Car Riders and walkers will stand on the white line if they want breakfast. Other students will stand on the blue line and wait for the doors to open. They must be in their homeroom by 9:05 a.m. Each class has a scheduled lunch period. If a child packs a lunch, they must take their lunch with them to the cafeteria at the scheduled time. They will not be permitted to return to class. All children eat in the cafeteria with their class.

Cafeteria Rules and Expectations

The school-wide discipline system is the standard for behavior in the cafeteria.

- Children are to go to the bathroom **BEFORE** going to the cafeteria.

- Children are escorted to the cafeteria by their homeroom teachers and asked to stand in the lunch line or be seated at their table.
- Once children are seated at the tables with their food, they are to **REMAIN SEATED.** If a child needs assistance, he/she is to raise his/her hand and an adult will come to him/her.
- Quiet voices will be allowed for the first 25 minutes of the lunch period. The last five minutes of lunch is **"QUIET TIME".** Children are to finish eating, throw away trash, recycle plastic items, and sit quietly so that they can leave the cafeteria calmly.

District Allergy/Wellness Policy

- Our wellness initiatives are an essential element of our school curriculum and impact every child every day during classroom instruction, physical education classes, and recess. We know there is a strong correlation between healthy eating/living and academic performance.

- Food is not to be brought into school for any reason. The District has also adopted a "no latex" policy. Latex bandages and gloves are no longer used in the Nurses' offices and latex balloons are not allowed in school.

- Planned School/Classroom Celebrations: We know many parents like to celebrate occasions with special treats. We encourage parents to celebrate with nonfood items such as stickers, pencils, or erasers, other than food.

Snack: We know that students perform better when they feed their brains and are

well hydrated. Teachers will be sending home information regarding setting aside time for students to enjoy a small healthy snack if they are assigned to a late lunch. We ask that you avoid sending nuts or any product containing nuts as we have several students who have nut allergies. Please reinforce with your child that snacks and lunch items are not meant to be shared with friends unless it is a classroom celebration. Students are encouraged to bring water bottles daily, so they remain hydrated throughout the day.

- Birthdays: We know that many parents like to celebrate birthdays or other occasions with special treats. We encourage parents to celebrate with nonfood items such as stickers, pencils, and themed erasers, other than food. Any food sent into share with students must be prepacked and contain a commercial ingredient label. If sending in food for the classroom distribution, please contact your child's teacher at least 3 days in advance. The nurse will need to check the ingredients to ensure that nothing in the food item contains an allergy in that homeroom. If there is a known food allergy in that room and the food contains that ingredient it will not be distributed. To avoid this please send in nonfood items.

CURRICULUM OVERVIEW

You will receive a grade level curriculum overview at Meet the Teacher. Common Core State Standards are located on the District website under Teaching and Learning.

STUDENT PROGRESS REPORTING
REPORT CARDS

Report cards are issued at the end of four marking periods for grades kindergarten through five. K-3 report cards are through Progress Book and 4 and 5 are Home Access Center.Information can be found on the District website under Teaching and Learning under Curriculum. The first report card is distributed in November. Parents may request a parent conference during the interim reporting window. At a scheduled conference, teachers will review students' work and assess academic progress. Additional conferences will be scheduled throughout the year in accordance with the interim reporting schedule.

Students will be evaluated according to the Common Core Standards for their grade level. Parent meetings can be requested with the child's homeroom teacher or parent. This will allow further dialog regarding the Red Clay reporting system as well as the individual child's performance. Report cards will be computer generated.

Upon receiving a report card, parents are asked to sit down with their child and review it. They should use this opportunity to praise and support the child's efforts and encourage him/her to continue to achieve.

The report card envelope is to be **signed** and **returned** indicating it has been received. The actual report card is to be kept by the parent.

- **Interim Reports - Academic commendations** may be given to students at the mid quarter. These indicate excellent progress or growth. Children should know that they are doing well.
- **Interim Reports - Academic warnings** are given to students at the mid-quarter when there is concern about progress.
- **Comments and Remarks** will help communicate specific reasons for grades. This information is useful in guiding your child toward success.
- **Portfolios** are a collection of work samples showing a student's performance and progress over time.
- **Conduct and Work Habits** are equally important to academic grades. Elementary school begins an individual's development of the work ethic – responsibility, independence, attention to task, completion of assignments, cooperation, and effort. It is very important that these areas be emphasized when you are discussing the report card with your child.
- **Attendance and Lateness** is also found on the report card. Research indicates that the fewer days a child is absent from school, the greater his/her achievement. Please check that the attendance record is accurate each marking period.

Children's abilities vary. They do not all reach the same academic level. Your child is an individual with his/her own set of abilities and talents. Accept your child as he/she is. Resist the temptation of comparing children with one another.

PARENT-SCHOOL PARTNERSHIP

The PTO is a vital part of Richey Elementary School.

The Richey School PTO works toward being one of the most active Parent Teacher Organizations in the state. To provide all the services the children need, **YOUR SUPPORT is needed.** When information comes home announcing a PTO meeting, activity, or fundraiser, please take an active part. Your support will make a great deal of difference to your child's education.

Reading at Home

Parents are partners with the school when it comes to educating their child. Listening to a child read aloud or providing a shared reading experience is an excellent way to support the child's development. Reading aloud is seen as the single most influential factor in a young child's success in learning to read. Reading aloud improves listening skills, builds vocabulary, aids reading comprehension, and has a positive impact on student's attitudes toward reading.

Talk with your child uninterrupted for 15 minutes each day. Let your child hear how

important he/she is to you. Ask your child(ren) how they feel about things and what they are learning. Enjoy their childhood: it doesn't last very long.

Support our fundraisers. All proceeds from any fundraisers go directly into improving and expanding the educational opportunities for your child.

Share your skills. There is always a project waiting for your help. Contact your child's teacher or PTO if you have an idea.

Volunteering at Richey – If you wish to volunteer or be a chaperone on a field trip, you will need to fill out a District form and follow the procedure. Please ask Mrs. Prado for the information.

If you have any questions, please contact 302-992-5535.