

RIVERVIEW ELEMENTARY SCHOOL



Student & Parent Handbook

**4100 208th St. W.
Farmington, MN 55024
(651) 460-1600**

*Riverview Elementary is a community dedicated to providing a challenging, fun, and safe environment
for all learners.*

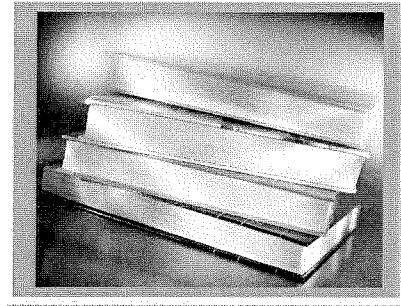
We care, we try our best, we succeed!

Welcome to Riverview Elementary School. The student handbook is designed to assist you with questions you may have regarding the school day and other items of importance. Please call the school office if you have questions that are not answered in this handbook. In going green, we encourage parents to look online to view the handbook. Thank you and have a wonderful school year.

Kim Grengs, Principal

PHONE NUMBERS

Riverview Elementary Office	651-460-1600
Principal, Kim Grengs	651-460-1600
Counselor, Kathy Willhoite	651-460-1603
Sally VanValkenburg	651-460-1604
Ruth Ann Fischer	651-460-1605
Nurse, Ruth Holmes	651-460-1606
Chartwells Food Service	651-463-5025
Marschall Bus Company	651-463-8689
School Closing-Weather Line	952-985-1100
TigerLine Information	651-463-9090 x 1900



CLASSROOM HOURS 8:30 a.m. - 3:00 p.m.

The earliest students can be dropped off is 8:15 a.m. Students are to wait outside the double doors before 8:15. Supervision is not provided before 8:15. Parents picking up students at the end of the school day will need to be here at 3:00 p.m.

OFFICE HOURS 7:30 a.m. - 4:00 p.m.

BREAKFAST HOURS 8:15 a. m. - 8:30 p.m.

<u>GRADE</u>	<u>LUNCH TIMES</u>	<u>RECESS</u>
KinderJourney	11:30-11:55	11:05-11:25
Grade 1	11:10-11:35	10:50-11:10
Grade 2	11:30-11:55	11:10-11:30
Grade 3	12:05-12:30	11:45-12:05
Grade 4	11:55-12:20	11:35-11:55
Grade 5	11:40-12:05	11:20-11:40

PARENT/VISITORS TO OUR SCHOOL

For the safety of all our children, all visitors and parents are required to check in at the office. All volunteers are required to wear a visitor's badge with their name to ensure the safety of all students and staff. If you are picking your child up from school, please meet your child in the office area and sign them out on the sheet provided.

For the safety of all of our students, parents are not allowed to drive in the bus corral during school hours. Thank you for your cooperation.

SCHOOL DRESS and LOST & FOUND

Students should be dressed in clean clothes, appropriate for school. Hats cannot be worn inside the building, unless for special occasions/events. Please refrain from sending your child to school in provocative or inappropriate clothing. Students will be required to change into appropriate clothing. Please use discretion with make-up, making sure it is age appropriate. For safety and health reasons, shoes must be worn at all times. Lost and found will be recycled at the end of each trimester. Please have your child check it frequently for any lost items.

FAMILY SUPPORT WORKER

For assistance regarding community resources and supporting your child's school success, please call Anee Christensen, 360 Communities Family Support Worker at 651-460-1616.

FOOD ALLERGIES/MEDICAL CONDITIONS

Federal Regulations require participating schools to make substitutions for students with food allergies and/or medical conditions. A medical statement from the child's doctor must be on file in the Food Service Office. If you have any questions regarding this, please call the Food Service Office at 651-463-5025.

EMERGENCY SCHOOL CLOSINGS

The district will try to make decisions to close by 6:00 a.m. In the event of an early closing, middle and high school students may be dismissed first to enable older siblings to be there when the elementary students are dismissed.

The district maintains two emergency information lines: **952-985-1100** and **651-463-9090 x1900 (Tigerline)**. Also, announcements will be made on radio stations *WCCO* and *KDHL* and television stations *KSTP-Channel 5* and *KARE-Channel 11* when there is a change in the school schedule. Parents may also sign up for e-mail notification of school closings by contacting the Community Education office.

An emergency release form with more information was included in the back to school packets. Please be sure to complete the form with accurate information and send it to school promptly.

RECESS

Please dress your child appropriately for cold weather. Students are expected to go outside for about twenty minutes a day. Inside recess may occur with rain, below zero, or inclement weather. Any child staying in for recess as a result of an illness will need a doctor's note.

MINNESOTA CARE INFO

In response to the growing number of uninsured, the 1992 Minnesota Legislature created a subsidized health program called Minnesotacare. The program is open to all Minnesota residents who meet the program and income guidelines. For more information or to enroll call 651-297-3862. Brochures are located in the nurse's office.

SEXUAL HARASSMENT

Sexual Harassment is behavior or words of a sexual or gender demeaning in nature which pressure or intimidate a person feel uncomfortable at school or school activities. If a student or employee of ISD 192 has concerns or complaints regarding sexual harassment, please contact the district Human Rights Officer at 651-463-5065.

DISTRICT WEAPONS POLICY #FPA

Students and non-students are forbidden to knowingly or voluntarily possess, display, store, handle, transmit, or use any instrument that is considered a weapon or "look-alike" weapon in school buildings, on school grounds, at school sponsored activities on or off school property, at bus stops or on school owned or leased vehicles, or entering upon or departing from school premises, property, or events. Weapons will not be tolerated. School officials will take disciplinary action toward students violating this policy.

Consequences (any or all will be utilized):

1. Notification to violator's parents/guardians of the violation and confiscation of the weapon or weapons by school personnel or police personnel. Weapons may be turned over to police.
2. Notification to and/or involvement of the police with a recommendation to file charges.
3. Suspension for up to ten days for the offending student.
4. Community service and/or letters of apology may be assigned to the violating student.
5. A recommendation for expulsion/exclusion from the principal to the school board regarding the violating student.
6. A violating student from another district will be referred to the police and his/her resident district will be notified.

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Student Expectations:

ABOVE THE LINE	BELOW THE LINE	THE BOTTOM LINE
<ul style="list-style-type: none"> • Be Responsible • Be Self Disciplined • Make Healthy Choices • Be Caring and Fair • Persevere • Be Respectful • Be a Good Citizen • Be Honest and Trustworthy • Be Courageous 	<ul style="list-style-type: none"> • Disrespectful • Swearing • Teasing • Threatening the safety of others • Uncooperative • Wasting Time 	<ul style="list-style-type: none"> • Assault • Any type of harassment • Possession of or use of drugs • Theft • Threats and intimidation • Vandalism • Weapons

All of our students are expected to be Above the Line. If a student makes a poor choice and their behavior is Below the Line, the student will be expected to take full responsibility for his/her behavior. The student who chooses a Below the Line behavior will be given a choice. The student will be able to "Fix It" or have the adult choose a consequence for falling Below the Line. If the student selects the "Fix It" option, the student must come up with a plan for fixing the problem. "I'm sorry" is not an appropriate "Fix It" solution. "I'm sorry" only admits that the student was choosing an inappropriate behavior. The student must then come up with an appropriate strategy so that the behavior does not continue.

There is not a standard consequence for every Below the Line behavior. Each consequence will be determined by the adult and student using the following guidelines: the consequence must be related to the behavior; the consequence must be delivered respectfully and must be reasonable.

There are some behaviors that are considered totally inappropriate for school. These behaviors are dangerous to both the students and staff and will not be tolerated. These Bottom Line behaviors are in violation of state law, district policy or any other totally unacceptable behavior. Any student who demonstrates Bottom Line behaviors will be referred to the principal and parents/guardians will likely become involved.

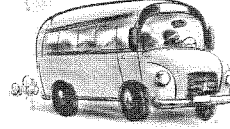
We appreciate your support in making Riverview Elementary a safe and caring environment so that the students have every opportunity to learn at their fullest potential.

Sincerely,

Kim Grengs, Principal & Riverview Staff

TRANSPORTATION

Riding the school bus is a privilege. In District #192, a school bus is an extension of the classroom, and students are expected to show the same appropriate conduct as is required in school.



We are especially concerned about the safety of our students, the protection of property and each student's rights. With this in mind, rules have been developed to ensure safe rides for our students. Bus drivers have authority over students and will report to the principal and the bus company anyone who violates the rules. Any students causing problems on the bus may have his or her riding privileges suspended. Violations will be recorded.

Transportation for the school district is contracted with Marschall Bus Co. If you have questions about transportation, please call 651-463-8689.

TRANSPORTATION FORMS

Students who have moved within the school boundaries should contact the school and fill out a new transportation form.

Students being transported from somewhere other than their home address (example: day care address) should fill out a new transportation form each year, regardless if they were transported from that address the previous year. The bus company starts fresh each year and will assume your child will be transported to and from home unless you fill out a transportation form. Please call Marschall Bus Co. at **651-463-8689**, regarding any bus route questions.

ATTENDANCE PROCEDURE



Attendance is an important part of your child's education. Therefore, our school follows the procedure outlined below.

Our goal is always to work with you to make school a positive experience for you and your child. If your child expresses reluctance about going to school, or complains of illness simply to stay home, please contact us. Our nurse, school counselor or family support worker may be able to help you with concerns of this type.

Each time your child will be absent or tardy, you are required to call (651) 460-1605 before 9:00 a.m. Failure to do so will result in school personnel contacting you at home or work. This is to ensure your child's safety. Failure to respond to the school's call will result in the absence being recorded as **unexcused**.

Unexcused Absences

- **Three (3)** unexcused absences will result in a phone call of concern from the school.
- **Five (5)** unexcused absences will result in a letter of warning. This letter will be accompanied by a request for a meeting with school personnel. Failure of parent/guardian to meet with the school will be documented as such. Copies of all letters will be placed in the child's permanent record.
- **Seven (7)** unexcused absences will result in the school reporting to the Dakota County Child Protection Services, as required by MN Statute 120.A22 for truancy/educational neglect.

Excused Absences

- **Ten (10)** absences, even if excused, are considered to be excessive absenteeism. Following the tenth (10) absence a phone call will be made and a letter will be sent home to address the situation. A meeting may also be required between the principal and the parent/guardian. A doctor's note to excuse absences due to illness may be required at the discretion of the principal.

Tardiness

- Along with absenteeism, tardiness is a serious concern. Therefore please note that **four (4) unexcused tardies will equal one (1) unexcused absence.**
- If your child has recurring and necessary excused tardies due to outside appointments, we require a note from the care provide at regular intervals.

***Acceptable Excuses include:**

Sickness
Doctor's visit including mental health
Religious holiday
Extreme family emergency

*** Invalid Excuses (examples)**

Staying home to baby-sit
Being tired
Missed the bus
Needed at home for an emergency
Cold weather

**The examples shown are from the Dakota County School Success Program brochure.*

Kim Grenqs

Principal

What is the **40** book challenge?

