

*Full  
STEAM  
Ahead!*

**2016-  
2017**



## Rivermont Elementary School Handbook

The mission of Rivermont Elementary School is to provide a rich educational environment that challenges all students to perform at their highest level in all subject areas, and to equip students with the knowledge, work habits, and values necessary to become positively contributing citizens of both their local community and the world at large.

# VISION

“Rivermont Elementary School will engage every learner every day in creative and critical thinking through innovative learning opportunities in a safe environment.”

## A NOTE FROM THE PRINCIPAL

August 2016

Students, Parents, Guardians, and Community Members,

Welcome to the 2016-2017 school year at Rivermont Elementary School! Exciting things are taking place, and we cannot wait to share the amazing learning opportunities we have been creating for our students. Teachers, along with their administration and instructional coaches, have been working hard to put together a curriculum that will engage and motivate every learner to reach his or her full potential as thinkers, readers, writers, creators, explorers, and teachers (yes, our students will be teaching us too) in all things S.T.E.A.M. You may have recently heard of STEM education, and STEAM is the same, Science, Technology, Engineering, and Mathematics, with the addition of Art & Design.

I can promise that there will be some bumps along the way as we try to implement and refine innovative new teaching practices at Rivermont Elementary School; however, I can always promise that our students, their safety and their learning, will ALWAYS be priority number one. I can also promise that mistakes will be learning opportunities and we will always be working toward excellence.

With that said, this booklet was put together to share “The Rivermont Way” with our stakeholders. It is by no means all encompassing, and additional HCDE Board Policies and Procedures can be accessed at [www.hcde.org](http://www.hcde.org).

I look forward to working with all stakeholders to make Rivermont Elementary School an amazing place for all to grow and learn! We strive for excellence in every area of your students’ educational experience. If you ever have concerns or questions, please feel free to talk to your child’s teacher, Mrs. Vicki, or myself.

Sincerely,

Mrs. Nikki Bailey  
Principal

## ACADEMICS

Rivermont Elementary School follows the HCDE Frameworks for Math and Literacy to help students learn the grade level expectations set forth by the Tennessee State Standards. These can be found at: <https://www.tn.gov/education>.

It is our belief that ALL students can learn, and we take the task of preparing your child for the world around them seriously. At R.E.S. academics is based on real-world complex problem solving. We encourage our students to take risks, learn from their choices, and fail forward, or constantly improve themselves rather than focus on a “correct answer.”

## SCHOOL HOURS

Kindergarten through 5<sup>th</sup> grade hours: 8:45 am-3:45 pm

Pre-K hours: 8:30 am-3:30 pm

Door Open: 8:15 am

Breakfast is Served: 8:15-8:35 am

Tardy Bell: 8:45 am

The front office staff is available to take phone calls from 8:45 am-4:15 pm.

## ARRIVAL PROCEDURES

Doors will be opened at 8:15 am. If students are dropped off before 8:15 am, they are unsupervised, so please, for their safety, do not drop children off to stand at the door prior to 8:15 am. Authorities will be contacted if this occurs.

**All** car riders are to enter from Carter Drive. Rivermont will not accept responsibility for any student who is dropped off any place other than the car rider line. If it is necessary to park, please do so in the parking lot, not in the car rider drop area. For safety, adults should accompany their student to the front door when entering from the parking lot. Students should never be dropped off in the parking lot, it is too dangerous.

Children are to go straight to the cafeteria for breakfast, if they are going to eat breakfast in The Café. Breakfast is served to car riders until 8:35 am, on the cafeteria clock. If you know you are going to be late, please make plans to provide your student breakfast.

Students who arrive after 8:45 am (with the exception of a late bus) are TARDY. Parents are required to accompany tardy students to the office and sign them in the tardy book. This is for students' safety, and we appreciate in advance your compliance with this procedure.

## DISMISSAL PROCEDURES

It is best, if at all possible, to have one consistent way that your child goes home each day; however, if you need to change your child's way of going home (for a day or permanently), the request **MUST** be made in writing. If the student does not bring a note and verification cannot be made, the student will

be sent home his/her regular way. **Calls to change a students' transportation will not be taken after 3:00 pm** (the office becomes a very busy place this time of day, and your child's safety is our top priority).

## EARLY DISMISSAL PROCEDURES

Early Dismissal: If you need to dismiss your child early from school due to a doctor's appointment or other scheduled appointment, please do so **before 3:15 pm**. A student that is missing over half of the school day will be counted absent for the day. This means if a student **leaves school before 12:15 pm or arrives at school after 12:15 pm**, he or she will be marked **absent for that date**.

Parents, guardians, or designees must sign for the student at the front office before he/she can be dismissed. **NO** students, for their safety, will be dismissed from the classroom teacher without being signed out first in the office.

## CAR RIDER DISMISSAL PROCEDURES

Students being picked up in an automobile must be picked up through the car line. Students' safety is our top priority, so the proper authorities will be contacted if car rider procedures are not followed. Every car rider will be given a dismissal card for identification. This card is to be displayed in the car window with the student name facing the passenger side so it can easily be read by staff. If you need additional cards, they are available in the office. Students will **NOT** be dismissed to a car without a Rivermont dismissal card. Cars that do not have the card visible will be asked to park in the parking lot (not the car rider line), go into the office, and show proper identification to dismiss the child.

The City of Chattanooga will not allow cars to park on Carter drive. The City has notified us that all cars are to enter Carter Drive and go up the street and come back down in order to enter on the correct side of the street. Cars that are parked on the incorrect side of the street are subject to be ticketed.

## BUS PROCEDURES

The right of all pupils to ride on school buses is conditional on the good behavior and observance of the following rules and regulations:

- Students are expected to abide by Rivermont Elementary's behavior expectations on the bus.
- Students should obey the bus driver cheerfully, promptly, and respectfully.
- Students should be on time to his/her bus stop. The driver cannot and will not wait for those who are not on time.
- Students must take seats assigned to them by the driver.
- Students should wait patiently in line, respecting others' personal space, while loading and unloading the bus.
- Students should not open bus windows. Objects thrown from the bus window will lead to suspension from bus privileges.
- Students should remain seated on the bus for their safety, and may not change seats once the bus is in route.
- Students should not eat or drink on the bus and should take pride in the care of their bus.

- Students are expected to use whisper-level volume on the bus, as loud noise levels can be distracting to driver, and thus unsafe.

This is just a summary. The complete list of HCDE bus rules can be found at: <http://www.hcde.org>

If a student receives a behavioral referral from a bus driver, the referral will be mailed home, and the parent/guardian will be notified of consequences, which could include loss of bus privileges.

We ask that **all** students' have a loving adult review these bus expectations with them, rather your child rides the bus daily or not, as all students will ride the bus on field trips.

## SCHOOL VISITORS

Time is our most precious resource, and we guard the instructional time we have with our students. For this reason, please follow the following guidelines to help us avoid the interruptions of the precious instructional time, and to keep our students safe:

- **ALL** visitors to R.E.S., according to TCA 49-2-203-(b)(4), are required to first stop and sign in at the school's main office immediately upon entering the building. Once at the office, please inform staff of your name and reason for visiting. If approved, the office staff will give you a visitor's pass and escort you to the location you need to go to in the building. Please sign out before leaving the building.
- Meetings with teachers or staff should be prearranged, as to not interrupt instructional time.
- If you are seen having impromptu parent/teacher conferences with a teacher during instructional time, you will be kindly asked to make an appointment during non-instructional time. For this reason, written communication in your child's agenda-mate is encouraged.

R.E.S. is focused on learning, and our goal is to keep students focused on learning during the school day. For this reason, we ask that celebrations not related to learning, for example, birthday celebrations take place outside of school. Please do not distribute party invitations at school. Please do not send balloons, flowers, or edible bouquets to students at school for the safety of students with allergy concerns.

To visit your child at lunch, please call The Café in advance or send a note with your child. This ensures that the cafeteria staff can prepare enough meals for the day.

The Café's telephone number is (423)870-0612. School menus & meal costs can be found at [www.hcde.org](http://www.hcde.org).

## SCHOOL VOLUNTEERS

Please sign in each time you visit and wear your volunteer badge. Teachers and students are depending on you, so if you have committed to serving, please be on time. Likewise, the school will contact you asap if there should be a reason for cancellation of volunteers. If you must be absent to a commitment, please notify the front desk so they can let the teacher know as soon as possible. Please leave the work of disciplining students to the teachers and staff. If you have concerns, please notify the nearest teacher or staff member. Familiarize yourself with safety routines and procedures and adhere to these when present. Thank you in advance for your help and support.

# SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT (SWPBS) MISSION STATEMENT

To be a systematic support that positively impacts our school climate, culture, and involves all stakeholders. Our SWPBS team will provide students with monthly incentives that students will earn our school currency, “Tiger Bucks”, to purchase a ticket for the end-of-month school-wide event. Students can earn “Tiger Bucks” in various ways, including being respectful, being on time, being safe, and being responsible. Students who receive referrals will not be allowed to participate in the end-of-month incentive; however, their “Tiger Bucks” can be used toward next month’s incentive (if no referrals). Watch for more information on end-of-month incentives in Monday Folders. Students will never need money from you for these events.

Please know that Rivermont Elementary School staff are doing all that we can to ensure the safety of our students while they are in our care. We practice routines and procedures at the beginning of the year and hold students to the following School-Wide Expectations, or “ROAR”:

1. Be **R**espectful
2. Be **O**n Task
3. **A**lways Be Safe
4. Be **R**esponsible

We will discuss with our students what this “looks like” and “sounds like” in the various areas of our building, including arrival and dismissal zones, and we hope that you too will model these expectations for your student whenever you are at Rivermont Elementary.

## RIVERMONT ELEMENTARY “R.O.A.R. RAP”

As a student of Rivermont School,

I’ll respect myself and others too.

I’ll be on task, on time, never late.

I’ll make good choices, always safe.

I’ll be responsible for every chore.

I’m a Rivermont Tiger,

Hear me ROAR!



## TIGER TEAM GUIDELINES

Tiger Team is a school-wide incentive program designed to motivate and reward students for maintaining high academics, impeccable behavior, and superb attendance. Each 9-weeks, students that maintain the following criteria will be awarded Tiger Team status:

- **Academics**: Students must maintain Star Roll (All A's) or Honor Roll (A's and B's) for that 9 weeks
- **Behavior**: Students must maintain role-model behavior and have received no referrals for the 9 weeks (including bus)
- **Attendance**: Students must maintain 100% attendance (including tardies) for the 9 weeks

## TIGER TEAM INCENTIVES

- School-wide recognition and pride in one's achievements
- Friday Jeans Pass for the 9 weeks
- Certificate & Photo on the "Tiger Team Wall of Fame"
- Other incentives, subject to change due to availability

## STUDENT CONDUCT

We expect students to exhibit acceptable and cooperative behavior in all areas of the school. Discipline for inappropriate behavior will be at the discretion of the staff. In addition to our school-wide behavior expectations, additional grade and class specific guidelines and procedures will be implemented for the safety and well-being of students.

Students who behave in a way that is not in compliance with our school-wide expectations are subject to consequences. Behaviors that will result in administration involvement (Major) in consequences include, but are not limited to:

- Physical Harm (Hitting, Kicking)
- Foul Language
- Disrespect of Others (Students & Adults)
- Bullying
- Leaving Boundaries Without Permission

Minor disciplinary information may be communicated to you from your child's teacher via your student's agenda-mate. If your student has major disciplinary needs, you will receive a phone call from administration, and the written disciplinary information will be mailed to your home address.

## COMMUNICATION

Parents are encouraged to communicate with the school on a regular basis. Because we believe communication is important, R.E.S. will use many different tools to communicate with you, and it is our hopes that you will also find these tools an effective way to communicate with us.

- Monday Folder: This blue folder will come home weekly and contain the following: Graded papers, information about school events, homework, and other important information. If you see nothing else each week, please ask your child for this folder each Monday, go through the information, and sign that you received it. Please return it the next day.
- Agenda-Mate/Planner: This is a two-way written communication with you and your child's teacher, as well as a tool for teaching students organizational skills. Please check and sign it DAILY. Students are responsible for keeping up with their agenda-mate/planner. Additional agendas/planners are available for purchase at the front office, should your student misplace theirs.
- School Website: [www.res.hcde.org](http://www.res.hcde.org)
- School Phone Number: (423) 870-0610
- Connect Ed: Recorded telephone updates, including weather related updates, upcoming events, and early dismissals. Please make sure the office always has a working and up-to-date phone number for this system to work effectively.

## HOMEWORK

Homework is meant to be additional communication tool between the parent/guardian and the teacher. Homework should be reinforcement of skills/concepts being taught in the classroom. If you see your child is having difficulty with their homework, or you are concerned about the amount of homework being assigned, please contact your child's teacher to set up a conference.

Homework folders will come home school-wide on Monday and will include that week's homework. Each family can decide the pace at which their child is most comfortable completing the week's homework. Keep in mind that word study/spelling concepts and math facts should be studied nightly, as students are tested on these weekly throughout the school year, and to help your student develop life-long study habits. Completed homework, to be turned back in to the teacher in the same folder, is due back at school the following Monday.

## TECHNOLOGY

R.E.S. is a 1:1 school (one device per student) in grades 3<sup>rd</sup>-5<sup>th</sup>. Each 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade family will receive information related to our school's and the district's technology policies prior to students' use of school technology. For this reason, your child should not need a personal device at school. The school will not be liable for damaged or lost technology brought from home to school. Students who do not comply with our school's and district's technology procedures are subject to consequences, including loss of technology privileges.

## ATTENDANCE POLICY AND PROCEDURES

Rivermont Elementary School complies with HCDE Board Policies regarding attendance. These policies can be found at:

<http://www.hcde.org/?DivisionID=14291&DepartmentID=15620>

For questions regarding HCDE's Attendance Policy, please contact our school social worker, Ms. Diane Ulmer at [ulmer\\_diane@hcde.org](mailto:ulmer_diane@hcde.org).

## MAKE-UP WORK

Work shall not be given ahead of time for unexcused absences. For excused absences, students will have five school days to make up missed assignments.

## FIELD TRIPS/LEARNING EXPEDITIONS

All learning expeditions are designed and implemented to further students' understanding of classroom learning. Teachers will inform parents/guardians of date, time, place, cost, and purpose of each learning expedition. Parents/guardians must sign permission slips prior to each expedition. Children will not be allowed to leave the school grounds without a signed permission slip. Students who are unable to attend the learning expedition will have the opportunity to deepen their learning of the same standards in the school setting.

Parents will sometimes be asked to chaperone learning expeditions. When parents volunteer for this opportunity, we ask that they not bring other children (younger siblings, etc.) so that they can fully support students in their learning on the expedition.

## SAFETY PLAN

The staff and students at R.E.S. will practice safety, fire, and tornado drills. These plans are posted in each classroom and available at the school office upon request.

## MEDICAL NEEDS

Medication will not be dispensed to students without proper written permission forms completed by the parent and the school nurse, Ms. Jamecia Jennings. She can be reached at 423-870-0664 or [jennings\\_jamecia@hcde.org](mailto:jennings_jamecia@hcde.org). This information must be updated when there is a change in dosage or time of medication, and new permission forms must be completed at the beginning of each new school year. Once permission forms are completed, medication must be brought to the school office by a parent or guardian in the original prescription bottle, and should be refilled in like manner.

Parents and proper authorities will be notified if unapproved (undocumented) medication is found on a student, or parents/students are found to not be in compliance with the above guidelines. This includes Tylenol, cough syrups, and antibiotics.

## STUDENT ILLNESS & ACCIDENTS

Sick children need to be at home so that they can not only rest and recuperate, but also avoid spreading germs and illness to others.

Children who become sick with a temperature at school will be required to be picked up by a parent/guardian/approved loving adult. In the event of student illness and/or accident, the school will follow these procedures:

- School Nurse, if available, will assess health needs
- School nurse will contact parent/guardian
  - If unable to contact parent/guardian, the school nurse will contact the person(s) listed on the students' emergency contact card
  - If unable to contact an emergency contact, the school nurse will notify the family physician
- If an emergency, the school nurse will call 9-1-1 or other medically necessary resources as well as contact the parent/guardian

## R.E.S. SCHOOL-WIDE DRESS CODE

<b>Bottoms</b> (Pants/Shorts/Skirts/ Skorts/Jumpers)	<b>Tops</b> (Short or Long Sleeve)	<b>Shoes</b>	<b>Accessories</b>
<b>Colors:</b> <ul style="list-style-type: none"> <li>• Navy</li> <li>• Khaki</li> </ul>	<b>Colors:</b> <ul style="list-style-type: none"> <li>• Must be solid colors</li> <li>• No Red</li> <li>• No Black</li> </ul>	<b>Colors:</b> <ul style="list-style-type: none"> <li>• Any is acceptable</li> </ul>	<b>Cardigan/Sweater/Sweatshirts/Hoodies:</b> <ul style="list-style-type: none"> <li>• Should be solid-colored (White, Navy, or Orange)</li> </ul>
<b>Styles:</b> <ul style="list-style-type: none"> <li>• All bottoms must be worn at waist level</li> <li>• Shorts must reach the tips of the fingers when standing</li> <li>• Pants with loops must be worn with a belt</li> </ul>	<b>Styles:</b> <ul style="list-style-type: none"> <li>• Collared Polo-Style Shirt (Short or Long Sleeve)</li> <li>• Shirts should be tucked in at all times</li> <li>• R.E.S. t-shirts allowed always</li> </ul>	<b>Styles:</b> <ul style="list-style-type: none"> <li>• Closed-Toe</li> <li>• Tennis-Shoe</li> <li>• Rubber soles</li> </ul> <p style="text-align: center;">For student safety, no wheels or "Heelies" are allowed.</p>	<b>Hoodies/Hats:</b> <ul style="list-style-type: none"> <li>• Should not be worn in building except on announced special occasions</li> </ul>
<b>Jewelry:</b> <ul style="list-style-type: none"> <li>• Should remain on at all times</li> <li>• School is not liable for loss</li> </ul>			
<p><b>Book Bags:</b> Students should carry a back pack to and from school each day. ALL students should keep a seasonal change of clothes in a ZipLoc bag in his/her backpack at ALL times. <b>Learning can be messy at times!</b> Please make sure this ZipLoc bag is labeled with your child's name and class. Having this on hand will keep us from interrupting your day as well as keep your child from missing valuable learning time while waiting on a change of clothes.</p>			

Failure to comply with R.E.S.'s School-Wide Dress Code can result in restriction of privileges. If uniforms are a financial problem, please let the school know. There are local agencies that can assist.

# Rivermont School Calendar

2016-2017

<b>FIRST TERM: August - December</b>		<b>SECOND TERM: January - May</b>	
<b>August 8</b>	Registration Day 9am-11:30am	<b>January 4</b>	Students Return to School
<b>August 11</b>	First Full Day of School	<b>January 9</b>	Report Cards go home
<b>August 23</b>	Open House/PTA @ 6pm	<b>January 16</b>	Martin Luther King, Jr. Day (No School)
<b>September</b>	PTA Membership Month	<b>February 7</b>	PTA @ 6pm/Performance TBA
<b>September 5</b>	Labor Day/No School	<b>February 13</b>	Mid Term Progress Reports
<b>September 9-26</b>	Kids First Coupon Book Sale	<b>February 14</b>	Valentine Parties @ 2:30pm
<b>September 12</b>	Mid Term Progress Report	<b>February 20</b>	President's Day (No School)
<b>September 13</b>	PTA Meeting/Chorus to Perform @ 6pm	<b>February 28</b>	Parent-Teacher Conferences 4pm-7:30pm
<b>September 29- October 5</b>	Scholastic BookFair in the Media Center	<b>March 14</b>	PTA @ 6pm/Performance TBA
<b>October 4</b>	PTA Meeting 6pm/ Performance TBA	<b>March 17</b>	No School for Students Professional Development for Staff
<b>October 7</b>	No School for Students Professional Dev. for Staff	<b>March 20-24</b>	Spring Break/No School
<b>October 10-14</b>	Fall Break/No School	<b>April 3</b>	Mid Term Progress Reports
<b>October 20 through November 3</b>	Fundraiser begins	<b>April 4</b>	Picture Day/Class Photos
<b>October 24</b>	Report Cards go home in Monday Folder	<b>April 5</b>	Registration for Kindergarten 9:00-11:30am in Media Center
<b>October 26</b>	Picture Day	<b>April 5</b>	Applications for PreK 9:00-11:30am in Media Center
<b>November 14</b>	Mid Term Progress Reports	<b>April 11</b>	PTA @ 6:00pm Performance TBA
<b>November 15</b>	PTA @ 6pm	<b>April 14</b>	No School-Good Friday
<b>November 15</b>	Parent/Teacher Conferences 4-7:30pm	<b>April 17</b>	Mid Term Progress Reports
<b>November 23-25</b>	Thanksgiving Holiday	<b>May 1-5</b>	Teacher Appreciation Week
<b>December 4</b>	PTA @ 6pm/Performance TBA	<b>May 16</b>	PTA Meeting @ 6pm  Talent Show
<b>December 16</b>	Early Dismissal @ 12:15pm	<b>May 17</b>	Talent Show Encore @ 2pm
<b>December 16</b>	Holiday Parties	<b>May 25</b>	Early Dismissal for Students @ 12:15pm
<b>December 19-Jan 3</b>	Christmas Holiday/No School	<b>May 25</b>	Report Cards will be sent home.
<b>**Subject to Change</b>	Please check our website at <a href="http://www.res.hcde.org">www.res.hcde.org</a> for the most current calendar info.	<b>**Subject to Change</b>	Please check our website at <a href="http://www.res.hcde.org">www.res.hcde.org</a> for the most current calendar info.

Opening: August 4, 2016  
Closing: May 26, 2017