

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.

SCHOOL DAYS

The school day for students begins at 8:55 a.m. and ends at 3:25 p.m. Students should not arrive prior to 8:25 a.m., as there is no supervision. Children should not be left on the school grounds after 3:40 p.m. unless the parent is present to supervise. Students left after 3:40 p.m. will be taken to the after school program and a fee will be charged. The Wakulla County Senior Citizens Center offers before and after school care on the school grounds for a fee. Please contact them directly at 926-7145 to make arrangements.

ATTENDANCE

Daily attendance in school is critical for academic success. Please make sure your child arrives at school on time and you refrain from picking them up prior to dismissal. If your child is absent from school please send a written note or doctor's excuse upon their return. Perfect attendance will be awarded only to students who are in attendance each day, arrive on time, and are in class for the majority of the academic day. Please refer to the Wakulla County Code of Student Conduct and Attendance booklet.

REPORT CARDS

Report cards are issued every nine weeks. Progress reports will be issued for all students at the end of every four weeks. See calendar for specific dates.

GRADING SCALE

Kindergarten, Pre-First, and Special Area

- E - Excellent
- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory

First – Fifth Grade

- A - 90 to 100 (Excellent)
- B - 80 to 89 (Above Average)
- C - 70 to 79 (Average)
- D - 60 to 69 (Below Average)
- F - 0 to 59 (Failure)

Students are assigned a level of academic performance for each of these academic areas: reading, writing, and math. Performance levels are:

- A - Above the developmental level for the assigned grade.
- O - On the developmental level for the assigned grade.
- B - Below the developmental level for the assigned grade.

ACADEMIC AND EFFORT AWARDS

Each nine weeks students are awarded ribbons for their accomplishments in academic achievement, academic improvement, citizenship, and attendance. These ribbons are included with report cards each grading period. Achievement in the classroom is recognized with an awards program at the end of the school year.

COMMUNICATION

Your child's teacher will communicate with you during the school year regarding your child's progress. You will be contacted in person, by letter, e-mail, or by telephone. Parents may also access their child's newsletter of class events and information on line at: www.edline.net If a concern arises about your child, **parents should first discuss the problem with the teacher.** Parent conferences may be scheduled by calling 926-2664.

The principal distributes “The Otter’s Splash” newsletter each month with school information such as lunch menus, upcoming events, parent tips, educational web sites, current news, and recognition. This publication can be found on-line at: www.wakullaschooldistrict.org

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.

SCHOOL WIDE STUDENT EXPECTATIONS

Basic principles are the basis for all behaviors and attitudes.

Riversink students will:

1. Take pride in our school. Help make it a good place to be.
2. Accept responsibility for their behavior.
3. Respect teachers, staff, administrators and volunteers.
4. Be kind and respect peers and their property.
5. Maintain a safe, orderly classroom, playground and lunchroom environment.
6. Maintain quiet, orderly halls – remember others are working.
7. Help keep our school clean and looking nice.
8. Think it through/seek help if needed before acting.
9. Hats, caps, toys, radios, beepers, and electronic games are not allowed at school.
10. Cell phones must be turned off and kept in the child’s backpack at school.

BUS RULES

Students are to conduct themselves properly at all times while waiting for the bus and while aboard the bus.

1. Classroom conduct is to be observed.
2. Students will ride their assigned bus and depart from the bus at their designated stop.
3. Students will board, depart, and cross the road way per instructions from their bus driver.
4. Bus drivers will assign students seats and students will sit in their assigned seat.
5. No portion of a student’s body should be out-side of the bus while the bus is moving.
6. No live animals, balloons, glass containers, tobacco products, band instruments and class projects which interfere with seating, or mood modifying substances are permitted on the bus.
7. Eating, drinking and chewing gum is not permitted on the bus.
8. Student’s parents will be responsible for any vandalism on the bus.
9. Any behavior that adversely affects the safety or well being of others riding the bus will be handled by the school’s administration.

VISITORS ON CAMPUS

All visitors on the campus MUST use the main entrance. Please check in at the front desk when you arrive. You will receive a Visitor’s Pass to wear while on campus. Be sure to also check out when your visit is complete. Student safety is our top priority!

AFTERNOON STUDENT PICK-UP

For your child’s safety we ask that you use the designated car line for dropping off and picking up students daily. Please enter the first drive on your right when you arrive, wait your turn in line, and have your school pick up identification on your dash (Dash Pass). Students will remain in the designated area until your car pulls into the loading area. Although this procedure may be of some inconvenience, it provides a measure of safety for our students. Please refrain from taking your child out of school before 3:20 p.m. unless you have a medical appointment. This practice disrupts the classroom learning environment.

PM BUS NOTES

Please send a note with your child if he/she is to ride a different bus, go to after school, or get off at a different location. Calling the school for this purpose (unless it is an emergency), interrupts the education process for everyone, including your child. **Bus notes are delivered to the classroom at 2:30 p.m. No changes will be made after that time.**

PLAYGROUND RULES

Fresh air and exercise are important for proper student development. All children will play outside unless they have a doctor's excuse or a daily excuse signed by the parent. Students are not allowed to leave the school grounds. The following are not permitted: tackle football, wrestling, skateboards, roller skates and blades, headsets, radios, hand-held electronic games, jumping from swings, improper use of equipment, or rock throwing.

STUDENT DRESS

Students are expected to dress appropriately for school, safety, modesty, and the weather. Mini-skirts, short shorts, tank tops, hats, sunglasses, baggy pants, midriffs, spaghetti strap shirts, shirts displaying inappropriate language or pictures, high heels, wheeled shoes, and flip flops will not be permitted. For safety reasons tennis shoes should be worn on P.E. days.

PARENT-TEACHER ORGANIZATION

Riversink's PTO is a vital part of our school's success. The PTO sponsors one fundraiser each year. Our Festival will be in the Spring. We encourage you to become involved.

PARENT VOLUNTEERS

Parents are needed as school volunteers to assist classroom teachers with instructional and clerical duties. Please sign up in the front office if you are interested. To volunteer in the school an orientation and registration is necessary. Volunteers are accepted throughout the year. Volunteer hours count toward the Golden School Award. An orientation will be scheduled the first month of school. Children are not allowed to accompany volunteers while they work at the school.

SCHOOL ADVISORY COUNCIL

Riversink's School Advisory Council (SAC) is composed of parents, administrators, teachers, staff members, and community leaders who work together to develop on-going improvement goals of our school. Meetings are open and all parents are invited to attend. If you are interested in being an active member of the SAC please contact the front office at Riversink, or email Jackie High at highj@wakulla.k12.fl.us.

CAFETERIA RULES

After going through the serving line, students will sit at their designated table. The students will empty their own trays go to the designated area and wait for dismissal. Students are to enter and leave the cafeteria in an orderly manner. We expect students to behave like ladies and gentlemen. Lunchroom behavior problems will be communicated to the classroom teacher or school's administration.

SCHOOL LUNCH POLICY

Student lunch is provided for a cost of \$2.00 daily. Breakfast is served from 8:30 until 8:50 daily for \$1.25. Menus may be viewed online at www.wakullaschooldistrict.org. We encourage parents to prepay for meals on a weekly or monthly basis. When sending lunch money, please place money in an envelope clearly stating your child's name, teacher and lunch number. You may also pay for meals or check your child's account balance online at www.myLunchmoney.com. It takes 24 hours for the electronic payment to process, so please send money for meals until the payment has processed. You may call the lunchroom at 926-7682 with any questions or concerns regarding your child's lunch account.

In case of emergencies, students may borrow lunch money from the PTO fund. Money borrowed for meals should be paid back the next day by cash or check. (*You may not pay back borrowed funds through the electronic payment process.*) No money will be loaned for breakfast. Free and reduced meals are available to all students who qualify

according to USDA guidelines. Applications are included in the beginning of the year packet and should be completed one per family. **Applications must be submitted each year.**

LOST AND FOUND

Please write your child's name on their coats, sweaters, lunchboxes, and backpacks with a permanent marker before coming to school so that they can be returned to them if the item becomes lost at school. We make every effort during the school year to return lost items to your child, but unlabeled items are **rarely** claimed and are eventually given to local charities. Encourage your child to check for lost items as soon as they are lost.

MEDICATION POLICY

All medication to be given to a student during school hours must be delivered to the school nurse by an adult. It must be in the original container and be accompanied by a written statement from the child's doctor as to need and/or a note from the child's parent giving consent to administer the medicine. This policy applies to over-the-counter medicines, as well. Medical release forms are enclosed.

HEAD LICE

All Wakulla County School's have a no nit/lice policy. Head checks are conducted by the school nurse as requested by teachers. Students sent home must be brought back to school by an adult for clearance by the school nurse before returning to their classroom.

SUSPENSION AND EXPULSION

Suspension and expulsion are measures employed only after all other measures of correcting student behavior have been exhausted, and only in accordance with School Board policy. Refer to the 2009 – 2010 Wakulla County Code of Student Conduct /Attendance Handbook.

IMPORTANT PHONE NUMBERS

Main Office -----850-926-2664

Lunchroom-----850-926-7682

Clinic-----850-926-8297

FAX (office)-----850-926-9462

District Office-----850-926-0065

District FAX-----850-926-0123