

*Richland Elementary  
Parent/Student Handbook  
2014-2015*



## **Acknowledgement**

I/We, \_\_\_\_\_ am/are the  
Print Parent/Guardian Name(s)

parent(s)/guardian(s) of \_\_\_\_\_,  
Print Student Name

a student at Richland Elementary. I/We acknowledge that we have viewed the Richland Elementary Parent/Student Handbook for 2014-2015 and the Shelby County Schools Student Code of Conduct on the Richland Elementary School website.

I/We understand our responsibility of adhering to the Shelby County Schools and Richland Elementary Policies contained in these documents.

Please sign and return to your child's teacher.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

If you do not have access to the Internet, please check the box and print your child's name in order to receive a hard copy.

**Richland Elementary  
5440 Rich Rd.  
Memphis, TN 38120  
(901) 416-2148  
Fax 416-2150**

# **Parent/Student Handbook**

## **WHO'S WHO IN THE OFFICE**

**Principal.....Mrs. Sharon K. McNary  
Assistant Principal.... Mr. Josh Acker  
Guidance Counselor...Mrs. Lisa Bailey  
Financial Secretary... Mrs. Debra Moody  
Secretary..... Mrs. Kacky Nelson  
Secretary..... TBD  
Cafeteria Manager.... Ms. Gearldean Stevens  
Plant Manager..... Mr. Omarr Hurd**

**RedHawks Soar**  
**with the Fabulous Four**  
**Richland Rules**

- 1) Act Safely**
- 2) Be Responsible and Respectful**
- 3) Care for Yourself, Others, and the Environment**
- 4) Do Your Best**

## **VISION**

Richland Elementary School will be an exemplary, student-focused educational community, guided by Common Core standards, that has an outstanding staff, programs, and nurturing environment where excellence is achieved, good character is exhibited, and hopes and goals are fostered.

## **MISSION**

Our mission is to create a culturally diverse tradition of excellence where all students are encouraged to excel academically while learning the skills necessary to be responsible, confident, life-long learners and productive members of an ever-changing society.

## **BELIEFS**

We at Richland Elementary School believe...

- Students should be encouraged to set goals for themselves and work toward reaching them.
- Students should be in a safe and secure environment where opportunities are provided for all.
- Teachers should teach and model good character traits and students should be treated with dignity and respect.
- Our students must be actively engaged in their education in order to learn, produce quality work, and become critical thinkers and problem solvers.
- A wide variety of research based teaching strategies and data driven assessment techniques accommodate a diverse population with multiple learning styles, and provide challenges that are conducive to academic achievement.
- Collaboration among teachers, administrators, parents, and the community is essential for the continuous growth and effectiveness of our school.

## **BLUE RIBBON SCHOOL**

Richland has been designated as a Blue Ribbon School by the U.S. Department of Education. The Blue Ribbon program spotlights some of the nation's most successful schools by honoring excellence in leadership, teaching, curriculum, student achievement, and parental involvement.

## **PARENTAL INVOLVEMENT**

We consider parental involvement to be integral to the success of the educational program at Richland School. Richland welcomes and encourages parents to participate in all aspects of the school. Richland's parental involvement program was named the most outstanding in West Tennessee for two consecutive years. The Tennessee State Department of Education named Richland's parental involvement program the most outstanding in the entire state.

## **RESPONSIVE CLASSROOM**

Richland practices the Responsive Classroom approach, a practical method of creating safe, challenging and joyful classrooms within the learning environment. It consists of practical strategies for bringing together social and academic learning throughout the school day. Teaching strategies include a daily morning meeting component, consistent rules and logical consequences, guided discovery, academic choice, classroom organization that maximizes learning and working with families.

## **GENERAL INFORMATION** **SCHOOL POLICIES**

**SCHOOL HOURS** Richland is an 8:15 a.m. - 3:15 p.m. school. The first bell rings at 8:05 a.m. Students eating breakfast may enter the building at 7:45 a.m. and go directly to the cafeteria. **There are no teachers/staff in the building to supervise the students prior to 7:45 a.m. Therefore, students may not enter the building or wait outside prior to that time. Students who arrive before 7:45 a.m. will be placed in the OASIS Before-School Care and parents will be required to pay a \$10.00**

**non-refundable one-time registration fee and a \$10.00 per day walk-in fee.** It is vital for your child's educational success to be at school on time daily. Dismissal is at 3:15 p.m. *Children will not be admitted back into the building after 3:30 p.m.* **Any students not picked up by 3:30 p.m. will be taken to the OASIS After- School Care Office and parents will be required to pay a \$10.00 non-refundable one-time registration fee and a \$15.00 per day walk-in fee.** The park is not a supervised area, and is not a safe environment for students to be left alone. **If you will be picking up your child after 3:30 and prefer him/her to wait for you at the park, please submit a written note given your permission for your child to wait at the park. In the event of inclement weather, all students will be escorted back into the school building.**

**ARRIVAL** Students should enter the school building through their assigned entrance. Students should line up according to the signs posted at entrances. All Kindergarten and third grade students will enter through the doors east of the main office. All first and fifth grade students will enter through the main entrance. Second grade students **only** will enter at the far east doors. Fourth grade students **only** will enter at the far west doors. Upon entering the building, students will be escorted to their class patio area by a teacher.

**ATTENDANCE** It is essential to students' learning, growth and development that they attend school each day. Higher academic achievement occurs when students attend school regularly. The following sections address school and legal attendance policies and requirements, including absences, tardies, and early dismissals.

**EXCUSED ABSENCES** All children are expected to be in attendance and on time each day. Student absences shall be excused only for the following reasons: personal illness of the student; death or serious illness in the immediate family; subpoena for court appearance; recognized religious holiday; and deployment for and return from military service of a student's parent/guardian or custodian (one day excused for the parent's deployment and one day excused for the parent's return). A written note explaining the absence is required no later than 2 school days of the student's return to school. A doctor's note is required for a personal illness of a student that extends beyond three (3) consecutive school days or when a

student accrues more than (10) absences in a school year. If no documentation justifying the absence as excusable is submitted within the two-day period, the absence will become an unexcused absence.

**UNEXCUSED ABSENCES** (*Truancy Policy #6016*) If a student receives five (5) or more absences during the school year without adequate excuse, the parent will be notified that the student is required to attend school. If within 3 days of receiving the notice, the parent has failed to comply, the District Attorney General and/or local law enforcement will be notified of this fact and legal action may be taken against the parent as provided by T.C.A. §49-6-3007.

Except as otherwise provided by law, a child may be truant under the law who is less than six (6) years of age, provided that a child may be withdrawn six (6) weeks of initial enrollment without penalty. For additional information regarding enrollment and compulsory attendance, please contact Student Services at 901.473.2560.

**TARDIES/EARLY DISMISSALS** Students miss valuable instructional time when they are late to school or check out early, and it violates the school district's attendance policy.

**Students may enter the building at 8:05 a.m. Students will be considered tardy at 8:20 a.m. All students who are tardy must be escorted into the office by a parent.**

Per SCS policy, early dismissals are represented as tardies on report cards and progress reports. Children must be picked up in the office. Students will be released only to parents, guardians, or others designated on the registration form. After boarding the bus or arriving on campus, a student is considered to be the responsibility of the school system and is NOT allowed to leave without checking out in the school office. **No one will be dismissed from 3:00 p.m. until 3:15 p.m.**

The only excused tardies or early dismissals are those that are for medical reasons and a doctor's note is required for documentation. Continued unexcused tardiness or early dismissals will also result in disciplinary action. The school will use any necessary interventions to promote timely school attendance. After the 9<sup>th</sup> time that a student arrives late to school or leaves

school early without a medically documented excuse, the student will receive after- school detention, In-School Suspension or an overnight suspension.

## **ABSENCES/TARDIES/EARLY DISMISSALS**

**AFFECT TRANSFERS** Students with unexcused absences and/or tardies and early dismissals, that total fifteen (15) or more for the school year, are subject to lose their open enrollment transfers to Richland for the following school year.

**MAKE-UP WORK** Students shall be permitted the opportunity to make -up all work and classroom tests missed, as a result of an excused absence. All work and tests for both excused and unexcused absences should be made up as soon as possible, but no later than a week after the student returns to school. If a student fails to make up the work and tests, the deficiencies shall be averaged with the other grades. **If a student is absent two or more consecutive days, parents may call the school office by 10:30 a.m. and the teacher(s) will prepare the make-up assignments and place them in the school office at 3:15 p.m.**

## **UNAUTHORIZED PRESENCE OF STUDENTS ON**

**CAMPUS** Frequently, students are left at school well before 7:45 a.m. and after 3:30 p.m. No adult supervision is provided at these times. Please be aware that the safety of your child is at risk each time he/she is left unsupervised before or after school. We strongly urge parents to make arrangements for timely transportation of their children. Richland offers a before care and after school program. The OASIS Before-School Care program will start at 6:45 a.m. and the after school program will last until 6:00 p.m. **Students who arrive before 7:45 will be placed in the OASIS Before-School Care program and parents will be required to pay a \$10.00 non-refundable one-time registration fee and a \$10.00 per day walk-in fee. Students remaining at school after 3:30 will be taken to the OASIS After- School Care Office, and parents will be required to pay a \$10.00 non-refundable one-time registration fee and a \$15.00 per day walk-in fee.**

**PARKING** For the safety of your children, please abide by the *NO PARKING* sign in the front faculty parking lot.



**WALKERS/BIKE RIDERS** Students who walk or ride their bikes must follow the route indicated by the safety patrol officers. Students *must cross* with the crossing guard. During arrival and dismissal, bike riders will be asked to walk their bikes until they are away from all of the walkers.

**COMMUTERS** Children must be dropped off at the street. There is a stop-and-drop zone directly in front of the school where safety patrol officers will assist your children getting out of your car. Please do not park your car in this zone. Children dropped off across the street must cross with the crossing guard. Parents, please speak with your children about the danger of jaywalking. For traffic flow and student safety, there is no left turn onto Rich from Normandy, no left turn onto Normandy from Rich, and no left turn from the faculty parking lot onto Rich. **The park is not a supervised area, and is not a safe environment for students to be left alone. If you will be picking up your child after 3:30 and prefer him/her to wait for you at the park, please submit a written note given your permission for your child to wait at the park. In the event of inclement weather, all students will be escorted back into the school building.**

**SCHOOL BUS RIDERS** Bus riders are to follow rules and regulations established by the bus company. Children should report to their bus stops on time. To report a late morning bus, call the Transportation Division at 416-5540. Children will load at approximately 3:10 p.m. in the afternoon. In the event of a late afternoon bus, there will be someone in the office to take phone calls until all buses have departed from school. **A note is required if your child is not to ride the bus. Without a note from a parent, your child will be placed on the bus as usual.**

**SCHOOL BUS DISCIPLINE** In order to guarantee the safety of all children, bus disciplinary procedures will be implemented. Disciplinary action will be taken for each offense the bus driver reports of bus safety or behavior violations. Serious incidents, for example, fighting, profanity, etc. will result in an automatic suspension.

**BREAKFAST** Breakfast is free of charge to any Richland student and is served from 7:45 a.m. - 8:05 a.m.

**LUNCH PROGRAM** This year, every student in every school automatically qualifies for a free breakfast and a free lunch every day. No student will pay for a first breakfast or a first lunch. SCS will no longer accept cash or checks in the cafeteria. Parents must pre-pay online by credit card, debit card or check using [MyPaymentsPlus](#) or by calling the MyPaymentsPlus Parent Support Center (877) 237-0946. Parents must know a student's ID number to pre-pay. The student ID number can be found on a report card, student schedule, student ID card, transcript or from the school cafeteria. Student IDs may be obtained after July 28 by calling Nutrition Services at 416-5550. Directions for adding money to your child(ren)'s account are as follows:

1. Go to MyPaymentsPlus.com
2. Click on Register for FREE Account
3. Select State (TN) and District (Shelby County Schools)
4. Complete the "Add a Student" section using the student's ID number
5. Click "Next" at the bottom of the screen
6. Create your Profile (night time phone number is required) and click "Next"
7. Confirm Your Profile (if all information is correct, click "Finish Registration" at the bottom of the screen
8. Click "Continue to Sign in"

To add money (go to [www.mypaymentsplus.com](http://www.mypaymentsplus.com)):

1. Sign in with your username and password
2. Select "Make a Payment" from the menu in the blue box
3. Scroll down to "Cafeteria Account Payments" and type the amount of money you want to deposit in the yellow "Meal" box
4. Select "General"
5. Click "Continue Payment"
6. Enter payment information using a credit or debit card and then click "Continue Payment"

If your money does not appear, contact Ms. Stevens at [gstevens@scsk12.org](mailto:gstevens@scsk12.org) or 416-1057.

Receive emails when balance is low. You can change the "Low Balance Notification" in the "Manage Account" option.

At the end of the school year, the money stays in your child's account. Leave a balance over the summer or if your child moves to another Shelby County School, they will use the same account.

**SCHOOL VISITORS** All visitors and parents are welcome and encouraged to visit the school. Your child's instructional time and safety are priorities at Richland Elementary. If you need to speak with your child's teacher, we request that you schedule an appointment. For the protection of the students, **all visitors must report to the office and sign in upon entering the building.** The video entrance system will be activated at approximately 8:25 a.m. daily. Anyone who arrives after this time will buzz the office to gain entrance. All children not enrolled at Richland should be accompanied by a parent. **A forgotten item (such as a lunch box) should be brought to the office and the child will be called to pick it up.**

## **STUDENT CONDUCT**

### **In The Halls:**

1. Remove hat or head coverings inside the building.
2. Do not run.
3. Remain Silent. Avoid talking, whistling, yelling, singing, etc.
4. Keep your hands to yourself. Do not push or shove.
5. Stay to the right as you are in the halls. Do not stop or block traffic.
6. Use the designated entrance and exit doors when you enter or leave the building.
7. You must have a hall pass to be in the halls between classes. Failure to do so will result in disciplinary action.

### **In The Cafeteria:**

1. Proceed quickly and quietly to the cafeteria; be on time.
2. Remember that classes are in progress during your lunch period.
3. Do not break into lines.

4. Remain seated during lunch.
5. You are responsible for cleaning your eating area; do not leave cans, paper, food, etc. on tables or the floor.
6. Return your tray and utensils to the proper place.
7. The first fifteen minutes of the lunch period are for eating only. For the remaining fifteen minutes, students are allowed to talk quietly.
8. For health reasons, trading or giving away food is not permitted.
9. All beverages must be consumed at lunch; therefore, no plastic bottles or cans larger than 12 ounces are permitted. **No glass bottles/jars are permitted.**

**\*Parents/Guardians are welcome to join the students for lunch any day. Please check in with the office first.**

### **In The Classroom:**

1. Enter the room quietly and be in your seat when the bell rings.
2. Bring the necessary study materials so that you will be ready to participate.
3. Be attentive to directions and instructions given by the teacher.
4. Take an active part in the class discussion and activities.
5. Turn in work on time.
6. Show respect for all school property by not marking in books, or on desks, walls or whiteboards.
7. Be respectful and courteous to fellow students, teachers, and visitors.
8. Be attentive to morning and evening announcements.

**DISCIPLINE POLICY** One of the most important lessons that education teaches is discipline. While discipline does not appear as a subject, it underlines the whole educational structure. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for others.

Therefore, it is the responsibility of each student to operate as a responsible citizen. Shelby County Schools District establishes the policies

governing student conduct. These policies are upheld by the administration and faculty of Richland Elementary School.

The following types of behavior will result in consequences that range from conferences, isolation from peers at lunch, after school detention, in-school suspensions, home suspensions, or expulsion, depending upon the severity and/or frequency of the Code of Conduct violations:

- Fighting, disruption, or interference with curricular or extracurricular activities.
- Damage or destruction of school or personal property.
- Assault on school employees, students, or other persons.
- Possession of weapons (real or look alike).
- Stealing of school or private property.
- Being insubordinate or showing disrespect toward a school employee, student, or guest of the school.
- Inappropriate touching or display of affection while on school premises.
- Engaging in any act that intimidates, threatens, degrades or disgraces a fellow student, visitor, administrator, or member of the school staff by gestures, written, or verbal means, and through the internet, including email, Facebook and other social networks and websites.
- Using any form of profanity, written, or verbal.
- Skipping or cutting class, which is defined as not being in the assigned place at the appropriate time.

**BULLYING** Bullying or harassment will not be tolerated at Richland Elementary. This includes verbal, physical, non-verbal gestures, interaction online including email, social networks and websites or any form of intimidation. **These types of behaviors should be reported immediately to teachers or administrators.**

**IN SCHOOL SUSPENSION** Students will be assigned to In-School Suspension (ISS), when warranted, according to the Shelby County Schools Code of Conduct and school policy. Students must follow the ISS guidelines and report on the assigned days. Students must also follow instructions given by the ISS Facilitator. Parents will receive written notice and/or a phone call notifying them that their child has been assigned to ISS.

**ZEROS AREN'T PERMITTED (ZAP)** Students will be given opportunities to turn in missing assignments. Students who fall

behind in class work or fail to turn in assignments may be issued ZAP. ZAP will take place at 7:15 a.m. on Mondays. Parents will be notified by teachers by the previous Friday if their child is required to attend ZAP. Students who fail to attend ZAP will receive an in-school suspension.

**DRESS CODE - UNIFORMS** To minimize disruption during the merger transition period, to effectuate fairness and consistency, and to maintain safety, discipline and academic focus, all schools in Shelby County shall remain in their existing method of dress for the 2014-2015 school year. Schools requiring standardized dress/uniforms shall continue to do so and schools only requiring compliance with the district-wide dress code shall continue to do so through the **end of the 2014-2015 school year**. The basic uniform for Richland Elementary is tan (khaki), navy or black pants, shorts, skirts and jumpers (dresses with a strap that goes over the shoulders and requires a shirt underneath). Shorts, skirts, solid dresses and jumpers must be knee length. Shirts must be collared, red, white or gray polo style, button down, or turtleneck and **should be tucked in at all times. No designs, company names, or logos are permitted.** The site-based decision making council has approved the addition of collared, red, polo style, button down, Richland spirit wear (t-shirts branding Richland's name and/or logo), and turtlenecks to the policy at Richland in addition to the white collared shirts. No clothing can be excessively tight or loose. Shoes must be suitable for safe wear with heels that are no more than one inch. Sandals must have a back strap that secures them to the foot. **No crocs or shoes with wheels or skates are allowed.** Tights must be **solid** red, white, navy, black or khaki. Jumpers must have a white or red collared shirt underneath. We will provide the opportunity to purchase Richland Spirit Wear tee shirts and other approved wear as the school year progresses. Heavy coats should not be worn during times other than arrival, recess, and dismissal. **Any outerwear worn over the shirts (sweaters, vests, or light jackets) during the school day must be white, red, navy blue, khaki, or black and may not have any logos, designs, or company names.** Belts must be worn to secure pants at all times. Violation of the dress code will result in parents being called to bring the appropriate clothing to school and consequences ranging from parent conferences to loss of privileges.

**PLEDGE OF ALLEGIANCE** To promote a community and sense of patriotism, each Shelby County School sets aside a time in the morning for students, faculty, and staff to salute the flag and recite the

Pledge of Allegiance. Parents of students who desire not to recite the pledge are responsible for notifying the principal and teacher in writing.

**HOMEWORK** Expect your child to have homework every night, except on week-ends and special occasions. Students need to take home all of the materials necessary to complete their homework before they leave the building. **They will not be permitted to re-enter the classrooms after 3:30 p.m.**

**LIBRARY MEDIA CENTER** The students attend library classes regularly. These class times are for library book checkout, skill instruction, research, thematic instruction and literature enrichment.

**ACCIDENTS AND ILLNESS** If a student is injured or becomes ill at school, we will make him/her comfortable and call you immediately. If you are unable to be reached, we will attempt to contact the emergency number listed on the registration form. Be sure to update any changes in phone number with your child's teacher and the office as the year progresses. Please remember, we cannot keep seriously ill students at school.

**BIRTHDAYS** **NO FOOD MAY BE BROUGHT TO THE SCHOOL FOR BIRTHDAY CELEBRATIONS.** Balloons or displays for student birthdays may not be taken into the cafeteria or classroom, but left in the office for student pick up. Student birthdays will be acknowledged daily during school announcements. Students may only bring birthday party invitations to school, if they will be given to every child in the class. Otherwise, invitations must be mailed.

**SNACKS During School** Depending on the time of lunch, certain grades may offer a snack break. Snacks must meet the school guidelines.

The following are recommended healthy snacks:

|                          |                                |                     |
|--------------------------|--------------------------------|---------------------|
| <u>100% juice boxes</u>  | water/flavored water           | 100% fruit snacks   |
| cube/string cheese       | goldfish/pretzels              | graham crackers     |
| fig newtons              | reduced fat/baked chips        | animal crackers     |
| fresh fruit              | low-fat/flavored milk          | granola/cereal bars |
| peanut butter & crackers | low fat yogurt                 | angel food cake     |
| low-fat pudding/jello    | apple sauce cups               | all fruit popsicles |
| low-fat popcorn          | fresh vegetables w/low fat dip |                     |

\*If your child has any food allergies, please notify the teacher.

**CHRONIC ILLNESSES** The office needs to know of chronic illnesses such as asthma, diabetes, allergies, etc. We need specific written instructions on file should an emergency arise.

## **MEDICATION**

### **Administering Medicines to Students**

It is the policy of the Shelby County Schools that all children's medication be administered by a parent at home. Under exceptional circumstances medication may be administered by school personnel under the appropriate administrative regulations.

### **Medication in Schools**

If, under exceptional circumstances, a child is required to receive medication during school hours and the parents cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

**1. Medication (only if absolutely necessary)** - Only medicines which absolutely **MUST** be given during the school hours should be brought by parent or guardian to school for dispensing at school. Please make arrangements for all other medicines to be given at home, either before or after school time. Most medications which need to be given one, two, or three times a day, can be given during the hours outside of school hours. Your child's health care provider can give you guidance about whether or not a dosage schedule can be changed. All medication will be brought to school by the parent or guardian, unless other arrangements have been approved by the school principal, but under no circumstance shall a student bring the medication to school by himself/herself. All medication must be brought in its original container whether it be a prescription or non-prescription medication.

**2. Bring only enough medication to school for a TWO WEEK period.** This is particularly important for medications that might be stolen or that have a street value, such as Ritalin.

**3. Over-the-counter medicines**-usually **MAY NOT** be given at school. There may be some exceptions, but arrangements need to be made with the principal and/or school nurse.



**4. Original Containers-** All medicines must be in their original containers and correctly labeled. Prescription medicines must have a pharmacy label or a label from the doctor's office or health care facility which includes the child's name, name of the medicine, strength of each unit of medicine, dosage amount, and time as well as the doctor's name. Over-the-counter medicines must be labeled with the child's name in a manner which does not cover up the original container label.

**5. Parent Authorization-** All medicines must have a Parent Authorization form completed, and the medicine container information must match the Parent Authorization. (A copy of this form is in the back of this handbook. Extra copies are available in the school office.)

**LOST AND FOUND** A "lost and found" box is located in the cafeteria. Lost articles may be claimed by proper identification. It is a good idea to clearly mark items with the owner's name. Eyeglasses and jewelry can be claimed through the office.

**MESSAGES TO STUDENTS** We ask that messages be kept to a minimum. We would like to avoid all interruptions to the classrooms. Please make sure your children know before coming to school how they are to get home from school. Due to support schedules, field trips, etc., it may not be possible to give messages to the homeroom teacher. **Students will not be allowed to go home with friends unless we have a written request from the child's parent/guardian.**

**MONEY** When money is brought to school, please enclose it in an envelope labeled with your child's name, teacher's name and section, and purpose. Children should be discouraged from bringing extra money to school.

### **TEXTBOOKS/LIBRARY BOOKS, ETC.**

Students are responsible for all textbooks and library books issued during the school year. Books will not be issued until parents/guardians sign the textbook rules form. Parents must pay for all lost or damaged books. **Payment must be received before report cards or replacement books can be issued.**

**WITHDRAWAL OF STUDENTS** In order to make your transition to a new school site an easier one, **please give 24 hours notice before withdrawing your child.**

**FIELD TRIPS** Students attending any field trip sponsored by the school must submit a signed permission slip before participating in the activity. **We cannot accept permission over the phone.** Since it is necessary to have buses ordered and tickets purchased in advance, **we cannot refund field trip money.** Permission slips and money must be turned in by the stated deadline.

**EMERGENCY SCHOOL CLOSINGS** Please make advanced arrangements in case of early dismissal due to the weather. If school is closed due to bad weather, the Superintendent of Schools will notify the local TV and radio stations that will broadcast the information. Please do not call the school office. People who are not listed on the student information form will not be allowed to check-out your children.

**FIRE, TORNADO AND EARTHQUAKE DRILLS** For the safety of all, drills are held regularly. Everyone should know the specific directions for reaching a point of safety from wherever he/she may be in the building. Specific information for drills is posted in each room.

**BOOKSTORE** The Richland Bookstore is a service to students and parents. The bookstore will be open every morning from 8:05 a.m. - 8:15 a.m. for students to buy supplies. Following is a list of some supplies that can be acquired in the bookstore:

|                    |                       |
|--------------------|-----------------------|
| Cap eraser         | Pocket Folder         |
| Block eraser       | Spiral notebook       |
| Ruler              | Zipper pencil bag     |
| Pencils            | Dividers              |
| Steno pad          | Expo Dry Erase Marker |
| Red pen            | Scissors              |
| Crayons (16)       | Richland Shirts       |
| Elmer's White Glue | Handwriting Tablet    |
| Notebook paper     | Recorder              |
| Dab'N Stick Glue   | Richland Agenda Books |

# ACADEMICS

**ACADEMIC ACHIEVEMENT** Richland has a tradition of high academic achievement in all disciplines. Our mission is to provide an environment in which all students can reach their highest academic potential.

**CURRICULUM** Richland’s curriculum is designed to stimulate creativity and to develop critical thinking skills. Opportunities are offered for individual and group projects, scientific experiments, and field experiences.

**REPORT CARDS** Report cards will be sent home every nine weeks. Kindergarten academic progress will be measured as mastery (M) or non-mastery (NM). Kindergarten conduct and social skills will be measured as satisfactory (S) or (non-satisfactory). Only students in First-Fifth grades are eligible for Honor Roll recognition. To make the Principal’s Honor Roll, First grade through Fifth grade students must have all A’s in academics and E’s in conduct. First grade students can meet the requirements for Principal’s Honor Roll with an S in social studies and science. To make the Academic Honor Roll, First grade through Fifth grade students must have A’s and B’s in academics and E’s, and G’s in conduct. First grade students can meet the requirements for Academic Honor Roll with an S in social studies and science. Fogelman Scholars in First grade through Fifth grade cannot receive any grades lower than a C, and must receive E’s, G’s, or S’s in conduct/work habits. First grade students can meet the requirements for Fogelman Scholar with an S in social studies and science. Kindergarten students may earn Citizenship for all S’s and Perfect Attendance.

**To have Perfect Attendance, students must have zero (0) absences and no more than two (2) unexcused tardies per nine weeks.**

## **Grading Scale for Grades 1-5**

|         |          |
|---------|----------|
| A ..... | 93-100   |
| B ..... | 85-92    |
| C ..... | 75-84    |
| D ..... | 70-74    |
| F ..... | Below 70 |

**First grade science and social studies grades will be expressed by the letter “S” or “N”.**

**For grades first through fifth the reading language arts grade will be determined by percentages in three categories. Reading will count for 50%, grammar 30%, and Spelling 20%. These percentages will be calculated to determine a final language arts grade.**

**Kindergarten Cove** This website has helpful resources and activities for kindergarten parents. Use the following link to access the website. [www.scsk12.org/scs/subject-areas/kindergarten-kove/](http://www.scsk12.org/scs/subject-areas/kindergarten-kove/)

**Terrific Kids** is a student recognition program sponsored by the East Memphis Kiwanis Club that promotes character development, self-esteem, and perseverance. Students are chosen as the Terrific Kid by their classroom teacher through demonstration of the character traits: Thoughtful, Enthusiastic, Respectful, Responsible, Influential, Friendly, Impeccable and Caring. One student per class is recognized by the Kiwanis Club in a program five times a year.

**PROGRESS REPORTS** Progress Reports will be sent home every 4 1/2 weeks in a nine-week period. Notices should be signed by the parent or guardian and returned to the classroom teacher.

**GUIDANCE PROGRAM** A guidance counselor is available at Richland to provide individual and small group counseling, academic screening, and student support. The counselor also conducts parent, teacher, and student conferences for referred students.

**CLUE** This program (Creative Learning in a Unique Environment) is for academically gifted students. CLUE meets twice a week for two and one-half hours. Critical thinking and communication skills are areas stressed in the CLUE classes. For additional information regarding the CLUE program, please contact the school or the CLUE office at 416-5600

**ACCELERATED READER PROGRAM (A. R.)**

The Accelerated Reader Program allows students to earn points for books they enjoy reading. Students take computerized reading practice quizzes on books in their reading range that are a part of the A.R. program. These practice quizzes check the student's comprehension of the books that they read. The school library provides access to checking out library books that are A.R. titles. A.R. point values vary depending on the book's level. Second through fifth grades require students to reach their individualized goal per nine weeks.

**IXL MATH PROGRAM** IXL math is a web based program, for grades K-5, that assesses students' understanding as they practice. It identifies students' strengths and pinpoints their trouble spots while tracking their progress on state standards in math. Teachers are able to set goals for students and utilize detailed reports on student mastery.

**COMPUTER AWARENESS** Computers are available for students in Kindergarten through fifth grades. All homerooms are equipped with five computers. Richland's Computer Lab and library are both equipped with Power Macintosh computers. All are networked and have internet access.

**FINE ARTS & After-School Programs** Richland's fine arts program consists of strings instruction, music, art classes, and participation in the "Arts in the School" program. After-school programs include ballet, tap, art classes, gymnastics, karate, chess, piano lessons, acting classes, tennis, and science club.

**ORFF MUSIC** Music instruction is provided to all students. The Orff technique involves body movement, singing, and playing musical instruments.

**PARENT CONFERENCES** Conferences are encouraged and welcomed by the faculty. Please send a note to the teacher to schedule conferences. The teacher will then call you to schedule the appointment. Two specific times have been designated by SCS as parent-teacher conference dates. Parents are required to meet with their child's teacher on only one of these dates. Teachers will designate the conference date and allow parents to schedule a convenient time.

**ADMINISTRATIVE CONFERENCES** Parents should meet with your child's teacher regarding any matters of concern. If the concern persists after working with the teacher, parents may request a conference with the Assistant Principal. Matters needing further resolution after a period of time may be referred to the Principal for a conference. *Appointments must be made for parent conferences, to clear suspensions, and conduct other school business.*

## **EXTRA CURRICULAR**

**CLASS PARTIES** Two organized classroom parties are scheduled per academic year. Anyone who is interested in helping with the classroom parties should contact the PTO Room Sponsors' Chairperson.

**SAFETY PATROL** Fifth grade students, with satisfactory conduct and parental permission, are allowed to patrol halls, bus areas and in front of the school at the beginning and ending of the school day.

## **SPECIAL EVENTS**

We welcome and encourage parents to attend all programs and special events. Please check your monthly school calendar for dates and times.

**BOOK FAIR** Richland participates in two Book Fairs during the year. Parent volunteers help students select their books and collect money. Proceeds are used to purchase additional books and technology for the Fogelman Library.

**SPRING FLING** Richland families enjoy fun and fellowship at the annual Spring Fling held in April. Food, games, and prizes guarantee a great time for everyone.

**FIELD DAY/SCHOOL CARNIVAL** During this event held in May, each child has the opportunity to compete in running and field events. Richland parents volunteer to help to make this a fun day for all.

## **HEALTHY CHOICES WEEK/CAREER**

**AWARENESS WEEK** Healthy Choices Week is a week full of activities that bring community attention to healthy eating and exercise habits, safe behaviors, and positive relationships to deter students from the unhealthy choices plaguing the Shelby County Community. The many special events during this week include Healthy Neighborhoods Day, Healthy Relationships Day, Healthy Weight Day, Drug Free Day, and World AIDS Day.

In the spring, career awareness is highlighted with activities during Career Week. Parents and community friends share information about their careers with students in the classroom.

**SPELLING BEE** The school has a Spelling Bee for grades 3-5 in the fall. The winner of the Spelling Bee represents Richland in the county competition held in the spring.

## **COMMUNITY/PARENT INVOLVEMENT**

**VOLUNTEER HOURS** Each family is encouraged to complete 10 volunteer hours a semester (equaling 20 for the year). For example: chaperone a field trip, attend PT0 meetings, Spring Fling, Family Math Night, assist in school library, cafeteria, and classroom.

*We need and welcome your involvement!*

## **THE SUZY K. PRESTIGIACOMO TEACHER**

**SUPPLY FUND** was established by Tom Prestigiacomo, father of Katie and Joey, as a memorial to his wife, Suzy, who was a teacher at Richland Elementary. The Supply Fund was initiated with funds won by Tom Prestigiacomo on "Wheel of Fortune." Often, teachers purchase supplies for their classrooms out of their own pockets. Therefore, money generated by the interest on this account will be used each year to purchase supplies for teachers.

**VOLUNTEER PROGRAMS** Richland is blessed with many fine volunteers who help make special programs and activities at the school run smoothly. Watch D.O.G.S. (Dads of Great Students) is committed to providing positive male role models in the schools. Fathers, stepfathers, grandfathers, uncles, and father figures are involved in various activities such as parents on patrol, mentoring, and assisting in school functions. If you are interested in helping with these programs or any other type of volunteer work, please call the school office (416-2148). Everyone is required to have background checks prior to supervising students. This includes cafeteria duty, field trips, field day, class parties, etc. The background checks must be completed on a SCS computer. The background checks are valid for one calendar year.

**ADOPT-A-SCHOOL** Fogelman Properties, East Memphis Kiwanis Club, Regions Bank, and ARAMARK are Richland's adopters in the Adopt-A-School Program. They have provided the school with the funds for field trips and materials to aid with classroom instruction, incentives for students who make the most improvement in academic achievement and/or behavior, and assistance with school activities.

**PTO** Richland has a strong Parent-Teacher Organization. Membership is \$5.00 per person. Meetings are held monthly. Money received from membership fees and fund-raisers are used to purchase educational equipment and programs, and to benefit the school in general. During the membership drive, which starts in August, each classroom strives to reach 100% membership based on one member per child. More information concerning parent/teacher activities will be sent home with your child.

Here are some examples of areas where the previous years' fund raising money has been spent:

- Computes, Smart Boards, E-Beams, Projectors, and Printers for the classroom
- Video camera
- Cordless microphone, speakers and amplifier
- Books and maps for classrooms and library
- Elliston extra-large letter cutter and dies
- Cultural Arts Program
- TCAP preparation materials



- Arts-in-the-School Program
- Children-In-Need Fund
- Accelerated Reader Software and Books

### **THE RICHLAND ELEMENTARY EDUCATIONAL FUND, INC. (REEF)**

REEF benefits academics at the school by funding the salaries of two reading interventionists and professional development for teachers. Funds are raised primarily through an annual magic show, spaghetti supper, and golf tournament, however, gifts are accepted throughout the year. Gifts are deductible and may be made in honor of someone special or as a memorial. This is an excellent way for parents, neighbors, and the business community to recognize and support quality academics at Richland. For further information, or to make a contribution, contact: Richland Elementary Educational Fund Inc., 5440 Rich Rd. Memphis, Tennessee 38120.

### **TITLES FOR TOMORROW**

This is a book donation program for the Richland Library. The book may honor or be in memory of someone. A special “Titles for Tomorrow” book plate shows the donor’s and honoree’s names. The occasion may be Christmas, Hanukkah, Birthday, end-of-school teacher gift, etc. There are forms available for you or your child to pick up from the “Titles for Tomorrow” box located in the school office. The form and check (payable to Richland PTO - minimum donation is \$15.00) should be put in an envelope and placed back in the “Titles for Tomorrow” box. Hundreds of books have been added to the school library through this program.

### **BIRTHDAY BOOK CLUB**

When a book is purchased in honor of a child’s birthday through the “Titles for Tomorrow” program, the book will be delivered to the child in the classroom during the week of the child’s birthday. The child and class will be shown the book before it is placed in the library. The “Titles for Tomorrow” bookplate will show the child’s name and birth date.

### **STUDENT FEES**

SCS Policy defines the difference between requested and required fees as they relate to your child’s education. The three specific areas in which school personnel may request fees include: the cost for activities that occur during any portion of the regular school day or

after school hours, if required for credit or grade (including field trips); funds for activities/supplies that are needed to participate in courses offered for credit or grade (including art, band, various career-focused courses, etc.); and refundable security deposits for the use of school property for courses offered for credit or grade (including interscholastic athletic equipment, musical instruments, etc.). You will continue to be required to pay fines and fees such as those for lost/damaged books, etc. It is our desire to continue to offer academic programs that provide a sound educational base for the intellectual growth of our students through experiences such as field trips, sports, arts, and music. The requested fees associated with these experiences help provide your children with a variety of opportunities to participate in activities and programs. An activity fee of \$4.00 is also requested at the beginning of the year to help with the cost associated with the computer lab and art/science activities.

### **Section 504 of the rehabilitation Act of 1973**

In compliance with state and federal laws, Shelby County Schools will provide to each eligible student with disabilities, without discrimination or cost to the student or family, those related aids and services, or reasonable accommodations that are needed to provide the student an equal opportunity to participate in and obtain the benefits of school programming, including extracurricular activities, to the extent to which the student is able. In order to qualify as an eligible student with a disability pursuant to Section 504 of the Rehabilitation Act of 1973, the child must be of school age and have a physical or mental disability that substantially limits a major life activity that prohibits participation in or access to school programs. Please contact the teacher, school counselor, or administration, if you suspect your child has a disability that would qualify for protection pursuant to Section 504 of the Rehabilitation Act.

Services and protections for student determined to have disabilities pursuant to Section 504 of the Rehabilitation Act of 1973 are distinct from those services and protections applicable to eligible students with disabilities enrolled in special education programs pursuant to the Individuals with Disabilities Education Improvement Act (IDEA 2004). To learn more about the evaluation process or services that are available to children with disabilities, please contact the school counselor or

Shelby County Schools  
2800 Grays Creek

Arlington, TN 38002  
Phone (901) 473-2560  
Fax (901) 473-2660

Attention: Dr. Felicia Turner, Section 504 Coordinator

**Shelby County Schools**  
**Division of Exceptional Children**  
**Notice of Parent and Student Rights and Procedural**  
**Safeguards Section 504, Rehabilitation Act of 1973**

The Rehabilitation Act of 1973, commonly referred to as Section 504, is a federal nondiscrimination statute. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students. An eligible student under Section 504 is a student who (a) has , (b) has a record or having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, breathing, working, and performing manual tasks. The purpose of this Notice is to delineate the rights assured by Section 504. The enabling regulations for Section 504 at 34 CFR Part 104, entitles students to the following rights:

1. Your child has the right to an appropriate education designed to meet his/her individual educational needs as adequately as the needs of nondisabled students are met.
2. Your child has the right to free educational services except for those that are imposed on nondisabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student.
3. Your child has a right to placement in the least restrictive environment.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for nondisabled students.
5. Your child has a right to an evaluation prior to an initial Section 504 placement and any subsequent change in placement.
6. Testing and other evaluation procedures must conform with the requirement of 34 CFR 104.35 as to validation, administration, areas of evaluation, etc. The district shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, anecdotal reports, and assessment scores.
7. Placement decision must be made by a group of persons (i.e., Section 504 Committee), including persons knowledgeable about your child, the meaning of

- the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.
8. If eligible under Section 504, your child has a right to periodic reevaluations, generally every three years.
  9. You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child.
  10. You have the right to examine relevant records.
  11. You have the right to an impartial hearing with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney.
  12. If you wish to challenge the actions of the district's Section 504 Committee regarding your child's identification, evaluation, or educational placement, you should file a written request for a due process hearing with the district's Section 504 Coordinator.
  13. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction.
  14. You also have the right to file a complaint with the Office of Civil Rights. The address of the Regional Office , which covers Tennessee is:

Office for Civil Rights  
U. S. Department of Education  
61 Forsythe Street, SW. Suite 19T70  
Atlanta, GA 30323  
Telephone: (404) 974-9406  
Fax: (404) 974-9471

**STUDENT RIGHTS** In accordance with Title IX of the Education Amendments Act (sexual harassment and student treatment), Title VI of the Civil Rights Act (race, color, and national origin), the American with Disabilities Act, and Section 504 of the Rehabilitation Act, Shelby County Schools has developed a grievance procedure. This policy is in regards to:

- Sexual Harassment of students by adults (Title IX)
- Student to student sexual harassment (Title IX)
- Nondiscrimination: Students (Title IX, Title VI, & the ADA)

If a student has a grievance related to the issues stated above, the following procedures must be followed:

Complete the Student Grievance Form (Step 1), which will be kept in the main office. Upon receipt of the student grievance, the administration will swiftly and diligently work to resolve the grievance. Once resolved, the administration will complete the Response to Student Grievance Form (Step 2), and distribute a copy of the grievance and solution to the parents. If the

grievance cannot be resolved, an appeal to the Title IX, Title VI, ADA, and 504 representatives (Step 3) will be requested.

**Retaliation against any person who files charges of discrimination, who participates in an investigation, or who opposes an unlawful employment practice is prohibited by all federal laws.**

**Shelby County Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disabilities, sex or age. Students and/or their parents/guardians as well as employees may present complaints regarding discrimination as set forth in the following statutes to the designated Federal Rights Coordinator:**

**Federal Rights Coordinator for students: Herchel Burton  
2800 Grays Creek Road, Arlington 38002  
901.473.2575 or burtonhh@scsk12.org**

**Federal Rights Coordinator for employees: Laura Link  
160 S. Hollywood, Memphis 38112  
901.321.2500 or linklj@scsk12.org**