



## WELCOME TO JOHN G. RILEY ELEMENTARY

August 20, 2021

Greetings Parents/Guardians,

Welcome to Riley Elementary School, where we are **GROWING. STRONGER. BETTER!** I am so excited about to have the opportunity to serve as your child's principal. Our administration, faculty, and staff, will strive to make 2021-2022 a year of academic, behavioral, social, and emotional success.

Parents/guardians, your active participation is key to the success of our children. Even though we are unable to have visitors on campus due to COVID, you can still be an active participant in your child's education by taking part in the events we have scheduled throughout the year. We will also welcome you to campus to volunteer once we are able to do so.

We ask that you guide and support your child's learning by ensuring that he/she attends school daily and arrives on time, ready for the day's learning experience. If your child is not in attendance, he/she is missing valuable information needed to succeed academically. Our instructional day is from 8:15AM-2:50PM each day. **Students are not allowed on our campus prior to 7:45am. Any student reporting to school after 8:15am will be considered as tardy, and must report to the front desk to receive an admit slip before going into the classrooms. Please help your child to have a successful year from the very beginning by arriving on time.**

We look forward to a very positive and productive year together! We extend a special, yearlong invitation to our families to join us at school activities and events whenever possible. We want, need, and value your involvement and support at John G. Riley. Please know that we highly value home/school communication here at Riley. It is vital and plays an important role in each student's success. Again, welcome to John G. Riley and to our wonderful learning community- a place alive with much energy, enthusiasm, and a high standard of excellence. Here's to a boundless new school year as we partner together to improve life chances for our children!

Educationally,

A handwritten signature in black ink, appearing to read 'Maurice D. Stokes', written in a cursive style.

Maurice D. Stokes, Principal

## **Arrival and Departure Times**

|                                       |                 |
|---------------------------------------|-----------------|
| Morning Supervision for students..... | 7:45AM          |
| Breakfast .....                       | 7:45AM - 8:25AM |
| Academic Day Begins.....              | 8:15AM          |
| Student Dismissal.....                | 2:50PM          |

**PLEASE NOTE: Students will not be called out of class between 2:20 and 2:50pm. If you are planning to sign your students out, it must be prior to 2:20pm. If you must change the dismissal plan for your child, it must be done in writing via email to the teacher no later than 1:00pm.**

## **Students Leaving During the Day**

Students **MUST** be checked out through the school office. Parents/guardians must wait in the main office for his or her child to be released. Individuals who are requesting to pick up the students must be authorized and listed in FOCUS. The parent/guardian must come into the office with a valid Florida Identification card to sign the student out. The student should come to the office prior to leaving the campus. It is important for us to know where your child is once he/she arrives at school.

## **Attendance Information**

If a student is absent because of an emergency or illness, parents should send a note with the student upon his or her return stating the nature of the absence. Absences will be determined "unexcused" if they fail to meet one of the following criteria: illness of student, a death in the family, doctor's appointment, religious holiday, school-related absences, and absences pre-arranged with the principal.

## **Emergency Information**

In case of an emergency, students are required to have the following information on file at the school office:

- 1) Parent(s)/guardian(s) name(s)
- 2) Complete and up-to-date address
- 3) Home phone and parent(s) work phone
- 4) Emergency phone number of friend or relative
- 5) Physician's name and phone
- 6) Medical alert information
- 7) Authorized person(s) allowed to pick up the student

## **Change of Address/Telephone Information**

It is extremely important for the school to have an up-to-date address and working telephone number for all of our students. Please notify the school immediately if you have a change of address or telephone number.

## **Dress Code**

We expect students to adhere to the Leon County Schools Dress Code:

- Students should be comfortably, appropriately and safely dressed for school.
- Students should wear closed toe, flat shoes for protection. Flip-flops, platform shoes or cleats are not acceptable.

- Shorts, skirts and dresses that are short, halter tops, spaghetti strap tops, bare midriffs or other clothing that leaves the body bare are not deemed appropriate for school. Appropriate length is at least to the end of the fingertips when arms are held to the side.
- Shirts with drug related messages, obscene or suggestive gestures or slogans or profanity are not allowed.
- Shorts and pants that have writing on the backside are not to be worn at school.
- Pants must fit to the waist. Belts should be used when necessary. No underwear may be visible.
- No hats of any type may be worn except during P.E.
- Sweaters, coats, etc. should be marked with the child's name.

## **Discipline**

In order for our students to learn, live and work together in a productive environment, appropriate behavior is necessary. The school system, the school, and each class have established realistic and reasonable guidelines for all students to follow so that learning can take place without disruption. The Leon County School Board has mandated a Code of Student Conduct which every family can access through the LCS website. You can also request a paper copy by calling the school. Parents and students should read and discuss this publication. Please take note that specific guidelines are established for follow-up of infraction of these rules within the code. Minor problems are handled in a routine manner by the classroom teacher through discussions with the student. Repeated disruptive incidents will be handled by an office referral. In most cases, parents will be contacted regarding this. Your cooperation and understanding is essential. Schools are established for the benefit of all students. The educational purpose of the schools is accomplished best in a climate of student behavior which is socially acceptable and conducive to the learning and teaching process. Students' behaviors which disrupts this process or which infringes upon the rights of other individuals will NOT be tolerated.

## **Safety Procedures**

Respect and obedience of rules are expected at all times for the safety of your child. Many of our students walk to school and have to cross busy streets and intersections. We ask parents to encourage students to use all safety precautions. Parents who transport their children should be aware of and observe the signs in the area around the school. Parents should have periodic talks with their children about the hazards of talking to strangers while going to and from school. Students are instructed each day to go directly home from school before going anywhere else in the afternoon. Parents should reinforce this idea with their children so that we can avoid any needless anxiety on parents and teachers.

## **Bus Transportation and Behavior**

Students who live two or more miles from the school may ride the bus. **Students will be assigned to the school bus based on their physical address.** Transportation is considered a privilege. Children earn this privilege by obeying the bus rules. Students are not allowed to interfere with the driver doing his/her job or deprive other students from having safe transportation. When a child is suspended from riding the bus, it is the parent's duty to get the child to and from school.

## **Student Insurance**

Student accident insurance for incidents which occur at school or on the way to and from school is available at a reasonable price through the school. Looking at the price of medical care today, this would be a wise investment for any parent even if they already have a hospitalization policy.

## **Illness**

If a student becomes too ill to remain in class, we will contact you by telephone and recommend that you come to the school to pick up your child. This is why it is important that we have an updated number on the emergency contact card. Transportation cannot be provided for sick children. If your child is sick, please do not send him to school. A student who contracts a contagious disease or condition such as pink-eye, chickenpox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected.

## **COVID-19 Protocol**

If there is a positive case in the household, the student must quarantine until the last person in the household (under the same roof) has finished their quarantine. Then, they may return to school 7 days from the date of last exposure, if asymptomatic, can return on day 8. Or, after 4 days from the last exposure, the student can test on day 5 and return immediately with a negative test result indicating the student's name. At home COVID test and antibody test results cannot be accepted. If a student tests positive, they must quarantine for 10 days started from the first day symptoms are present, or 10 days from the date of the positive test result, whichever occurred first. The student can return on day 11. **If your student has been exposed to a positive case, or tests positive, you MUST contact the school immediately.** Once the school is notified, contact tracing will begin.

## **Medical Information**

Parents should make the school aware of any medical problem a child might have. School employees may not administer medicine to any student unless the school has the appropriate form signed by the parent. In the event of an injury at school, an attempt will be made to notify parents.

## **School Visitors**

In response to COVID, there will be no school visitors allowed on campus until further notice.

***Please contact your child's teacher during his/her planning time or after school ONLY. Classroom phone calls interrupt the teaching and learning process and therefore are not allowable. Contact via email is the preferred method.***

## **Report Cards**

Report cards are distributed every nine weeks via FOCUS. The comments on conduct and work habits are very important because the development of good habits and attitudes tend to ensure effective learning of the necessary skills. A child's grades are aligned with grade level standards. For students in grades K-1, letter grades of A, B, C, and N reflect the child's performance. "N" indicates that the child is not meeting the grade level standards. In grades 2-5, letter grades of A, B, C, D, and F reflect the child's performance against grade level requirements. Students are retained if they do not pass basic skill objectives at their grade levels. If there are any questions about your child's report card, please contact his/her teacher or our school guidance counselor.