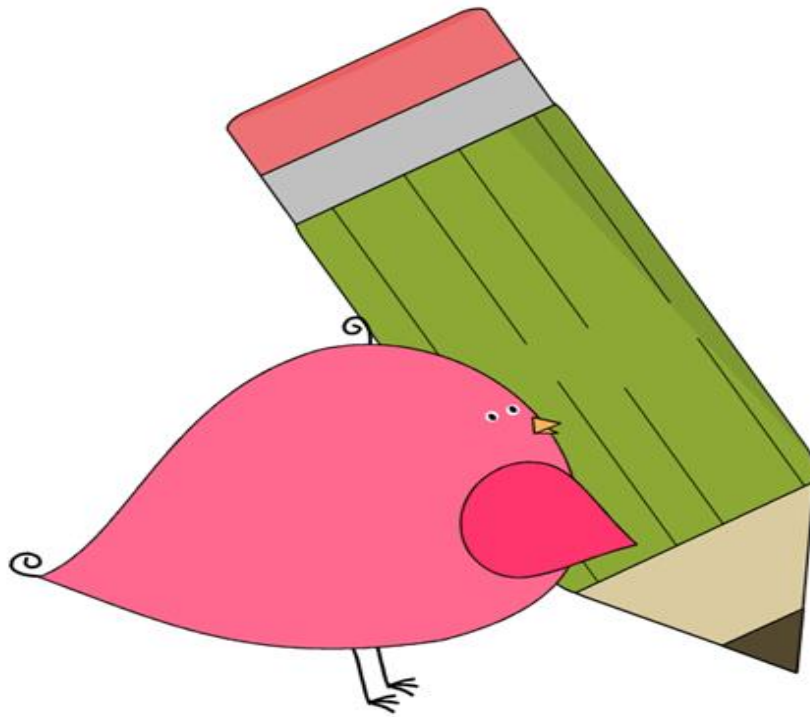




***Parent/Student Handbook
2021-2022***



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River Woods Elementary School

2607 River Woods Drive
630-420-6630/Fax: 630-420-6961

ABSENCE Line
630-420-6631 (English)
630-548-4517 (Spanish)

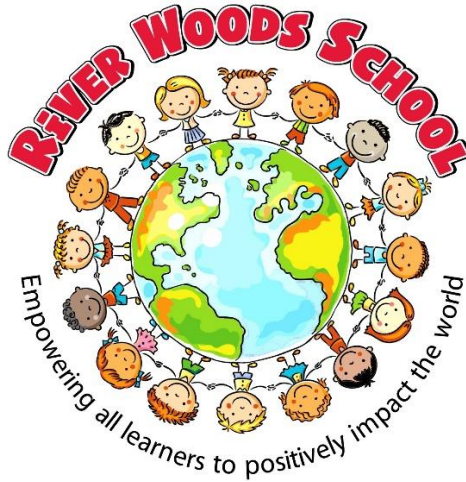
Staff Directory

ADMINISTRATION		
Principal	Ms. Gina Baumgartner	630-420-6630
Assistant Principal	Mrs. Taylor Bird	630-579-7558
School Secretary	Mrs. Susan Rook	630-420-6630
School Secretary	Mrs. Nancy Jordan	630-420-6632
HEALTH OFFICE		
Health Technician	Mrs. Diana Nevarez	630-420-6631(En)/630-548-451(Sp)
School Nurse	Mrs. Mary Dermos	630-848-5423
CLASSROOM INSTRUCTION		
Kindergarten	Mrs. Katie Lenz	630-420-2453
	Mrs. Yenny Muñoz-Swaninger	630-420-2843
	Ms. Samantha Sheley	630-848-5492
Grade 1	Ms. Kelly McNamara	630-420-3051
	Mrs. Leticia Saucedo	630-548-4543
	Mrs. Stacey Siambekos	630-548-4454
Grade 2	Mrs. Sylvia Arizaga	630-420-3053
	Mrs. Teresa Headtke	630-420-2557
	Mrs. Lisa Huston	630-848-5624
	Mrs. Fran McDowell	630-548-4537
	Mr. Brian Damery	630-420-2198
Grade 3	Mrs. Christel Mauloff	630-548-4634
	Ms. Stephanie McDonald	630-420-2578
	Mr. Flaudiano Valdez	630-579-7187
Grade 4	Mrs. Carrie Mask	630-420-2024
	Mr. Rob Sabo	630-548-4516
	Ms. Ilse Solorio	
	Mrs. Sharon Wehrli	630-548-4449
Grade 5	Mr. Brent Carius	630-420-2470
	Mr. Brian Dahlstrom	630-420-3184
	Mrs. Angela Matteson	630-420-2551
	Mrs. Jennifer Metoyer	630-420-2458
Permanent Substitute	TBD	
FINE ARTS INSTRUCTION		
Art	Mrs. Meagan Carloss	630-420-2176
Music	Mr. Joseph Mitchell	630-420-2468
PE	Mrs. Erica Boyle	630-420-3950
Band	Mr. Scott Silder	630-420-6929
Orchestra	Mrs. Mya Dwyer	630-848-5396

LEARNING COMMONS		
Director	Mrs. Mary Giuliani	630-420-6832
Assistant	Mrs. Gail Schremp	630-420-3895
Computer Support Associate	Mrs. Colleen Gammon	630-420-3894
Computer Support Associate	Mrs. Luz Vera	630-420-3894
INSTRUCTIONAL SUPPORT		
Coordinator/Coach	Mrs. Kathy Rusnak	630-420-3087
PI/Honors Math	Mrs. Cheri Paladino	630-420-2569
Reading Specialist	Mrs. Colleen Blanco	630-420-2269
Bilingual Reading Specialist	Ms. Diana Cruz	630-548-6007
Math Specialist	Ms. Lauren Michels	
EL Specialist	Mrs. Carmen Barrios	630-420-7545
Dual Language Assistants	Mrs. Lourdes Aima	
	Mrs. Andrea Bohorquez	
	Mrs. Irma Nino-Gutiérrez	
	Ms. Nancy Renteria	
Instructional Support Assistants	Mrs. Marnee Hutter	
	Mrs. Luisa O'Neil	
	Mrs. Brenda Calabrese	
	Mrs. Theresa Walsh	
SPECIAL EDUCATION		
Learning Behavior Specialist	Ms. Jenna Cole	630-778-3124
Learning Behavior Specialist	Mrs. Christine Indelli	630-778-3170
Learning Behavior Specialist	Ms. Michelle Irwin	630-579-7553
Learning Behavior Specialist	Mrs. Alyssa Miller	
Student Services Coordinator	Ms. Courtney Peters	630-420-6251
School Psychologist	Ms. Sarah Barrick	630-420-2627
Social Worker	Mrs. Erin Las	630-637-7313
Speech	Mrs. Katie Liabo	630-420-3312
Speech	Ms. Abbie Hunt	
Hearing	TBD	
Vision	TBD	
OT	Mrs. Susan Bowman	630-420-7041
PT	Mrs. Tiffanie Pontow	630-717-4398
Adapted PE	Mr. Todd Rzeszutko/Ms.Lindsay Grier	
Special Education Assistants	Mrs. Emily Anders	
	Mrs. Rajeswari Bobba	
	Mrs. Betsy Rodgers	
	Mrs. Sharon Van Duerm	
Special Education Nurse	TBD	
CUSTODIAL SERVICES		
Head Custodian	Mr. Dave Aguilar	630-420-3442
	Mr. Dave Ellerson	
	Mr. Michael Lechnick	
	Mr. Osbaldo Montenegro	



River Woods School Vision



River Woods School Mission

Our mission is to inspire all students to positively contribute to a diverse and global society through rigorous instruction and challenging learning experiences as

- Collaborators
- Critical Thinkers
- Innovators
- Problem Solvers
- Competent Communicators

who are socially flexible, emotionally skilled, and academically curious.

PRIDE is Our Guide



**RED BIRD
PRIDE**

Perseverance

Respect

Responsibility

Integrity

Decision-Making

Excellence

River Woods School Practices



SOCIAL-EMOTIONAL LEARNING

River Woods staff embed social-emotional learning into daily activities to develop student self-awareness and self-management skills, foster the use of social-awareness and interpersonal skills, and demonstrate decision-making skills and responsible behaviors. We strive to educate the whole child for life success in the global community.

INCLUSIVE PRACTICES ~ BUDDY BENCH

Students are guided to include each other in all activities. At recess, students use the Buddy Bench to include other students in recess activities.

Be A Buddy 

When you see someone sitting on the Buddy Bench... 

- Start by saying hello. If you don't know the person, introduce yourself. 
- Make a conversation. What's up? How are you? 
- Ask them to play with you or suggest an activity you can do together. 
- Keep playing with your new friend. 

PROBLEM SOLVING

Students utilize these strategies to resolve conflicts with peers and recognize if an action is bullying.

1. Tell the person to **Stop** what they are doing.
"Stop saying mean things to me."
2. If they do not stop, **WALK** away.
3. If they do not stop after you walk away, **TALK** to an adult.

Stand up and be the one!

1 

STOP

2 

WALK

3 

TALK

Bullying is...



- A** *Aggressive:* Hurting someone else physically, socially and/or emotionally in person or online.
- B** *Imbalance of Power:* Words and actions from an individual or group targeting one person.
- C** *Consistent:* Repeating hurtful actions or words towards the same person.
- D** *Deliberate:* Intentionally making someone else feel unsafe or uncomfortable.

PRIDE ~ RED BIRD RULES

Consistent expectations for student behavior and voice levels are posted and followed throughout the school.



RED BIRD RULES

Perseverance
Respect/
Responsibility
Integrity
Decision –
Making
Excellence

Assemblies	Hallways	Playground	Nest	Lunch Room	Coat Hooks	Car Lane	Bus/Walk Waiting Area	Bathroom Areas
<ul style="list-style-type: none"> • Voice level 0 • Sit flat in one spot • Eyes and ears on the performance • Hands to yourself • Feet quiet • Stay in your personal space • Respond appropriately to the performance 	<ul style="list-style-type: none"> • Voice level 0 • Walking with teacher/class: • Keep your line together • Eyes looking forward • Walk on right side • Go straight to your destination • Hands off walls, art work, or others • Use integrity • Walking without teacher/class: • Voice level 0-1 • Go straight to your destination • Hands off walls, art work, or others 	<ul style="list-style-type: none"> • Voice level 4 • Include others • Stand up for yourself & others using problem solving skills • Follow adult directions • Follow official game rules • Play fair • Use equipment properly • Put equipment away • Line up immediately when whistle blows 	<ul style="list-style-type: none"> • Voice level 2 • During Recess: only an area to sit • With Teacher: learning space 	<ul style="list-style-type: none"> • Voice level 2 • Include others • Take lunch ordered • EAT! ☺ • No food sharing • Put food away before leaving • Clean up the table and the floor • Stay in line when getting lunch cards, milk, food, and exiting • Follow adult directions 	<ul style="list-style-type: none"> • Voice level 1 • Hang and zip backpack • Keep coats and other belongings out of the walkway • Keep hallways/cubby /rack areas neat and organized • Hands off walls, art work, or others 	<ul style="list-style-type: none"> • Voice level 2 • Stay on the color line. • Walk behind the yellow line • Look for your car • Stay in one spot with your carpool buddies in the youngest person's grade level area • Follow adult & safety patrol directions 	<ul style="list-style-type: none"> • Voice Level 1 • Walk around the edge of the Gym • Stay in line • Hands off walls, art work, or others • Follow adult directions 	<ul style="list-style-type: none"> • Voice level 1 • Give others privacy • Flush toilet. • Wash your hands • Use the trash can • Be quick • Return to class immediately • Keep area clean & safe

Honor "Show Me FIVE".



SHOW ME FIVE

Show Me Five is utilized by staff to gain students' attention.

Show Me Five

1. Eyes on speaker.
2. Ears listening.
3. Mouth closed.
4. Hand up.
5. Body still.

Voice Levels

0 = No sound/No talking

1 = Whisper (no vocal cords)

2 = Quiet conversational tone
(only people near you can hear)

3 = Presentational voice
(An entire class can hear you)

4 = outside voice
(You can be heard across the playground/field)



VOICE LEVELS

Students at River Woods Elementary School use these voice levels throughout the school grounds.

POSITIVE RECOGNITION

Throughout the year, students are recognized for their positive actions through verbal acknowledgements, PRIDE notes, and other classroom and school-wide systems.



CONSEQUENCES

In most instances when school expectations are not followed, students are guided to learn the appropriate actions through Restorative Practices such as a Problem Solving Bridge, Think/Reflection Sheet, and/or other skill development processes. Cases of extreme misbehavior may require alternate measures.

Student Arrival & Dismissal

The first week of school...

- ❖ All students line up at their designated grade level doors. Staff members are available to help all children reach their proper entry doors from the buses, parent drive or neighborhood walkers.

DOOR 2: Students of Grade 5

DOOR 3: Students of Grade 4

DOOR 4: Students of K

DOOR 5: Students of Grade 2

DOOR 6: Students of Grade 1

DOOR 7: Students of Grade 3



After the first week of school...

- ❖ **BUS RIDERS:** All students dropped off by bus will **walk to the gym doors to enter the building and walk to their classrooms.** We have staff available to help all children reach their proper entry doors.

DOOR 12 Bus Riders: Front & Side Bus Riders at Arrival/Front Bus Riders at Dismissal

Door 13 Bus Riders: Side Bus Riders at Dismissal

- ❖ **CAR RIDERS and WALKERS:** All students dropped off in the parent drive or walking to school will enter the building through their grade level doors and walk to their classrooms. Staff are available to help all children reach their proper entry doors.
 - If students are tardy (arriving after 8:15am), they must come through the front door (Door 1) to sign in at the office.
 - If students arrive after the safety patrols have closed the doors around 8:10am, they will enter through Door 4.

The front drive is reserved for buses and emergency vehicles during AM arrival & PM dismissal times (7:45-8:15am and 2:15-2:45pm).

- *Outside supervision of students begins at 8:00am. Please do not send children to school before that time unless prearranged with a classroom teacher.*
- *Teachers on morning and afternoon supervision duty have the responsibility of monitoring student behavior and safety. Please understand that they are not able to have conversations with you at this time.*

Parent Drive Procedures

For the safety of the children...

*****Use the parent drive ONLY for drop off and pick up of children before and after school hours.***

*****Parents walking to pick up students at the end of the day should identify a designated meeting location other than the Parent Drive.***

Traffic moves quickly on the Parent Drive WHEN...

- everyone pulls up as far as they can behind the next car;
- **NO ONE LEAVES** their vehicle unattended;
- everyone makes only **ONE** drop off/pick up stop on the parent drive.



Morning drop off:

- ❖ Drop children off only at the parent drive. ALWAYS have children exit the car on the **passenger side** ~ NEVER on the driver side.
- ❖ Before letting your children out of the car, PULL all the way up as you drive onto the parent drive.
- ❖ Once you stop the car in the parent drive, have **all children exit at one location**. Children can easily access the entry doors. We have staff available to help all children reach the entry doors and classrooms.
- ❖ Once you have dropped off your child(ren), please carefully ease out into the left hand lane, clearing the way for the next stage of cars. You may ONLY turn **LEFT** at the end of the parent drive.

Afternoon pick up:

- ❖ Walkers walk to your designated meeting location (playground, crossing guard, etc.) to meet you.
- ❖ Car riders wait for you on the sidewalk of the parent drive with the other members of their family or carpool.
- ❖ Pull all the way up, no matter where your children are standing. They will WALK safely behind the yellow line to where you are parked. Teachers are there to help them find you.
- ❖ Once you stop the car in the parent drive, have **all children enter at one location**.
- ❖ ALWAYS have children enter the car on the **passenger side** ~ NEVER on the driver side.
- ❖ Once you have picked up your child(ren), please carefully ease out into the left hand lane, clearing the way for the next stage of cars. You may ONLY turn **LEFT** at the end of the parent drive.



Safety Expectations:

- ❖ Children are **NOT to exit/enter cars** on Apple River Drive or River Woods Drive. While it may seem convenient, it poses a safety threat to our students.
- ❖ Please **DO NOT** use the teacher/guest parking lots for drop off or pick up students.
- ❖ Illinois state law prohibits drivers to use cell phones in a school zone.
- ❖ Please refrain from walking along the parent drive from 2:25-2:45pm until the students are safely where they need to be at the end of each day. This allows the staff to know all students are safely where they need to be upon exiting the building at 2:30pm.
- ❖ **Please follow the directions of the adult supervisors!**

River Woods is a neighborhood school. We must be respectful neighbors.
PLEASE OBEY all POSTED parking signs and avoid stopping in neighborhood driveways.
Naperville Police enforce the parking times and do issue tickets.

Lunch/Recess Procedures



1. The lunch break/recess time is established by District 203 policy: 40 minutes at the elementary school level. Students eat their lunches in the Multi-Purpose Room at cafeteria-type tables and benches. Appropriate accommodations are made for students with severe food allergies. In the cases of inclement weather or wind chill factor, students have indoor recess in their respective classroom areas.
2. Lunch is divided into two 20-minute sessions, lunch and recess, at all elementary schools.
 - RECESS (whether inside or outside) is a time for the children to talk and play with friends from their class or other classes. It is unstructured playtime, following the general behavioral expectations of the school.
 - LUNCH is eating time in the cafeteria and/or classrooms. In order for the children to have enough time to eat their lunch, we encourage a “calm, relaxing” atmosphere. Children have sufficient time to eat their lunch if they use the majority of their time for eating.
3. Children, not ordering lunch from Aramark, must bring their own lunch to school. Children are **NOT allowed to share food with other children** because many children have allergies and/or reactions to common foods such as:
 - * peanuts and anything containing peanut butter or peanut oil
 - *tree nuts
 - * corn or anything made from /with corn oil
 - * milk products and anything containing milk
4. If your child forgets a lunch, he/she will be allowed to call you so you can bring their lunch to the “**I Forgot**” bins. Please put your child’s name and class on his/her lunch bag so it is visible. You may also have them charge a lunch with the food service provider.
5. Please refrain from ordering/delivering a special lunch for your child during the last week of school.
6. Aramark information is available at: <http://naperville203.schoolish.com/>



Student Absences

CALL-IN PROCEDURE:

All schools in Naperville School District 203 have a uniform procedure for reporting absences.

Reporting student absences on a daily basis is a parent responsibility.



To Report a Daily Absence ~ Call Any Time Before 7:45 am

630-420-6631 (English line)

630-548-4517 (Spanish line)

Please be ready to record the following:

- a. Date
- b. Student's Name (please spell the last name)
- c. Teacher's Name
- d. Reason for absence

If you anticipate that your child will be absent for more than one day, please call 630-420-6631 or 630-548-4517 **again** between 10:00 am and 2:00 pm to discuss the situation with our school health technician or nurse.

If a child is absent, and we have not received a call, we will attempt to reach you by calling your home, cell, or other numbers that you have designated for checking on absences. An unreported absence could be a safety issue! We will make every effort to call by 10:00 am to check on unreported absences.

RETURN TO SCHOOL AFTER ILLNESS/OUTDOOR RECESS

Your child should remain home until he or she is healthy enough (fever and vomit free for 24 hours or cleared from quaranting) to return to participate in all school activities. This includes outdoor recess. It is important to ensure your child is properly attired for a brief period of outside play. Following district guidelines, your child will be expected to participate in outdoor recess if the wind chill index is at zero or above.

WRITTEN REQUESTS TO REMAIN INSIDE WILL BE HONORED IF WRITTEN BY A DOCTOR.

These requests usually involve casts, use of crutches, or chronic medical situations and **should be presented** to the personnel in our health office.



ILLNESS DURING THE SCHOOL DAY

If your child becomes ill during the school day, the health technician or nurse will call you to consult and/or pick up your child. You must present identification when picking up your child before dismissal.

ABSENCES UNRELATED TO ILLNESS

While we understand that occasional absences for reasons other than illness may be unavoidable, we urge you to avoid planning vacations during school attendance time. Your child will benefit from regular attendance. **Attendance is monitored carefully and you will be contacted if absences and tardies begin to accumulate.**

Communication Tools



Our district website with links to individual schools, Board of Education documents, curricular information, calendars and events with options to access the text in a variety of languages. <http://www.naperville203.org>



River Woods
Elementary School

Our school website with links to Home and School information, calendars, events, newsletters, hot lunch, eLearning, and procedural information.
<http://www.naperville203.org/Domain/19>

School News You Can Use

Every Tuesday of the school year, news from the principal and the school community goes to all school email recipients via a Talk203.

Backpack Mail When necessary school information, such as event fliers, goes home on Wednesday in backpacks with the youngest or only child in the family.



This site is used as our districts' student information system (SIS). Here you can access student grades, schedules, attendance information and class placement.

<https://infinitecampus.naperville203.org/campus/naperville.jsp>

Talk203

Talk203 is District 203's email information system, delivering timely District and school news and information right to subscribers' email boxes. Our Weekly *School News You Can Use* comes out each Tuesday through Talk203. Parents are automatically signed up for this system using the email address(es) submitted at registration.



PTC Wizard is the parent-teacher conference sign-up application being used by District 203. This application is integrated with Infinite Campus.

<https://naperville203.ptcwizard.com>



Canvas A learning management platform in which teachers have classroom site or courses that provide classroom communication related to events, assignments, discussion boards, portfolios, classroom newsletters and curricular resources. <https://naperville.instructure.com/>



[@Naperville203](https://twitter.com/Naperville203) - general information from District 203



[@RWpride](https://twitter.com/RWpride) - follow RW Happenings



<https://m.facebook.com/RiverWoodsElementarySchoolNaperville/> - follow RW Happenings from Home & School

Office Connections

- ☀ Attendance – English 630-420-6631
- ☀ Attendance – Spanish 630-548-4517

- ☀ Office – 630-420-6630
- ☀ FAX – 630-420-6961



Student Report Card Information

REPORT CARDS

Student report cards are available through the Student Information System, Infinite Campus. Please be sure you have accessed this parent portal to create a username and password. Those directions can be found on our District website www.naperville203.org/domain/817 . You can also contact our Infinite Campus Helpdesk at campusportal@naperville203.org for assistance.

PURPOSE OF REPORT CARDS

Naperville Community Unit School District 203 believes the purpose of the report card is to communicate students' progress towards specific standards so that teachers, students, and parents/guardians can work together to advance student learning.

STANDARDS-BASED REPORT CARDS

A standards-based report card provides detailed information of how well students are progressing towards the identified standards in a specific content area. These standards directly align with the content that is being taught and assessed in the classroom. Students are continually assessed on their progress towards mastery of the expectations set forth at each trimester.

Teachers report student progress on two types of standards: content standards and process standards. Content reporting standards articulate what students know and are able to do academically while process standards refer to how a student is learning.

If questions arise regarding your student's progress, his/her classroom teacher is your main source of more detailed information. Contact information for all teachers is located at the front of this handbook as well as on our website at www.naperville203.org/Domain/19.





Emergency Management Plans



SAFETY INITIATIVES

As a school community, we prepare for safety situations through planning and practice. Safety drills with students and staff are conducted throughout the school year in alignment to district and state guidelines. The Naperville Fire and Police Departments annually supervise school drills to ensure our initiatives support current safety regulations.

FIRE

The building is equipped with sensors and alarms to detect smoke or a fire outbreak. Several times during the year, drills are conducted during both the morning and afternoon. Students, teachers, parents, and others in the building exit the nearest door. Procedures require teachers to take attendance and inform monitors that all children are present. The Naperville Fire Department supervises our procedures and has found them to be complete and efficient.

SEVERE WEATHER

The building is equipped with a Civil Defense System that keeps us informed of weather conditions in the Naperville area. We are notified when there is a reason to take cover, such as in the case of a tornado warning. Students, teachers, parents and others in the building take cover in the areas of the building that are not near windows or long roof spans.

EVACUATION OF THE BUILDING

Should a situation occur that is deemed unsafe for students and staff to remain in the school building and grounds procedures are in place to move students to Madison Junior High School, located on River Oak Dr. east of Naper Blvd. When this decision is made, Madison's office will be notified and prepared to receive our students. Procedures are in place to ensure that parents are notified. If students will be dismissed from Madison, they will be released to a parent, emergency contact, or daycare provider in the most secure and efficient manner possible including after the presentation of identification.

BUILDING SHELTER IN PLACE

Should a situation occur that is deemed unsafe for students and staff to move through the building, shelter in place procedures appropriate to specific situations have been established. Students practice these drills with school staff several times throughout the year. The Naperville Police Department supervises our procedures and has found them to be appropriate.

CRISIS TEAM

Should an unfortunate situation occur which involves members of the River Woods community; a crisis team will be available to work with students and families.



Miscellaneous, BUT IMPORTANT, Information

BIRTHDAY CELEBRATIONS

A. All students receive a birthday book and pencil from the school in honor of their special day! Students with summer birthdates receive their book on their half birthday. Students with birthdays on weekends or school holidays receive their books on the day prior to the day(s) off.

B. A birthday is a special time, especially for children. Birthdays can be honored at school in the following ways:

1. A donation of a favorite book made in your child's name to the Learning Resource Center (LRC) or individual classroom.
2. Other ideas may be acceptable, providing for the following: All students are included; items are non-edible; age and classroom appropriateness is ensured. Please consult your child's classroom teacher for her/his permission.

C. The following **should not** be a part of your consideration for celebrating your child's birthday at school:

1. Balloons, cookies, or flowers may **not** be sent for delivery to your child's classroom.
2. Edible treats may **not** be supplied for the class. There are significant allergy concerns that can be very difficult to accommodate. We cannot accept responsibility for the distribution of edible treats that come from individual families.
3. Invitations for home parties may not be distributed at school. Our Home and School publishes a Family Directory that contains families' addresses and phone numbers. In the case that a family is not listed, please contact the school office. We will contact the family for their permission to supply an address or phone number for invitation purposes.

AFTER SCHOOL ARRANGEMENTS

- "Going home" arrangements that are different than students' normal way require a parent note. Use the ***Change in Transportation*** form to communicate this information to your child's teacher and the office staff.
- **Only students scheduled to ride the bus will be permitted to do so.** A parent note stamped by the office staff is required for a bus rider to go on a different bus for a one-time after school activity with another bus rider.

 Without a note, students will go home by means of their assigned method of transportation.

- ❖ Please limit calls to the office for changes in dismissal/after school arrangements.

FIELD TRIPS

Each grade level selects field trip experiences specifically so that students can gain broader and in-depth understanding of a current topic of study. When parents are needed as chaperones, they will be invited to participate in the trip to supervise a group of students. Thus, we ask that you volunteer **ONLY if you can come without younger siblings. Younger siblings may not accompany classes on field trips. For the safety of our children, only pre-arranged chaperones will be permitted to participate on or join in field trips.** All chaperones must present current identification for screening through the district's security system.



ABSENCES OTHER THAN ILLNESS

Please be mindful that being absent from school means that children miss out on the continuity of instruction, classroom experiences, investigations and discussions that cannot be replicated outside of the classroom. We understand that illness causes unavoidable absences, but please try to make appointments and take family vacations during scheduled district vacation times.

“HOMEWORK” FOR STUDENTS WHO NEED TO BE ABSENT WHEN SCHOOL IS IN SESSION.

Knowing that families like to plan vacations around times when school is NOT in session, Naperville District 203 is very conscientious about providing both on-line and paper copies of the calendar of attendance dates to parents as early as possible. However, we realize that occasions arise when a child needs to be out of school to attend a family event. Please know that time away from school means that your child misses classroom discussion, activities, and experiences that prepare them to work on their own. Thus, when your child returns, he/she may have work waiting, some of which can be difficult to accomplish without the benefit of the instruction, prior experiences, and discussion that your child missed while away from school.

While all teachers try their best to help children learn and review information and skills that they miss while absent, students who have been gone have lost opportunities that cannot be made up. Please understand that some learning experiences cannot be replicated with a paper/pencil assignment. Homework will not be provided ahead of time. Students will be given adequate time to make up work upon their return to school.

“I FORGOT” Bins

When you bring “forgotten items” to school, leave them in the “I FORGOT” bins in the front hallway. You may not take items to your child’s class for it disrupts the children’s learning.



The “I FORGOT” bins are located in the lobby. If your child forgets his/her lunch, gym shoes, musical instrument or homework, please leave the labeled item in a grade level bin and write your child’s name, class, and item description on the white board. Email your child’s teacher to inform the teacher that an item has been dropped off. Children who have left items at home know to come to the “I FORGOT” bins to claim their things. Teachers have children check these bins throughout the school day.

“I FORGOT” After School

At times, your child leaves school and realizes needed items remain in the classroom. Children may only reenter the school with an adult before 3:00pm at the front door after being given permission to enter from office staff. After 3:00pm, staff are not available to admit children or adults back into the school.

MESSAGES FOR TEACHERS OR CHILDREN

If you need to get a message to your child or your child’s teachers feel free to call the school office or stop in the office to write your message and leave it with the office staff. Teachers are busy instructing during the day and may not see emails from parents until after school. Messages left before lunch will be put in teachers’ boxes for delivery during lunch. Messages left after lunch will be delivered before the end of the day. Parents may not “drop into” classrooms for conversation during the instructional day. The instructional day is designated as teaching and planning time with and for our students.

PETS

For the safety, comfort and, consideration of others, please do **NOT** walk your dog on school property. If you wish to take your dog for a walk, please make arrangements to meet your child at the edge of the school property. Some children are terrified of pets; others are highly allergic. Some dogs, which are normally good with children, get excited and confused with so many strangers and may nip at the many hands petting them. We do not want any one harmed.

Because many children have allergies to pet dander, pets may not be included as “show and tell” and/or report displays.

PLAYGROUND USE AFTER SCHOOL

Please follow these rules about the use of the River Woods playground after school:

- Students who are accompanied and supervised by a parent or other responsible adult are welcome to stay after school to play.
- Students who wish to play, but do not have an adult to supervise them, must go home and, with parent permission, return to the playground after 2:50.

These rules allow the staff on duty to focus on student safety at dismissal. There is no staff supervision on the playground after school.

SKATEBOARDS/ROLLERBLADES/SCOOTERS/“HEELIES”/MOTORIZED TOYS/VEHICLES

Skateboards, roller-blades/skates, scooters, “heelies”, and/or motorized toys/vehicles may not be used on school property at any time. This restriction is necessary out of concern for safety. Parent assistance in monitoring this is appreciated. Students must not bring skateboards, roller-blades/skates, scooters, “heelies”, and/o motorized toys/vehicles to school/after-school activities.



BIKE RIDERS

Children in the third grade or older may ride their bikes to and from school. Younger children may ride their bikes if accompanied by an adult. Bike helmets and locks are recommended. Once on school property, bikes should be walked to the provided bike racks.

PERSONAL DEVICES

Student cell phone and personal electronic device (devices that have the ability to take, store, display, or send messages, information, images, etc.) use is not permitted on school grounds during the school day. If a student brings an electronic device to school, it must remain turned off and in their backpack. Devices must remain in backpacks during bus rides to and from school. A phone is available in the front office if a student needs to call home for a specific reason during the school day.

VISION AND HEARING SCREENING INFORMATION

Students are routinely screened for vision and hearing in Kindergarten and 2nd grade. They are screened for hearing in 1st and 3rd grade. If students are in a special education program, or if a teacher or parent requests a screening, both vision and hearing are checked. The vision screening is NOT a substitute for a complete eye and vision examination by an eye doctor.

VOLUNTEERS AND GUESTS

For the safety of our school community when volunteers and guests are permitted in the building, all volunteers and guests must present current identification for screening through the district’s security system prior to entering the learning areas of the school. A badge prints from the system signifying clearance into the building. Upon departing from the school, the badge should be dropped off with office staff to sign out of the building.

