

**Richlands Elementary School
309 East Front Street
Richlands, VA 24641
Wendy L. Barringer, Principal
Sandy Tatum, Assistant Principal
<http://tazewell.k12.va.us/schools/res/>**

276-964-4112

WELCOME TO THE 2011-2012 SCHOOL YEAR

STUDENT HANDBOOK

Richlands Elementary School teachers and staff welcome you to a new school year. To help you enjoy your experience at Richlands Elementary, I would like to make the following suggestions:

1. Get to know your school. Become familiar with classroom locations, school office, library, cafeteria, gymnasium, and playground.
2. Get acquainted with the teachers and staff. We are here to help you.
3. Encourage your child to study and learn much. We will always be available to help with any problem he or she may have, but you must let us know what is needed. You know your child better than anyone so please keep us informed.
4. Bring your concerns to your child's teacher if you are unhappy with a situation at school. Don't tell it at the bowling alley, hairdresser, or baseball field, **but tell it to your child's teacher.**
5. Get involved in your child's education. The difference between failure and success is most often a concerned parent. Conference with the teacher, check for homework, and look at daily work, sign biweekly reports and return them to school. Send the message "I care about your schooling."

We are proud of our school, faculty, students and staff. You can help us keep our good record. It is our sincere hope that your experience at Richlands Elementary School will be one filled with happiness and success.

We urge you to support the school, teachers, and programs. A positive attitude and support make a significant difference in the success or failure of a child.

VISION

We believe that Richlands Elementary School is a quality educational environment. This environment is one where the needs of all students are foremost. From the various community volunteers to our dedicated teachers and administrators, the dominant concern is to provide a conducive environment for our students. Because of this attitude, our students are equipped with the ability to learn.

MISSION

The mission of Richlands Elementary school is to establish the most conducive educational environment possible. We will establish high standards for our students, our teachers, our administrators, and our community. An environment of excellence will be evident in the halls of our school. These high expectations will be combined with a compassionate attitude for all individuals in our school building. This attitude will enable our students to reach their full educational potential. Our mission is to create a learning environment where every child is encouraged to achieve, to provide instruction that accommodates every child's needs, and to have high expectations for every learner. All involved in the educational process will assist in the establishment of our quality school setting

ABOUT OUR SCHOOL

Richlands Elementary School is one of the three largest elementary schools serving Tazewell County. It is centrally located in the western district of the county. The school is situated near U.S. Highway 460, between the towns of Richlands and Cedar Bluff. It has an enrollment of about 580 students in pre-kindergarten through grade five. The faculty consists of 49 staff members. In addition to the town of Richlands, the school also serves surrounding rural areas extending as far as six miles north and south.

TAZEVELL COUNTY PUBLIC SCHOOLS

School Year 2011-2012

July 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011

15 Staff Development
 16 Work Day
 17 Work Day
 18-19 First Days of School for Students (1½ hr. early dismissal)

August 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

5 Labor Day Holiday (no school)
 27 End of 1st Six Weeks (28 Days)

October 2011

4 Parent/Teacher Conference Elementary 4:00-7:00 p.m.
 6 Parent/Teacher Conference High School 4:00-7:00 p.m.
 11 Parent/Teacher Conference Middle School 4:00-7:00 p.m.

September 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November 2011

8 Election Day (No School for students) - ½ Day Staff Development
 4 End of 2nd Six Weeks (27 Days)
 23-25 Thanksgiving Break

October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December 2011

16 End of 3rd Six Weeks/First Semester - 1½ hr. early dismissal (27 days)
 19-31 Christmas Break

November 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January 2012

2 1st Day of 2nd semester

February 2012

15 End of 4th Six Weeks (33 Days)

March 2012

30 End of 5th Six Weeks (32 days)

April 2012

6 Good Friday Holiday (Guaranteed)
 9 Staff Appreciation (Guaranteed)

December 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2012

18 Last Day of School for Students (1½ hr. early dismissal) (33 days)
 21 Work Day for Teachers

January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

School Year begins for students August 18, 2011 and last date to be determined. (Any missed days will be added to the end of school.)

180 Instructional Days

82 First Semester
 98 Second Semester

7 Paid Holidays

Labor Day
 Thanksgiving
 Christmas
 New Year's Day
 Good Friday
 Staff Appreciation Day
 Memorial Day

February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Parent/Teacher Conferences (½ Day)

October 4 Elementary (4:00-7:00)
 October 6 High School (4:00-7:00)
 October 11 Middle School (4:00-7:00)

Work Days (3 Days)

August 16, 2011
 August 17, 2011
 May 21, 2012

Staff Development/In-service (6½ days)

August 15, 2011
 November 8, 2011—½ day
 (5 additional days throughout year after school—30 hours to be scheduled after school hours.)

April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Three Flex Days

Calendar Summary

180 Instructional Days
 7 Paid Holidays
 ½ Parent/Teacher Conference
 3 Flex Days
 3 Work Days
 6½ Staff Development/In-service

200 days

June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

THE SCHOOL DAY

The doors open at 7:30 a.m.
Breakfast is served from 7:40-8:15 a.m.
Instruction begins at 8:15 a.m.
Pickups begin at 3:05.
1st bus dismissal is at 3:10
2nd bus dismissal is at 3:12.

Children are tardy after 8:15, and must sign in at the office before going to class. Parents driving children to school must use the road behind the school and drop children at the cafeteria/ gym entrance. This is a single-lane traffic, and drivers should be extremely cautious and alert. **Under no circumstance** is a child to be allowed to exit the car at the back of the school or walk down unattended from the visitor parking on the hill.

Parents picking up children in the afternoon are required to wait in the cafeteria where teachers will be on duty to help children in case of emergency situations. For the protection of children, parents may **NOT** be in hallways or in classrooms. These procedures must be followed for the school to be in compliance with Federal Safety Guidelines for all schools.

CHANGES IN ROUTINE

It is important that children be in school a full day so please try to make appointments after school hours if at all possible.

If a change in your child's usual school routine is necessary, we must have a **written note** with parent's signature. No one will be permitted to take your child from the school, or change his/her regular bus without a written note. We are unable to identify voices over the phone and we must make every effort to eliminate bogus callers. However, if an emergency arises, let us know and we will try to help where we can.

BAD WEATHER AND EMERGENCY CLOSING PROCEDURE

During the school year, if it is necessary to alter the school schedule because of inclement weather, parents and students will be informed by listening to the local radio station. **DO NOT** call the school to obtain closing information. If dismissed early, an announcement will be made by local radio and television stations one hour in advance of dismissal time. **CHILDREN SHOULD BE INFORMED OF THE PROCEDURES TO FOLLOW IF THEIR PARENTS ARE OUT OF TOWN. PLEASE DO NOT PLAN FOR YOUR CHILD TO CONTACT YOU BY TELEPHONE...BE PREPEARED IN ADVANCE.**

School may operate on the late schedule (two hours) when bad weather occurs. Schools will begin two hours later than the normal time. The local radio/television stations will also make this announcement.

HOMEWORK

Your child may have homework daily. There are several reasons for homework:

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom
3. To provide an opportunity for student to learn for students to learn good work habits.
4. To provide parents opportunities to see what the student is studying and how well he/she is progressing

GRADES K-3 – 0-2 ½ hrs. weekly

GRADES 4-5 – 2-5 hrs. weekly

GRADES

Report cards are sent home at the end of each six weeks grading period for grades K-5. The grading system as approved by the Tazewell County School Board is:

A: 93-100

B: 85-92

C: 77-84

D: 70-76

E: Below 70

ATTENDANCE

It is important for students to be in school everyday. Exceptions would be illness and emergencies. The elementary curriculum is developmental and builds on repetition and reinforcement with emphases on mastery of the Standards of Learning Objectives. This will occur only if your child has good attendance. Please notify the school when your child is ill and request makeup work. **Notes from parents are required after each absence. Any student arriving after 8:20 a.m. will be counted tardy and is required to sign in at the office.** Please keep in mind that students may be retained when absences exceed 20 days during the school year and excessive unexcused absences will be reported to the truancy officer.

BREAKFAST AND LUNCH

Meals and milk may be purchased weekly or monthly, or may be paid daily. Reduced priced lunches may be bought after 7:30 a.m. each day. However, we recommend a Monday morning purchase. Ten or more prepaid full-day lunches and breakfasts receive a **25 cent daily discount.**

Breakfast \$1.00

Lunch \$1.60

Ice Cream \$.75

Applications for free and reduced meals are in the back of the school calendar and are available in the office throughout the year. All applications will be approved through the office. All students who are receiving free or reduced meals at the end of the school year will automatically qualify for free or reduced meals for the first ten days of the new school year. When a student does not have money for lunch or breakfast, charging is allowed. **The money for the charge needs to be returned to the cafeteria as soon as possible. No child will be asked for money. However, you will receive a note or letter to remind you of the charges.**

CAFETERIA GUIDELINES

- Each class is to enter the cafeteria at their assigned time in a quiet manner with no loud talking, pushing, shoving or disturbance to other students eating.
- Saved seats are not allowed as it often causes much confusion and disorder.
- Each teacher will be expected to keep his/her class behavior within acceptable limits. Teachers are to remain with students as they go through the serving line. Talking should be in quiet, conversational tones.
- Lines moving from serving area and lines moving to the trash disposal area should be organized and directed so as to not overlap.
- Trays should be emptied in an orderly fashion. Tables and floors are to be kept clean. All trash will be disposed of in an orderly fashion.
- Students lining up to cafeteria should do so in a quiet an orderly fashion.
- Each child is expected to clean up after him/herself.
- Each class will leave the cafeteria at their assigned time.

SCHOOL DISCIPLINE

One of the most important lessons that students should learn is discipline. While it is not addressed as a subject, it underlies the whole educational structure. It is this training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people.

School discipline is simply a matter of courtesy, manners, and attitudes on the part of students. All Richlands Elementary School staff members have equal authority. Insubordination will not be permitted. Students are expected to do what is asked of them while under our supervision. Our school attempts to develop the child's potential and skills to the highest degree possible. Certain behaviors are disruptive to this positive learning environment and will not be tolerated. Those behaviors include:

1. Verbal abuse of another student or staff member by cursing, calling them obscene names, or threatening harm to others.
2. Physical abuse of another student or staff member such as fighting, kicking, hitting, or throwing objects.
3. Disrupting class so that learning is difficult for other students.
4. Stealing or destroying the property of others or staff members.

When the above behaviors are observed, the incident is to be reported to the principal or assistant principal. A conference will be held between the student and administrator to discuss the consequences of the inappropriate behaviors. Parents of the student involved will be notified of the incident. Good communication between the parent and teacher eliminates most undesirable

behaviors. It is the responsibility of the teacher to keep parents informed about their children. In most cases, parent intervention will improve behavior.

Children are instructed and encouraged to report concerns about aggression to an adult, so that intervention can occur before children feel a need to fight. Please help us by reporting any concerns you, as parents, may have, and encourage your child to do the same.

SCHOOL BOOKSTORE

The bookstore is located in the main entrance hallway near the office. Students may purchase supplies from 8:00 – 8:15 a.m. each day.

VISITORS/CONFERCING

Parents and other visitors are welcome to visit the school. However, we request that all parents, volunteers and visitors be identified with an appropriate identification tag. Upon entering the school, we ask that you go directly to the main office to sign in. You will receive the appropriate identification tag. You are asked to return the tag as you leave the school building. After 8:20 a.m. all doors in the building will be locked except the entrance near the cafeteria. **ALL visitors are to report to the office before visiting anyone in the building! This is state law!**

If a conference is desired, teachers should be contacted ahead of time to schedule a mutually convenient time. This may be during the teacher's planning time, before school, or after school. **Visitors will not be allowed to interrupt instructional time except for emergencies.** This takes away valuable learning time from your child and the other students as well. Let us know what your conferencing needs are, and we will plan our time to accommodate you. Most problems can be completely eliminated with parents and teachers working together and communicating concerns effectively.

Resource times:

CHECKING IN AND CHECKING OUT STUDENTS

Students who are tardy must report to the office for a "tardy slip" before they will be admitted to the classroom. Parents wishing to check their child out of school early need to go directly to the main office. Office personnel will ask you to complete the necessary information for the check out. Your child's teacher will be notified over the classroom intercom that your child is being checked out of school early. Please wait in the office until your child arrives from the classroom. **If there are repeated tardies or checkouts then parents will be asked to**

conference with the principal. Tardies and checkouts have a negative impact on the educational program of our school. They interrupt instruction and cause extra work for everyone.

For the safety of all students we will not check-out students after 2:45 until 3:05 so that we can ensure all students are going home to the correct locations and all phone calls are made to guardians as necessary.

BUS TRANSPORTATION GUIDELINES

Tazewell County bus drivers have the responsibility of transporting student to and from school in a safe manner. All students will be expected to follow safely rules and display the following conduct on the buses:

- Students must take assigned seats without crowding or pushing and remain seated while the bus is in motion.
- Arms, legs, and head must not extend outside the bus.
- Food or drinks are not allowed to consumed on the bus.
- Loud talking and the use of profanity or indecent language are not permitted on buses.
- Glass bottles, animals, tape players, or radios are not allowed.
- Aisles must be kept clear of book bags, books, etc. at all times.
- Fighting, pushing, shoving and horse play are not permitted on buses.
- State regulations prohibit the use of tobacco products on the bus.

Students who violate the above policies will be reported to the principal. Parent conferences will be conducted and continued violation of the above regulations could result in a suspension of the privilege to ride the bus.

SPECIAL SERVICES

In addition to regular classroom experiences, Richlands Elementary School students will have available the following special services:

Speech Therapy	Guidance counseling/ character education
Remedial Reading Classes	Reading Bee
Remedial Math Classes	Spelling Bee
Math Classes	
4-H	
Accelerated Reader Program	
Learning Disability Resource Classes	
Physical Education Classes	
Library Classes	
DARE – Drug Assistance Resistance Education	

School Nurse
Gifted Education
Art
After School SOL Tutoring

ILLNESS AND ACCIDENTS

When a child becomes ill at school, he/she should tell the teacher. **It is essential for an emergency telephone number to be on file in the office.** When a child goes to the clinic, his/her complaint will be logged by the health/nurse assistant. If a child has a fever, vomiting, or shows other signs of illness, parents will be called. If the conditions exist before a child leaves home or the night before, it would be a good idea to keep the child home until no sign of illness is apparent. A virus or infection can spread rapidly and school is no place for a sick child.

Sometimes a child may be involved in an accident at school and sustain an injury. If the injury is serious, parents will be **called immediately**. If emergency transporting is necessary, parents will be asked to meet us at the emergency facility. Again, be sure we have an **emergency number** that is current.

MEDICATION AT SCHOOL

All medication prescribed or over the counter, must be sent to the office or the school nurse with a note requesting the school to dispense the medicine. Prescription drugs must be in the original container and labeled. Extended use requires a form to be filled out by a physician. **Under no circumstances are children to keep medicines of any kind in their desks, book bags, pockets, etc.**

YOUR SCHOOL COUNSELOR

Our school is staffed with a full-time guidance counselor. She is here to help you. She is available to counsel students and parents in individual and group settings. She can help your child in making healthy adjustments at school and /or new situations. She specializes in providing coping skills to be used in real-life situations. These include, but are not limited to, a rigorous academic program, broken friendships, drugs and alcohol, divorce and separation, illnesses in families, unemployment, death, and scheduling time effectively, bullying, and moving to a new neighborhood or new school. She is always eager to help, so if you or your child are showing signs of stress, our counselor is here to help you.

LOST AND FOUND

Articles found in and around the school should be turned into the office or given to the custodian, Mr. John Lamie. The owner may claim his/her property by identifying it. It is helpful to write names in coats and jackets with a permanent marker. **Games, toys, C.D. players, Walkman, etc. are not to be brought to school.** These items can get lost, traded, and sold (without the parent's permission). This can create situations that demand a great deal of time to resolve, and these items are quite expensive to replace

HELP WANTED

Parents who wish to have their children become good readers. No previous experience necessary!

HOW TO APPLY:

- Spend time together reading to your child and be sure and let him/her read to you.
- Listen to you child and ask questions about stories he/she has read. It is important that children have a chance to tell you about what they have read.
- Make your home a house of books. If your child sees you reading, he/she will model you.
- Give books as gifts for birthdays or other gift-giving occasions. Ask your child's teacher or the librarian for ideas on the purchase of books.
- Provide a place for your child to keep his/her books and magazines.
- Subscribe to children's magazines.
- Select books based on your child's interest: hobbies, sports, and crafts are some areas that may be exciting.
- And, give praise lots of it. It encourages your child to read more.

COMPENSATION AND FRINGE BENEFITS:

Your child will remember your contributions for a lifetime and you'll have the satisfaction of knowing that you have played a key role in his/her future.

As a family...read for fun read for information, but most of all READ TO LEARN.

This message has been brought to you by your public school. With you as our partner, there is no better place to learn.